

SUMMIT COUNTY PLANNING DEPARTMENT

SUBMITTAL REQUIREMENTS FOR FINAL ZONING AMENDMENTS



CLASS 6 DEVELOPMENT REVIEW PROCESS

Per the provisions of Section 12003 of the Summit County Land Use and Development Code (“Code”), it is hereby acknowledged that situations will occur when all of the listed submittal requirements will not be needed, and situations will also occur when items not listed as submittal requirements will be needed in order for the County to have sufficient information to fully evaluate the impacts of an application. Accordingly, the Planning Department is authorized by the Summit County Board of County Commissioners (“BOCC”) per the provisions of Section 12003 et seq. of the Code to determine, based on the nature of an application, whether to waive BOCC adopted submittal requirements or require additional information based on the nature of each application.

The following shall be submitted to the Planning Department with a Class 6 development review application for a final zoning amendment, except for items that may be waived, or additional items that may be required, in accordance with Section 12003 et seq. of the Code:

Initial and date when required (Office use only)	Initial and date when submitted (Office use only)	A. Written Material
		1. Application Form: Attached to the packet.
		2. Letter from Property Owner(s): Letter from property owner indicating that such owner is applying for a development review application, or a letter from the property owner giving permission for another person or entity to apply for a final zoning amendment
		3. Legal Description and Acreage: If unplatted, prepared by registered land surveyor. If legally platted, the legal description can be on the application form
		4. Preliminary Title Report: An applicant shall submit a preliminary title report (Schedule B).
		5. Project Narrative: <input type="checkbox"/> Description of how the project has been modified from the preliminary zoning submittal. <input type="checkbox"/> Statement explaining how the applicant has responded to conditions of the preliminary rezoning amendment review. <input type="checkbox"/> Analysis of any problem areas identified during the preliminary zoning amendment review.
		6. Master Plan Conformance Statement: Statement of how proposal generally conforms to the applicable master plan goals and related policies/actions.
		7. Criteria for Decision Statement: Statement of how the required criteria for decision can be met.
		8. Water Supply: Description of water supply proposed and final evidence of adequate water rights: <input type="checkbox"/> Amount of water needed (in gallons per day). <input type="checkbox"/> Type of water system proposed. <input type="checkbox"/> Status of water rights. <input type="checkbox"/> Copy of water augmentation plan. <input type="checkbox"/> Copy of well permit. <input type="checkbox"/> Office of the State Engineer Water Supply Information Sheet. <input type="checkbox"/> Letter from the applicable district.
		9. Sewage Disposal: Description of means of sewage disposal and final evidence of adequate sewer system: <input type="checkbox"/> Amount of wastewater to be generated (in gallons per day).

		<ul style="list-style-type: none"> <input type="checkbox"/> Type of wastewater disposal system proposed. <input type="checkbox"/> Amount of solid waste to be generated (in pounds). <input type="checkbox"/> Method of solid waste disposal proposed. <input type="checkbox"/> Copy of ISDS permit. <input type="checkbox"/> Letter from the applicable district.
		<p>10. Revised Written Reports and Analyses That May Be Required:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Soil report. <input type="checkbox"/> Geotechnical report identifying any geotechnical hazards and/or mitigation for development constraints. <input type="checkbox"/> Site specific floodplain analysis (Refer to Section 4100 of the Code). <input type="checkbox"/> Provisions for employee housing (Refer to Section 3809 of the Code). <input type="checkbox"/> For major development projects, an impact study as required by Section 3504 et seq. of the Code. <input type="checkbox"/> Traffic impact analysis prepared by a qualified consultant. <input type="checkbox"/> Grading and drainage analysis. <input type="checkbox"/> Wetland delineation report. <input type="checkbox"/> Visual impact analysis. <input type="checkbox"/> Parking analysis.
		<p>11. CDOT Access Permit: For projects accessing a site direction by a State Highway, a CDOT Access Permit.</p> <ul style="list-style-type: none"> ✓ Contact the Colorado Department of Transportation at (303) 757-9123, if necessary.
		<p>B. Graphic Material</p>
		<p>1. Vicinity Map</p>
		<p>2. Existing Conditions Plan: To engineering scale (1":10', 1":20' or 1":30' scale), showing:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Certified topographic survey of the property in the areas where development is proposed in two foot contour intervals (shown with a dashed line) prepared by a Colorado Licensed Surveyor. <input type="checkbox"/> Certified survey of wetland delineation flagged by a qualified consultant, prepared by a Colorado Licensed Surveyor. <input type="checkbox"/> Steams, ponds, lakes and other water features. <input type="checkbox"/> Certified survey of all existing development and improvements, such as buildings and structures, utility lines, wells, septic and leach fields, sewer and water line connections, trails, driveways, and parking areas prepared by a Colorado Licensed Surveyor. <input type="checkbox"/> Slope analysis showing all slopes that are 30% or greater.
		<p>3. Final Conceptual Development Plan: At a 1":10', 1":20' or 1":30' scale including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Proposed building or structure layout. <input type="checkbox"/> Proposed parking area layout per Section 3700 et seq. and Chapter 5 of the Code. <input type="checkbox"/> Proposed landscaping layout per Section 3600 et seq. of the Code. <input type="checkbox"/> Proposed grading and drainage layout, with proposed grading shown in two foot contour intervals by solid lines and spot elevations on foundations, parking areas and roadways. <ul style="list-style-type: none"> ✓ Maximum 2:1 side slope allowed. ✓ Indicate direction of flow. ✓ See Chapter 6, 7 and 8 of the Code, or contact the Engineering Department at (970) 668-4200, for more information regarding grading and drainage requirements. <input type="checkbox"/> Proposed snow storage plan per Section 3505.19 et seq. of the Code. <input type="checkbox"/> Proposed recreational vehicle storage area per Section 3505.12 of the Code. <input type="checkbox"/> Proposed setbacks per Section 3505.13 et seq. of the Code. <input type="checkbox"/> Proposed dumpster location per Section 3505.03 et seq. of the Code if a development's trash service will be provided by a dumpster. <input type="checkbox"/> Proposed access plan (roadways, driveways, etc.) per Chapter 5 of the Code. <input type="checkbox"/> Proposed open space and trail plan. <input type="checkbox"/> Other intended uses by area (outdoor storage areas, etc.). ❖ The proposed activity or use should be designed to avoid, to the greatest extent practicable, visual impacts, steep slopes, ridgelines, wetlands, waterways, wetlands and wetland setback

		areas, wildlife habitat and other significant natural features.
		<p>4. Wildlife Habitat Overlay District Requirements: Land within Summit County is categorized by the land cover classifications used on the official Wildlife Overlay District Map (See Section 4200 of the Code).</p> <ul style="list-style-type: none"> <input type="checkbox"/> Map of property showing approximate areas of land cover classifications (see attached), or <input type="checkbox"/> In narrative, include a breakdown of the land cover classifications by the percentage of land area covered by each type of classification.
		C. Information Required for Public Hearing
		<ul style="list-style-type: none"> <input type="checkbox"/> Adjacent Property Owner Notification: The applicant shall provide to the Planning Department: 1) a list of the adjacent properties within 300 feet of the subject property (or other distance required by the Planning Department) for which public notice is required; and 2) either a) envelopes with postage pre-paid that are also (i) addressed to the adjacent property owner addresses and in the format obtained from the County Assessor, and (ii) listing thereon the address of the Summit County Planning Department as the return address (P.O. Box 5660, Frisco, CO 80443); or b) if approved by the Planning Department, a computer file and/or labels of the adjacent properties for which public notice is required for the Planning Department to send out notice. <input type="checkbox"/> Source of the Adjacent Property Owner Mailing Lists: All mailing lists shall be obtained from the County Assessor's records in accordance with Section 13103.01 et seq. of the Code. <input type="checkbox"/> Affidavit of Adjacent Property Owner List: The Affidavit of Adjacent Property Owner List shall be submitted with the submission of the envelopes prepared for the mail out of the public notice.
		<ul style="list-style-type: none"> <input type="checkbox"/> Affidavit of Posting: At time of hearing, affidavit that signs advertising the public hearing were posted on the project site by the applicant at least 15 days prior to the hearing by the Board of County Commissioners.
		D. Other Materials
		<p>1. Development Review Processing Fee: Required fee and adjacent property owner notification printing & mailing cost (payable to Summit County Government).</p>
		<p>2. Number of Copies Required:</p> <p>a. <u>Initial Submittal</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> 10 copies of stapled packets of the graphic material, in the scale as outlined above at 24" x 36" in size, folded to 8½"x11". <input type="checkbox"/> 10 copies of stapled packets of the graphic material that are scalable at 11" x 17" in size, folded to 8½"x11". <input type="checkbox"/> 4 copies of the written materials. <input type="checkbox"/> If available, one electronic copy of the plans and all submittal requirements. <p>b. <u>Planning Commission Hearing (Revised during the development review process)</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> 8 copies of scalable maps, 11" x 17" in size, folded to 8½"x11", two weeks prior to the Planning Commission hearing date, if necessary. <p>c. <u>Board of County Commissioners ("BOCC") Hearing</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> 4 copies of scalable maps, 11" x 17" in size, folded to 8½"x11", two weeks prior to BOCC date, if necessary.
		<p>3. Additional Information: The BOCC, Planning Commission or Planning Department may require you to submit additional information needed for review of your application.</p>

I, _____ understand and acknowledge the above listed submittal requirements are needed in order to make application for a Final Zoning Amendment Application. The application includes all the submittal requirements as indicated by an initial and date on the submittal requirement checklist. All applicable fees, any required plans and any other submittal documents so indicated "When Required" on this checklist are also included in the submittal.

Date of Pre-Submittal Meeting: _____

Planner's Signature: _____