

SUMMIT COUNTY PLANNING DEPARTMENT

SUBMITTAL REQUIREMENTS FOR SITE SPECIFIC DEVELOPMENT PLANS



CLASS 5 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 5 development review application for a site specific development plan, 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 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. Project Narrative: <ul style="list-style-type: none"> <input type="checkbox"/> Description of development goals and key components of such development <input type="checkbox"/> Total development area <input type="checkbox"/> Land uses proposed, and total area devoted to each use <input type="checkbox"/> Percentage of area devoted to each use <input type="checkbox"/> Number of any residential units proposed <input type="checkbox"/> Floor area of proposed residential density (as defined by the Code) <input type="checkbox"/> Residential densities proposed (Units/acre) <input type="checkbox"/> Floor area of non-residential uses proposed, by type of use (as defined by the Code) <input type="checkbox"/> Number of any lodging rooms proposed <input type="checkbox"/> Amount of any open space proposed <input type="checkbox"/> Proposed phasing <input type="checkbox"/> Commitments for preservation of natural features and open space <input type="checkbox"/> Commitments for providing trails. <input type="checkbox"/> Design criteria for development per the applicable provisions of the Code, such as Section 3505 et seq. and Section 8104 et seq.
		5. Criteria for Decision Statement: Statement of how the required criteria for decision can be met.
		6. Specific Plan Agreement, or Development Agreement (in a form approved by the County): <ul style="list-style-type: none"> <input type="checkbox"/> The BOCC, the Planning Commission or the Planning Department may require such be initially prepared by an applicant when deemed necessary based on the nature an complexity of the request.

		7. Improvements to Be Completed by the Developer: An applicant shall submit either a site plan improvements agreement or a subdivision improvements agreement, depending upon the type of development review for which a site specific development plan is requested.
		8. Applicable Regulations and Conditions: Statement of regulations that are applicable to the project and conditions to be met by the developer prior to the issuance of grading, building or occupancy permits.
		9. Notice of Intent: An applicant shall submit a written notice of intent to request a site specific development plan in accordance with Section 12702 of the Code.
		10. Notice of Approval: A site specific development plan shall include the notation contained in Section 1270.03.A of the Code.
		B. Graphic Material
		1. Vicinity Map
		2. Proposed Development Plans: All plans as required under the development review for which a site specific development plan is requested shall be submitted.
		C. Information Required for Public Hearing
		<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.
		<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 either the Board of County Commissioners or the Planning Commission.
		D. Other Materials
		1. Development Review Processing Fee: Required fee and adjacent property owner notification printing & mailing cost (payable to Summit County Government)
		2. Middle Park Soil Conservation District Fee (Payable to the MPSCD with separate check). <u>Subdivisions</u> Conceptual Plans Flat fee of \$200 Preliminary Plat Base fee of \$150 + \$10/lot for Lots 1-100* Final Plat \$175 Minor Subdivisions of 4 lots or less Flat fee of \$200 <u>Rezoning</u> Base Fee Base fee of \$150 + \$5/acre for Acres 1-100* * Additional fees may apply. Please refer to the MPSCD handout.
		3. Number of Copies Required: a. <u>Initial Submittal</u> <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.

		<ul style="list-style-type: none"> <input type="checkbox"/> If available, one electronic copy of the plans and all submittal requirements. b. <u>Planning Commission Hearing (Revised during the development review process)</u> <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 c. <u>Board of County Commissioners ("BOCC") Hearing</u> <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>4. The BOCC, Planning Commission or Planning Department may require an applicant 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 Site Specific Development Plan 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: _____