

SUMMIT COUNTY PLANNING DEPARTMENT

SUBMITTAL REQUIREMENTS FOR TEMPORARY USE PERMITS



CLASS 4 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 4 development review application for a temporary use permit, 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 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 temporary use permit.
		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: <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"/> Methods of operation. <input type="checkbox"/> Hours of operation. <input type="checkbox"/> Characteristics having impact on adjacent properties. <input type="checkbox"/> Proposed time limits for use.
		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 approval of a temporary use permit can be met.
		8. Water Supply: Description of water supply proposed and final evidence of adequate water rights: <ul style="list-style-type: none"> <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 special district.

		<p>9. Sewage Disposal: Description of means of sewage disposal and final evidence of adequate sewer system:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Amount of wastewater to be generated (in gallons per day). <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. Written Reports and Analyses That May Be Required:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Soils 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"/> Grading and drainage analysis. <input type="checkbox"/> Wetland delineation report. <input type="checkbox"/> Statement as to potential impact of proposed uses on public services and infrastructure. <input type="checkbox"/> Language on how application will comply with specific criteria as set forth in Section 12400 for the intended use.
		<p>11. CDOT Access Permit: For projects accessing a site direction by a State Highway.</p> <ul style="list-style-type: none"> ✓ Contact the Colorado Department of Transportation at (303) 757-9123, if necessary.
		<p>12. Provision of Other Utilities: Statement of proposed method of providing utilities (i.e., gas, electric, phone).</p> <ul style="list-style-type: none"> ✓ Letters of consent from utility companies.
		<p>13. Statement on Compliance with Specific Code Criteria: If special criteria have been established for the proposed use in the Code, a narrative on how such criteria will be met.</p>
		<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, and surveyed 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, surveyed by a Colorado Licensed Surveyor. <input type="checkbox"/> Slope analysis showing all slopes that are 30% or greater.
		<p>3. 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 (floor plans/elevations). <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 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"/> Existing and proposed trail connections. <input type="checkbox"/> Surrounding zoning designations and land uses. <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> <p><input type="checkbox"/> Map of property showing approximate areas of land cover classifications (see attached), or</p> <p><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.</p>
		<p>5. Exterior Lighting Fixtures: Cut sheet or illustrations of exterior lighting fixtures that will be utilized, including the height of such fixtures on building or structure elevations. Where parking area lighting or walkway lighting is required, or other exterior lighting is desired, an elevation of all proposed lighting standards and fixtures shall be submitted.</p> <p>✓ See the requirements of Section 3505.07 et seq. of the Code.</p>
		C. Information Required for Public Hearing
		<p><input type="checkbox"/> 1. 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.</p> <p><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.</p> <p><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.</p>
		<p>2. 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 Planning Commission.</p>
		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> <p><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".</p> <p><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".</p> <p><input type="checkbox"/> 4 copies of the written materials.</p> <p><input type="checkbox"/> If available, one electronic copy of the plans and all submittal requirements.</p> <p>b. <u>Planning Commission Hearing (Revised during the development review process)</u></p> <p><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>
		<p>3. Additional Information: The 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 Temporary Use Permit 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: _____