

CONDITIONAL USE

Case#: CU-_____-_____ Proj. Name: _____ (Fee Agreement)

Permits for Oil and Gas Drilling and Production require a different Technical Criteria Form.

APP.	TOWN
<input type="checkbox"/> Pre-Application Conference, <i>optional</i>	<input type="checkbox"/>
<input type="checkbox"/> Application Fee; CK#: _____; Amt: \$ _____	<input type="checkbox"/>
<input type="checkbox"/> Signed Fee Agreement; CK#: _____; Amt: \$ _____	<input type="checkbox"/>
<input type="checkbox"/> Poudre Fire Authority Development Review Fee of \$ _____	<input type="checkbox"/>
<input type="checkbox"/> Current Title Commitment Dated less than 30 days from date of application submittal.	<input type="checkbox"/>
<input type="checkbox"/> Written statement and any graphics necessary Describe and illustrate precise nature of proposed use, its operating characteristics and how all review criteria (Land Use Code 16-3-7.C.) have been satisfied.	<input type="checkbox"/>
<input type="checkbox"/> Proposed Site Development Map _ Topography _ Building locations _ Parking _ Traffic circulation..... _ Usable open space _ Landscaped area _ Utilities and Drainage features	<input type="checkbox"/>
<input type="checkbox"/> Preliminary building plans and elevations Indicate the dimensions, general appearance and scale of all buildings.	<input type="checkbox"/>
<input type="checkbox"/> Surrounding and Interested Property Ownership Report Current list (at most 30 days old) of names and addresses of surrounding property owners (within 300 ft. of the property), mineral interest owners of record, mineral and oil and gas lessees for the property and appropriate ditch companies. Certification that report is complete and accurate.	<input type="checkbox"/>
<input type="checkbox"/> Public Hearing Notification Envelopes 1 set of stamped, addressed No. 10 envelopes with the Town's address as the return address. Address envelopes to surrounding property owners within 300 ft. of the property, mineral interest owners of record, mineral and oil and gas lessees, and appropriate referral agencies.	<input type="checkbox"/>
<input type="checkbox"/> Additional materials, <i>if applicable</i> List any additional materials the Town requests or Applicant includes. _____ _____	<input type="checkbox"/>

Submit documents above with a copy of this form and a completed Land Use Application.

Date Submitted to Town: _____

Application Certification of Completion Town must certify application is complete and in compliance with all submittal requirements OR reject it as incomplete and notify Applicant of any deficiencies. If rejected , Staff must prepare a report identifying any issues of concern that must be addressed and forward it to the Applicant. All documents requiring a signature must be signed in BLUE INK .	<input type="checkbox"/>
<input type="checkbox"/> Address Staff Comments (Submit to Town Clerk) _ Letter explaining how all of the comments have been addressed..... _ Revised maps and other documents	<input type="checkbox"/>

CONDITIONAL USE

TOWN CERTIFICATION OF COMPLETED APPLICATION

Signed: _____ Date: _____

<u>APP.</u>	<u>TOWN</u>
<p>Final Staff Review and Report to Planning and Zoning Commission Staff will complete a final review of any resubmitted materials and then prepare a report to the Commission explaining how the application is or is not consistent with the review criteria.</p>	<input type="checkbox"/>
<p>Planning Commission Review of the Conditional Use Application The Commission will hold a meeting to review the application, determine if the application complies with the conditional use review criteria, and recommend to the Town Council approval, approval with conditions or denial.</p> <p style="text-align: center;">Decision: _____ Date: _____</p>	<input type="checkbox"/>
<p>Set Public Hearing Date and Public Notification Town Clerk will send notice of public hearing to the Applicant and all parties in the Surrounding and Interested Property Ownership Report no less than 45 days before the hearing. Referral information will include time and place of the public hearing, nature of the hearing, location of the subject property, and Applicant's name. Town Clerk will also publish notice in a newspaper of general circulation and prepare a public hearing notification sign to be posted on the property by the Applicant. The hearing may be held no less than 30 days from the date of property posting and newspaper publication.</p> <p style="text-align: center;">Date of Public Hearing: _____</p>	<input type="checkbox"/>
<p>Town Council Public Hearing and Action Following the public hearing, the Council may approve, conditionally approve or deny the conditional use application based on the review criteria. A conditional use permit may be revocable, may be granted for a limited time period, or may be granted subject to conditions as the Council may prescribe.</p> <p style="text-align: center;">Decision: _____ Date: _____</p>	<input type="checkbox"/>
<p><input type="checkbox"/> Post-approval process The Town will record 1 original mylar of the Conditional Use map in the office of the Larimer County Clerk and Recorder. The recording fee must be paid by the Applicant.</p>	<input type="checkbox"/>