

P/C Meeting Date _____
Date Received _____
Initials _____



City of Montrose

CONDITIONAL USE PERMIT APPLICATION

It is the applicant's responsibility to submit the required materials. Checks shall be made payable to *City of Montrose*. The application fee is non-refundable. All application materials should be submitted in digital format only. Please email application materials to planningmail@ci.montrose.co.us. Large files may be shared via Dropbox or Google Drive.

Please contact Planning Services at (970) 240-1407 for assistance.

ADDRESS OF PROPERTY _____

ZONING _____

CURRENT LAND USE _____

BRIEF DESCRIPTION OF REQUESTED ACTION:

PROPERTY OWNER	APPLICANT OR REPRESENTATIVE
NAME:	NAME:
MAILING ADDRESS:	MAILING ADDRESS:
CITY, STATE, ZIP:	CITY, STATE, ZIP:
PHONE:	PHONE:

EMAIL:

EMAIL:

REQUIRED APPLICATION MATERIALS

This list is intended to be a guide and may not be a complete list of all the requirements.

- \$300 NON-REFUNDABLE APPLICATION FEE (CHECK, CREDIT CARD, CASH)
- RECORDED WARRANTY DEED WITH LEGAL DESCRIPTION OF THE PROPERTY (PDF)
- DETAILED STATEMENT DESCRIBING THE USE AND EXPLAINING HOW IT IS IN COMPLIANCE WITH APPLICABLE CRITERIA (SEE SECTION 4-4-26 BELOW) (PDF)
- SITE PLAN (PDF)

SITE PLANS MUST:

- INCLUDE DATE, A NORTH ARROW, AND A SCALE
- INCLUDE A VICINITY MAP SHOWING GENERAL LOCATION OF THE PROJECT
- SHOW THE FOOTPRINT, DIMENSIONS, HEIGHT, AND LOCATION OF EXISTING AND PROPOSED STRUCTURES. INDICATE WHETHER EXISTING STRUCTURES WILL REMAIN OR BE REMOVED
- SHOW SETBACKS FROM ALL PROPERTY LINES FOR EXISTING AND PROPOSED STRUCTURES
- LABEL STREET NAMES FOR ALL EXISTING AND PROPOSED STREETS
- EXPLAIN AMOUNT OF INCREASE IN TOTAL BUILDING SQUARE FOOTAGE
- WIDTH AND LOCATION OF ALL EXISTING AND PROPOSED PUBLIC AND PRIVATE EASEMENTS
- VEHICULAR ACCESS INCLUDING PRIVATE DRIVEWAYS, AND OFF-STREET PARKING REQUIREMENTS
- LOCATION, SPECIES, AND SIZE OF EXISTING AND PROPOSED LANDSCAPING INCLUDING FENCING

- PHOTOS OF THE PROJECT AREA

4-4-26 CONDITIONAL USE CRITERIA

(A) Uses listed as conditional uses for the various zoning districts provided in this Chapter shall be allowed only if the Review Board determines, following review pursuant to Section 4-4-31, that the following criteria are substantially met with respect to the type of use and its dimensions:

- (1) The use will not be contrary to the public health, safety, or welfare.
- (2) The use is not materially adverse to the City's master plan.

(3) Streets, pedestrian facilities, and bikeways in the area are adequate to handle traffic generated by the use with safety and convenience.

(4) The use is compatible with existing uses in the area and other allowed uses in the district.

(5) The use will not have an adverse effect upon other property values.

(6) Adequate off-street parking will be provided for the use.

(7) The location of curb cuts and access to the premises will not create traffic hazards.

(8) The use will not generate light, noise, odor, vibration, or other effects which would unreasonably interfere with the reasonable enjoyment of adjacent property.

(9) Landscaping of the grounds and the architecture of any buildings will be reasonably compatible with that existing in the neighborhood.

(B) The burden shall be upon the applicant to prove that these requirements are met.

IMPORTANT NOTES

- Applications shall be submitted at least 30-60 days before the next Planning Commission meeting in order to be put on the agenda.
- Public notice requirements will be the responsibility of the City of Montrose and will be completed at least 15 days before the public hearing.
- All approved Conditional Use Permits shall have an executed Agreement and Declaration of Covenants to be prepared by the Legal Department, approximately two weeks after the public hearing.
- By signing, you certify that you have read and understood the submittal requirements, and that you understand omission of any listed items may cause delay in processing the application. The undersigned acknowledges that the information supplied in this application is as complete and accurate as possible.

Owner's Signature

Date

Applicant's or Representative's Signature

Date