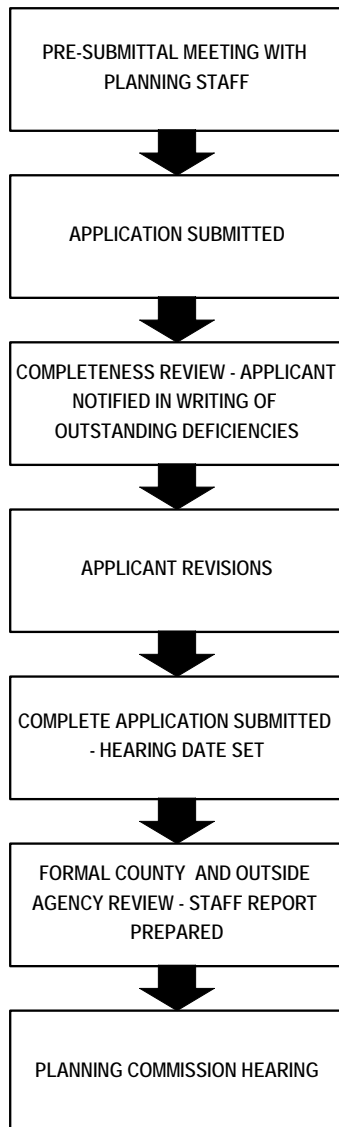


SPECIAL REVIEW USE – Conditional & Special Uses

DEVELOPMENT PERMIT APPLICATION REVIEW PROCESS (TCLUR Chapter 8)

OVERVIEW Special Review Uses are uses of a special nature that make it impractical to determine ahead of time whether they are appropriate as permitted uses (uses-by-right) in a zone district. Based on individual review of the location, site design, intensity, and use operation, however, and appropriate requirements, it may be found to be compatible with the other uses permitted in the zone district and thus made allowable. If a Special Review Use Permit application cannot meet the requirements of *Chapter 8* for the use at the site proposed, it is the intent of the Land Use Regulations that the location for it is not appropriate.

PROCESS



Pre-Submittal Meeting with Planning Staff. Reviews requirements of the application and highlights information needed for decision makers to make a determination.

Application Submitted. Based on Pre-Submittal Meeting, Applicant prepares materials and submits them to Planning Department for review to see whether the application is complete.

Completeness Review. Staff formally reviews the application to determine whether all information required has been submitted. Staff notifies Applicant in writing and in detail of any items still outstanding.

Applicant Revisions. Applicant makes any changes or provides any missing information necessary to make the application complete. Staff will provide a review agency list and indicate the number of copies of the complete application needed. Applicant amends its application and submits copies.

Complete Application Submitted - Hearing Date Set. When multiple copies of the complete application have been submitted for distribution, Staff will arrange for the first public hearing (Planning Commission), normally within 60 days.

Review - Staff Report. County Staff and other review agencies evaluate the application for compliance with Federal, State, and County regulations and provide comment to Staff. Staff prepares and distributes a report 10 days before the hearing.

Planning Commission Hearing. Staff and Applicant make presentations; public comment will be taken. At the end of the hearing the Planning Commission will approve, approve with conditions, or deny the application if it is the decision making body. **If the Board of County Commissioners is the**

decision-making body, the Planning Commission will only make a recommendation to the Board and a Board hearing will be scheduled by Staff. Board hearings are normally held three to four weeks after the Planning Commission hearing.

APPLICATION CHECKLIST

- A properly completed **Application Form** together with the additional materials required by *Section 3.2*.
- A **written description** of the specific Special Review Use proposal, in sufficient detail to describe (a) the nature of the proposed use; (b) how it will be operated; (c) how its impacts on public facilities, public infrastructure, and surrounding properties will be minimized and mitigated; and (d) how it otherwise conforms to the general Standards of *Section 8.2.D* for a Special Review Use and any special standards applicable to the particular use. All uses that will occur on the site must be identified.
- A **site plan** prepared in accordance with Land Use Regulations *Section 7.4 Site Plans for Applications Other than Building Permit*, as may be modified at the sole discretion of the Planning Director.
- Written and/or graphic information sufficient to demonstrate that the requirements of *Chapter 4 Infrastructure* are or can be met.
- Written and/or graphic information sufficient to demonstrate that the requirements of *Chapter 5 Site Development* are or can be met.
- A *Section 6.2* Environmental Description (other environmental impact information may also be required per the Pre-submittal Meeting (e.g., floodplain study).
- The **information specific to the Special Review Use requested** (by way of example: the Co-location documentation required for a Communication Facility, or the special requirements for Mining or Mobile Home Park applications).

EVALUATION STANDARDS

1. The proposed Special Review Use is **appropriate** for its proposed location, and is **consistent** with the purposes, goals, objectives and policies of all applicable legislatively adopted Teller County master plan(s) and map(s).
2. The proposed Special Review Use is **appropriate** for its proposed location and **compatible** with the character of surrounding land uses, and does not create a nuisance.
3. The proposed Special Review Use **complies with the Standards of the zone district** in which it is located **and any Standards applicable to the particular use.**
4. The design of the proposed Special Review Use **minimizes adverse impacts** to adjacent and surrounding lands, water and air resources, wildlife habitat, scenic and other natural resources, and existing infrastructure.
5. The proposed Special Review Use **complies with the appropriate Standards of Chapter 4, Chapter 5, and Chapter 6.**

OTHER

- Depending on the complexity of the project, its location, and its impact to the site and surrounding area, an **Improvements Agreement** may be required.
- Special Review Use permits run with the land; however, time limits may be imposed. If not substantially implemented within 2 years, or discontinued for 2 consecutive years, the Permit is deemed abandoned.

CONTACT US!

The information above is a **summary only**. The Land Use Regulations may require more or



PLANNING DEPARTMENT
(719) 687-3048

less than is stated in this brochure.

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