Land Use Application Form

_____ Amended Plat  _____ Boundary Adjustment  _____ Subdivision Exemption
_____ Annexation  _____ Sketch Plan  _____ Floodplain Development
_____ Final Plan  _____ Planned Unit Development  _____ Vacation of Right-of-Way
_____ Text Amendment  _____ Site Plan Review  _____ Re-Subdivision Final Plan
_____ Easement Agreement  _____ Zoning or Rezoning  _____ Subdivision Improvement Agreement
_____ Preliminary Plan  _____ Special Use Permit  _____ Annexation & Development Agreement
_____ Zoning Variance  _____ Other: ____________________________

Project Name: ____________________________

Project Description / Property Information:

Address: ________________________________________________ Parcel ID Number: __________

Legal Description (attach additional sheets if necessary): ______________________________________

Access to Property: ____________________________

Acreage or Square Footage: _______________ Existing Land Use Designation: ____________________

Proposed Land Use Designation: __________________

Existing Zoning: _______________ Proposed Zoning: __________________

Proposed Use / Intensity of Use: __________________

Submittal Requirements:

- Initially, a completed application with original signatures and four copies shall be submitted to the department for review. The application shall include four sets of 24” x 36” plans, plats and other appropriate drawings. Application must also be submitted in electronic format (MS Word).
- In addition to this application, all information on the supplemental checklist must be submitted.
- Incomplete applications will not be accepted and will delay processing.
- When the documents are deemed adequate, additional copies as required by the department shall be submitted ten (10) days before the public hearing.
- All documents submitted for public hearing shall be hole-punched, collated and paper-clipped (no staples). All plans, plats or drawings shall be folded to 8 ½” x 11” and inserted into the collated application. Each individual application shall be banded together and ready for public distribution.

STAFF USE ONLY

Pre-app conference: __________________ (date)  Application received: __________________ (date)

Application complete: __________________ (date)  File Number: __________________

Fees: ______________________________________  Referrals Sent: __________________ (date)

Deposits: ____________________________________  PZC approval: __________________ (date)

Paid: _______________________________________ (date)  BOT approval: __________________ (date)
The Billable Party, by signing below, hereby agrees to reimburse the Town the actual costs to the Town plus 15% administrative fees for all engineering, surveying and legal services rendered in connection with the review of the Application. The Billable Party shall also reimburse the Town for the cost of making any corrections or additions to the master copy of the official Town map and for any fees for recording any plats and accompanying documents with the County Clerk and Recorder of Garfield County. The Billable Party agrees that interest shall be imposed at a rate of 1.5% per month on all balances not paid within thirty (30) days of the date of the statement. In addition to any and all remedies available to the Town and in the event the Town is forced to pursue collection of any amounts due and unpaid, the Town shall be entitled to collect attorney’s fees and costs incurred in said collection efforts in addition to the amount due and unpaid.

Name (printed) §

Address

Phone        Fax

Signature

Type of Identification

Disclosure of Property Ownership

_____ If owner is an individual, indicate name exactly as it appears on the deed.

_____ If owner is a corporation, partnership, limited partnership or other business entity, name principals on a separate page. Please include articles of organization, partnership agreement, etc., as applicable.

_____ If owner is a land trust, name beneficiaries on a separate page.

_____ If applicant is a lessee, indicate the owner(s) on a separate page.

_____ If applicant is a contract purchaser, attach a copy of the contract and indicate the owner(s) on a separate page.

Please provide the name(s), mailing address(es), street address(es) and phone number(s) for all owners.
Property Owner Affidavit

I/We, ____________________________________________, being first duly sworn, depose and state under penalties of perjury that I am (we are) the owner(s) of the property described herein and which is the subject of the application and proposed hearings; that all answers provided to the questions in this application, and all sketches, data and all other supplementary matter attached hereto and made part of this application are honest and true to the best of my (our) knowledge and belief. I (we) understand that this application must be complete and accurate prior to a hearing being scheduled. I (we) authorize Town staff to visit the site as necessary for proper review of this application.

(If there are special conditions such as guard dogs, locked gates, restricted hours, etc., please give the name and phone number of the person(s) who can provide access to the site)

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Type of Identification

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Sworn to and subscribed before me this ______ day of ______, ______.

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By ____________________________________________

(name printed)

Witness my hand and official seal.

____________________________________________________________________

Notary Public

(seal)

My Commission expires: ________________________
Authorized Representative

I/We further permit _______________________________ to act as my/our representative in any manner regarding this application, to answer any questions and to represent me/us at any meeting(s) and public hearing(s) which may be held on this application.

NOTE: All correspondence will be sent to the authorized representative. It will be the representative’s responsibility to keep the owner(s) adequately informed as to the status of the application.

Name (printed)
________________________________________

Address
________________________________________

Phone
________________________________________

Fax
________________________________________

Signature
________________________________________

Type of Identification

County of ________________________________ )

State of ________________________________ ) ss.

Sworn to and subscribed before me this ______ day of ________, ________.

(fill in day) (fill in month) (fill in year)

By ________________________________
(name printed)

Witness my hand and official seal.

________________________________________
Notary Public

My Commission expires: ________________________________
You are hereby notified that the Town of Silt Planning & Zoning Commission/Board of Trustees will conduct a Public Hearing to consider the following application. The Public Hearing will be held on ____________, 200__ at 7:00p.m. in Council Chambers at Silt Town Hall, 231 N. 7th Street.

Applicant:

Application Request:

Legal Description: (brief legal description is sufficient)

Common Description: (street address or general location)

For more information, contact the Town of Silt Community Development Department; PO Box 70, 231 N. 7th Street or call 970/876-2353. Please provide the name of the applicant and other notice information when asking department staff about this notice.
TOWN OF SILT, PROOF OF PUBLIC NOTICE AND CERTIFICATE OF MAILING

Project: ____________________________________________________________

I HEREBY AFFIRM THAT Public Notice requirements of the Silt Municipal Code have been met for the Public Hearing before the Silt Planning & Zoning Commission/Board of Trustees to be held on ____________, 200__.

In addition, I hereby affirm that on ______ day of ____________, 200___. I mailed first class, certified return receipt, a true copy of the attached Public Notice by placing the same postage prepaid in the United States Mail at ______________________, Colorado, addressed to those property owners on the attached list.

Attached are:

1. Certificate(s) of Mailing (green cards and return receipts)

2. Proof of publication from a newspaper of general circulation within the Town showing that prior to the meeting, the Public Notice was advertised as required per Silt Municipal Code.

3. List of names and mailing addresses of all surrounding property owners within 200 feet of subject property.

Name of Applicant (printed)  Signature of Applicant  Date

County of _________________________ )

State of _________________________ )  ss.

Sworn to and subscribed before me this ______ day of __________________, ______.

(fill in day)  (fill in month)  (fill in year)

By _____________________________

Name (printed)

Witness my hand and official seal.

_______________________________
Notary Public

My Commission Expires: ____________________________
## LAND USE APPLICATION FEES

<table>
<thead>
<tr>
<th>Application</th>
<th>Fee</th>
<th>Deposit</th>
<th>SMC Section</th>
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<tr>
<td>Annexation</td>
<td>$1,200</td>
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<td>Easement Agreement and Amendments</td>
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<td>Fence Exception</td>
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<td>Site Plan Review- Commercial/Multi-Family</td>
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<td>Minor Subdivision-Sketch/Final</td>
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<td>Zoning Variance</td>
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<td>Zoning or Rezoning</td>
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*Deposits must be included with application submittal. The deposit is used as security for department staff and consultant time to review the project application. Applicant shall also pay for fees and charges incurred by the town, such as legal fees, planning fees, engineering fees, and filing or recording fees, plus an administrative fee of 15% of the total consultant charges.

**ATTACHMENTS/EXHIBITS MUST BE COMPLETE FOR SUBMITTAL.**
Incomplete applications **will not** be reviewed until deemed complete.

**Checklist below for Office use only.**

1] A legal description of the property.
2] Evidence of legal ownership. May be a deed, title commitment, title insurance policy, or attorney’s opinion of ownership.
3] Letter of consent. Required if the Applicant is not the property owner.
4] List of property owners within 200 feet. Call Garfield County Assessor’s Office at 970/945-9134 for information.
6] A copy of the completed application in electronic format (Microsoft Word).
7] A diskette, compatible with the Town of Silt GIS system, must be submitted before final recording of land use action. Mylars will not be signed prior to submittal of GIS disk. (For GIS information, call the Community Development Department, (970)876-2353.) Please do not print Final Plat Mylars until you receive approval by Town staff.
SPECIAL USE PERMIT SUBMITTAL CHECKLIST

Special Use Permit means a permit for a use that is not appropriate generally or without restriction throughout a zone district but which, if controlled as to number, area, location or relation to the neighborhood, would promote the public health, safety, welfare, morals, order, comfort, convenience, appearance, prosperity or general welfare.

Submittal Documents: An applicant shall submit the following for consideration of a special use permit:

1. ___ Letter of Intent – a brief written description of the proposed zoning and/or development signed by the applicant and including answers to the following questions:
   a) Explain the request and the reason for the request;
   b) Explain how the request meets the intent of the Silt Municipal Code and the Silt Comprehensive Plan;
   c) Explain how the request is compatible with the immediate area surrounding the subject site;
   d) Explain how the request is desirable for the Town of Silt;
   e) Explain the need for this special use;
   f) Explain how this use promotes the best use of the land for the town;
   g) Detail any real or possible environmental impacts your request may have.

2. ___ List of 200’ Property Owners – Names and addresses of all property owners within 200 feet of the subject property;

3. ___ Proof of Property Ownership – deed or deed of trust;

4. ___ Land Use Activity Impact Statement – form provided by the Town;

5. ___ Site Location Map – Must show subject property, adjacent streets and rights-of-way, adjoining property lines, north arrow (at a reasonable scale as determined by Town staff), on 8 ½” x 11”, 8 ½” x 14”, or 11” x 17” depending on scale. Location map must show where the special use will be located on the property;

6. ___ Development Plan – Must show existing and proposed improvements;

7. ___ Application Fee - $250

The applicant or representative must be present at public hearing/meeting at which the proposal is scheduled.
Applicable Code Sections

17.78.030 Review criteria.
Criteria for review of special use applications are:
A. Compliance of the application with this code;
B. Compatibility of the proposal with the character of the surrounding area;
C. Desirability and need for the proposed use;
D. Encouragement of the most appropriate use of land throughout the town;
E. Potential for adverse environmental influences that might result from the proposed use;
F. Compatibility of the proposed use with the comprehensive plan; and
G. Adequate provision for ingress and egress of vehicular and other traffic; parking, servicing and loading/unloading; refuse and service areas; utilities; screening and buffering; signage; yards and open space; and any other items determined necessary or appropriate by the board.

17.78.040 Application – Public hearing – Enforceability.
A. An applicant desiring a special use permit shall submit a written application on a form supplied by the town, as well as a two hundred and fifty dollar fee. The application shall address all review criteria. The town administration shall review the application and refer the same, with recommendations, to the planning and zoning commission. The planning and zoning commission shall consider the application at a regular meeting. The planning and zoning commission shall cause the application to be referred to the board, with the town administration’s recommendations and the recommendations of the planning and zoning commission.

B. A public hearing shall be held by the board after notifying the adjoining property owners of the subject property and after posting notice of such hearing at least fifteen days prior to such hearing in a public place in the community.

C. Following the hearing, the board shall issue its decision on the application. The board may approve, approve with conditions or deny the application. On any approval of a special use permit, the board may impose terms, condition, limitations, restrictions and requirements, as the board deems necessary, advisable or convenient. With any such grant, the board shall include specific provisions to assure the town’s enforceability of the special use permit provisions and the applicant’s continuing compliance with all of its terms, conditions, limitations, restrictions and requirements.

D. The applicant for special use permit or any other action under this chapter shall be responsible for all fees and charges incurred by the town in connection with such application, including, but not limited to, legal fees, planning fees, engineering fees, and filing or recording fees. In addition, the applicant shall submit a fifteen percent administrative fee based on the total of all consultant charges for the review of the special use permit application.
LAND USE ACTIVITY IMPACT STATEMENT

Name of Applicant: ___________________________ Date: ________________

Location of Property: _____________________________________________

Land Use Request: _______________________________________________

Please answer the following questions to the best of your ability. Attach additional pages as needed.

1. Is your request compatible with the Silt Municipal Code? Yes/No

2. Is your request compatible with the Silt Comprehensive Plan? Yes/No

   If not, how is your request useful to the Town of Silt?

3. Explain how your request is compatible with the immediate area surrounding the site.

4. How is your request desirable for the Town of Silt?

5. Detail any real or possible environmental, town service, or other impacts your request may have.
6. Are there or have there ever been any landfills on any part of the property included in your request? Yes/ No

7. Please mark all the concerns or impacts listed below which apply to your request and give a brief statement about how you have addressed them.

   a. _____ traffic
   b. _____ town services (water, sewer, etc.)
   c. _____ signage
   d. _____ open space
   e. _____ schools
   f. _____ emergency services (police, fire, medical)
   g. _____ other utilities (electrical, etc.)
   h. _____ other (pollution, etc.)

Please list any other items or information which you feel would be of help in assessing your application.