

# Town of Silt Community Development

231 N. 7<sup>th</sup> Street, Silt Colorado 81652; (970)876-2353 ext. 108



## **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.