



# CONDITIONAL USE PERMIT APPLICATION

## TOWN OF MINTURN PLANNING AND ZONING DEPARTMENT

P.O. Box 309 - 302 Pine Street- Minturn, Colorado 81649-0309

Phone: 970-827-5645

Email: [planner@minturn.org](mailto:planner@minturn.org)

### Project Name:

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### Project Location

Street Address:

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Legal Description (Lot, Block, Subdivision):

Parcel Number(s):

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### Application Request:

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### Applicant:

Name:

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Mailing Address:

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Phone:

Email:

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### Property Owner:

Name:

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Mailing Address:

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Phone:

Email:

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### Required Information:

Lot Size:	Type of Residence (Single Family, ADU, Duplex)	# of Bedrooms	# On-site Parking Spaces
# of Stories:	Snow storage sq ft:	Building Footprint sq ft:	Total sq ft Impervious Surface:

### Signature:

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**\$800+Costs attributable to the review by consultant time are billed at actual hourly rates. Cost assessed after first hour.**

**Fee Paid:** \_\_\_\_\_ **Date Received:** \_\_\_\_\_ **Planner:** \_\_\_\_\_

# **CONDITIONAL USE PERMIT APPLICATION**

## **SUBMITTAL CHECKLIST REQUIREMENTS (TO BE INCLUDED WITH APPLICATION)**

**Applicant      Staff**

☐      ☐      **Application Form** (Please fill out the Form and Return with the Packet)

☐      ☐      **Letter of Intent** (As Detailed as Possible)  
-- What is the purpose of the project including;

- Relevant Background
- Current Status of the Site
- All Proposed Uses and Structures
- How the Proposal Differs from what already exists
- Information regarding Easements or Dedicated Tracts, etc.

☐      ☐      **Vicinity Map**  
-- Directional Map indicating how to get to the Property involved in the request.

☐      ☐      **Improvement Location Certificate of Survey (ILC or ILS), as appropriate**

☐      ☐      **Site Plan showing Precise Nature of the Proposed Use**

- Topography
- Building Location
- Parking Plan
- Traffic Circulation
  - Location and Width of Existing and Proposed Access Points
  - Location of Existing Driveways and Intersections
- Useable Open Space
- Landscaped Area – Plan
- Approximate Location of Existing Wooded Areas and Rock Outcrops
- Location and Type of Existing and Proposed Easements
- Utility Easements
- Drainage Features

☐      ☐      **Elements needed on the Site Plan**

- Scale
- North Arrow
- Date Prepared
- Lot Dimensions, Area, Entire Site Acreage

☐      ☐      **Description of precise nature of the proposed use and its operating characteristics and measures proposed to make the use compatible with other properties in vicinity.**