



Limited Use Review Process Guide

Section 16-21-630 Limited Use Review Purpose:

The purpose of the limited use review is to provide an efficient staff review process for land uses that are allowed in a specific zone district but which are subject to Town review to determine conformance with established standards, and to protect the public health, safety and welfare of the citizens of the Town.

Permit Overview:

- Pre-Application meeting required
- \$450 + Costs attributable to the review by consultant time are billed at actual hourly rates. Cost assessed after first hour.
- Limited Review Use Permits are typically required for those uses which are often times associated with the primary use of a lot or structure, are generally similar or compatible with the primary use on the property, but which require administrative review of the use to ensure that potential impacts from the proposed use are properly accounted for and mitigated.
- Administrative review is handled by staff and does NOT require any public hearings before the Planning Commission or Town Council.
- The approval of a Limited Review Uses Permit will result in the Planning Director issuing a "Certificate of Zoning Compliance." For those uses or structures requiring a Limited Use Review Permit, the certificate of zoning compliance letter from the Planning Director is required prior to issuance of building or other applicable permits.
- Limited Use Review Permit applications are typically submitted by the owner, their agent, or others that have a legitimate interest in the property.
- Limited Use Review Permit applications are submitted to the Planning Director together with a fee. If applicable, the application may be submitted in conjunction with an application for a building permit.
- The application shall be in a form established by the town and made available to the public and found on the Town's website here:

<https://www.minturn.org/sites/minturnco/files/uploads/limitedusepermit.pdf>

Application Contents:

- Complete application form:
<https://www.minturn.org/sites/minturnco/files/uploads/limitedusepermit.pdf>
 - Written description of proposed Limited Review Use (what are you applying for?) and:
 - Description of where on your property the use will occur
 - What times of day will the use occur (hours of business or operation)
 - Site and building plans, drawn to scale if applicable
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What to expect:

- Pre-Application meeting is required.
- Following acceptance of a Limited Review Use application, the Planning Director and other Town staff members will review the application to make sure that it meets the Town's standards.
 - If the application is complete and meets the Town's standards, the Planning Director will administratively approve the application and issue a limited review permit.
 - If the Planning Director does not approve the application, or if the application is incomplete, then the Planning Director will advise the Applicant on application deficiencies and then the Applicant has thirty (30) calendar days to resubmit an updated application.
 - If a corrected application is received, the Planning Director shall approve, approve with conditions or disapprove the application, based on whether it complies with Town standards. This shall be considered the final action of the Planning Director on the application.
 - If the application is not resubmitted or corrected within thirty (30) calendar days, the application shall be considered withdrawn.
- The Planning Director shall have the authority to enact conditions with any Limited Review Permit that ensures compliance with Town standards and which accomplishes the purposes of the Town of Minturn.
- A Limited Use Permit, unless acted upon after approval, will expire:
 - At the end of one (1) year after the date of its initial approval if an application for a building permit has not been approved or,
 - If the use does not require a building permit, the use has not been established, ongoing and in operation within one (1) year after the date of its initial approval.
- Only one (1) extension, up to one (1) year in length, shall be granted for a Certificate of Zoning Compliance, upon written application to the Planning Director and a showing of good cause.
 - No request for an extension shall be considered unless a written application requesting the extension is received by the Town no later than thirty (30) calendar days prior to the date the certificate of zoning compliance is to expire.

Failure to submit an application for a building permit within the time limits established by this Chapter shall render the certificate of zoning compliance null and void.

- A Limited Use Permit may be amended only pursuant to the standards and procedures established for the original approval.

