



**TOWN OF DEBEQUE
APPLICATION FOR SPECIAL REVIEW USE
Land Use Regulations – Chapter 14.07**

Important - Please Read the Following Information Carefully

Applicants are encouraged to prepare a separate project narrative to accompany all submitted materials. This narrative should be organized and include a table of contents, page numbers and similar information to facilitate review by town staff and elected/appointed commissions. If a separate narrative is submitted, this application form shall reference the narrative as necessary.

*It is the applicant's responsibility to obtain, read and understand all of the relevant sections of the DeBeque Municipal Code applicable to this procedure. Please keep in mind that more than one section of the code may apply to your application. These regulations are available through the Town of DeBeque municipal offices or on-line <http://debeque.org/>. If you do not understand portions of the Code concerning your application, please ask questions. Failure to complete the application, submit **all** of the required materials or answer questions completely and accurately may result in a delay and processing or a rejection of the application as incomplete. All fees must be paid in full at the time of application. Public meetings or public hearings will **not** be scheduled for an application until it is deemed complete by the Town. Each applicant should take the time necessary to submit a complete and comprehensive application. Town staff is available to direct the applicant to appropriate sources of information.*

APPLICANT

Date: _____

Name: _____ Owner Agent

Mailing Address: _____

Mailing Address for Notices, if different from above:

Telephone: _____ Fax: _____ Cell: _____ E-mail: _____

PROPERTY SUBJECT TO APPLICATION

Street Address: _____

Practical Property Description: _____

Parcel Number _____

Legal Description (may attach):

Acres or Square Feet of Parcel _____ Existing Zoning: _____

Surrounding Zoning – North: _____, South: _____, East: _____, West: _____,

Present Use of Subject Property: _____

Uses Surrounding Subject Parcel - North: _____, South: _____, East: _____, West: _____

PROPERTY OWNER(S) IF DIFFERENT FROM APPLICANT (INCLUSIVE OF MINERAL OWNERS/LESSEES):

Name	Mailing Address	Telephone
1.		
2.		

Attach additional sheets if necessary.

Description of Proposed Special Review Use (use additional sheets as necessary & include reference(s) to applicable section(s) of the municipal code).

Complete, Incomplete – Comments: _____

The Application Shall Completely Address each of the Following Items (Attach additional sheets if necessary):

The location of all existing and proposed buildings, utilities, and other improvements on the property. A building envelope (a portion of the property within which a building may be located) may be shown for proposed buildings to allow minor adjustments

Complete, Incomplete – Comments: _____

The location and number of parking spaces for off-street parking and loading areas and the finished surface material of the parking areas (e.g., gravel, asphalt);

Complete, Incomplete – Comments: _____

A traffic circulation plan showing the direction of traffic flows and indicating the locations of entries and exits of parking lots and the relationships of parking lots to entrances and exits of any buildings.

Complete, Incomplete – Comments: _____

The location of service and refuse collection areas.

Complete, Incomplete – Comments: _____

The location of all signs indicating the size, shape, and height of each sign.

Complete, Incomplete – Comments: _____

The area and location of open space and recreation areas.

Complete, Incomplete – Comments: _____

The location and type of outdoor lighting.

Complete, Incomplete – Comments: _____

The location of existing and proposed fences, landscaping features and other methods of visual screening. The proposed landscaping plan shall indicate the method of maintenance of the landscaping as well as a list of type, size, and quantity of plant materials and the general location of the landscaping.

Complete, Incomplete – Comments: _____

The estimated date of completion of the proposed improvements.

Complete, Incomplete – Comments: _____

Adjacent streets and rights-of-way and street improvements.

Complete, Incomplete – Comments: _____

All information set forth above is true and accurate to the best of my information, knowledge, and belief.

Applicant Signature: _____, Printed Name: _____ Date: _____

Additional Applicant Signature (if applicable): _____, Printed Name: _____,

Date: _____

For Town Use Only

Application Checklist

- Application deemed complete Date: _____ By: _____
 - Vicinity map
 - Site plan drawn to scale showing detail of proposed use, access, layout, setbacks, utilities etc.
 - Proof of ownership (deed) for subject property.
 - Written authorization from property owner(s) authorizing agent to act on their behalf (if applicable)
 - List of persons entitled to receive notice of application (including name & mailing address)
 - Envelopes (stamped and addressed) for persons entitled to receive notice.
 - Fee
 - Other _____
 - Comments: _____
-
-

For Town Use Only

Date App. Received: _____

Fee \$: _____

Deposit Paid \$: _____

Application Received by: _____

Special Review Use Submittal Check List

IMPORTANT. This submittal checklist is *provided as a convenience only* to land-use applicants as a guide to the submittal process. Applicants must use the land-use regulations of the town of DeBeque to obtain the required information necessary for submitting a complete application. The land-use regulations are available at Town Hall during regular business hours or online at <http://www.debeque.org/municipal%20code.htm> . The town of DeBeque planner is available to answer questions or to provide clarification on application submittal requirements. **DO NOT USE THIS CHECKLIST AS THE PRIMARY INFORMATION SOURCE FOR APPLICATION SUBMITTALS.**

14.07.010 General. The application submittal requirements consist of elements that are common to all applications as well as requirements that are necessary only for certain types of applications. Common submittal requirements are indicated first followed by specific requirements of various types of applications. In some instances, additional submittal requirements may be specified as part of the supplemental or special development requirements of these Regulations.

Complete applications must be submitted, as required in these Regulations, at the point of initiation of the land use review process. A separate application is required for each phase of a subdivision.

14.07.020 Common Submittal Requirements. Unless indicated otherwise in these Regulations or by the Town Clerk, three (3) copies of the application shall be submitted. Except for text amendments, all applications identified in Chapter 14.05 shall include:

- Application form, signed by the owner(s) of the property, in the format provided by the Town Clerk.
- Legal description of the property included in the application.
- Proof of legal ownership and the names and addresses of the owners of the property and any lienholder(s).
- Names and addresses of any owners or lessees of mineral rights for the property.
- The names and addresses of any property owners within two hundred feet (200') of any portion of the property.
- Statement of the purpose of the application and a brief description of the proposal.
- Vicinity map indicating the location of the property included in the land use application.
- Application fee pursuant to Section 14.01.080.

14.07.040 Site Plan Requirements.

Site plan required in these Regulations shall include:

- Location of all existing and proposed buildings, utilities and other improvements on the property. A building envelope (a portion of the property within which a building may be located) may be shown for proposed buildings to allow minor adjustments.
- Location & number of parking spaces for off-street parking and loading areas & finished surface material of the parking areas (e.g., gravel, asphalt).
- Traffic circulation plan showing the direction of traffic flows & indicating the locations of entries and exits of parking lots and the relationships of parking lots to entrances & exits of any buildings.
- Location of service & refuse collection areas.
- Location of all signs indicating the size, shape & height of each sign.
- Area & location of open space & recreation areas.
- Location & type of outdoor lighting.
- Location of existing & proposed fences.
- Location of landscaping features & other methods of screening.

Landscaping Plan Shall Indicate

- Method of maintenance.
- List of type, size, and quantity of plant materials.
- General location of the landscaping.
- Estimated date of completion of improvements.
- Adjacent streets & rights-of-way & street improvements.

