



## Site-Plan Application

Applicant(s) Name: \_\_\_\_\_

Site Plan Address \_\_\_\_\_

Phone Contact \_\_\_\_\_

Current Land Use \_\_\_\_\_

Change in Use?    Yes \_\_\_\_\_    No

If yes, description of proposed new use: \_\_\_\_\_

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**Detailed description of the proposal** (include acreage or square footage of the property, hours of operation, number of employees, number of patrons, members, buyers or visitors, existing zone district and existing land uses adjacent to the property) \_\_\_\_\_

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PLEASE ATTACH AN ADDITIONAL SHEET IF NECESSARY.

Signature \_\_\_\_\_

Date \_\_\_\_\_

PLEASE ATTACH THE FOLLOWING:

- \_\_\_\_\_1. Completed land use application. (Site Plan app)
- \_\_\_\_\_2. Application fees and fee deposits with signed cost agreement.
- \_\_\_\_\_3. Detailed written description of the proposal (above)
- \_\_\_\_\_4. Proof of ownership: Title commitment issued within 30 days of the application.
- \_\_\_\_\_5. Copies of any applicable state or federal permits for the proposed use.
- \_\_\_\_\_6. Written certification that notice as required by Section 24-65.5-103(1), C.R.S., has been provided. Such certification may be submitted on the date of the initial public hearing referred to in Section 24-65.5-103(1), C.R.S. (mineral interest owner's notification certificate)
- \_\_\_\_\_7. Copy of any surface use agreement with mineral interest owners of the property.
- \_\_\_\_\_8. Traffic Study. Requirements TBD pre-application meeting
- \_\_\_\_\_9. Drainage study. Requirements TBD pre-application meeting
- \_\_\_\_\_10. Soils Report. Requirements TBD pre-application meeting
- \_\_\_\_\_11. Noise report. Requirements TBD pre-application meeting.
- \_\_\_\_\_12. Site plan and landscape plan maps. (shall show existing and proposed buildings, parking, landscape elements, lighting, drainage elements, utilities, public right-of-way and any other information deemed necessary by Town Staff. Plan shall include a vicinity map at an appropriate scale to show surrounding area)
- \_\_\_\_\_13. Full legal description of property in word format.
- \_\_\_\_\_14. Such additional information that may be reasonably required by Town staff

**ALL APPLICATIONS MUST FOLLOW THE REQUIREMENTS SET FORTH IN THE KEENESBURG  
MUNICIPAL CODE**

**Sec. 16-2-190. Site plan review process.**

(a) Purpose. The intent of the site plan review procedure is to promote efficient and orderly development of property in the Town. Site plan reviews require additional consideration to ensure that the permitted uses are compatible with existing and planned uses of the neighborhood.

(b) A site plan is required for uses in the following zone districts: Multifamily Residential District (R-3), Mobile Home Residential District (R-MH), Commercial Business District (CBD), Highway Commercial District (CH), Light Industrial District (LI), Heavy Industrial District (HI) and Public Zone District (PZ).

(c) No land, building or structure shall be changed in use or type of occupancy, developed, erected, constructed, reconstructed, moved or structurally altered or operated in any zone district that requires a site plan until a site plan has been approved.

(d) Building permits shall not be issued in a zone district that requires a site plan until the required site plan has been approved, any conditions of approval met and the site plan recorded by the Town Clerk.

(e) No site plan shall be required for:

(1) Normal repairs and maintenance of an existing building.

(2) Similar occupancy, unless it is determined that additional review is required by Town staff.

(3) Alterations which do not affect more than twenty-five percent (25%) of the square footage of an existing building or structure.

(4) Interior remodeling.

(f) Site plan review process.

(1) A preapplication meeting with Town staff is required prior to submittal of an application for site plan review. The applicant shall submit a brief description and location of the proposed use to the Town Clerk prior to establishing the preapplication meeting. The purpose of the meeting will be to discuss the Town's application requirements and process and other information relevant to the proposed application. A site visit may be scheduled if deemed necessary by Town staff.

(2) Neighborhood meeting. The applicant is encouraged to meet with adjacent landowners and homeowners' associations, when applicable, concerning the application. If a neighborhood meeting is held, it shall be after the preapplication meeting with Town staff.

(3) Application. The applicant shall submit an original and sufficient number of copies of the application materials, as determined by Town staff, for distribution and review by the Town and referral agencies.

(4) Referrals. When determined complete, the application will be sent to appropriate referral agencies, as determined by Town staff, and the referral agencies will be given a reasonable time to respond to the application. Comments submitted by referral agencies are recommendations to Town staff.

(g) Submittal requirements. The following shall be submitted as part of the application, except for those items specifically waived by Town staff, in writing, as being unnecessary to a decision on the application.

(1) Completed land use application.

(2) Application fees and fee deposits with signed fee agreement.

(3) A detailed written description of the proposal, acreage or square footage of the property, hours of operation, number of employees, number of patrons, members, buyers or visitors, existing zone district and existing land uses adjacent to the property.

(4) Proof of ownership acceptable to the Town Clerk or Town Attorney.

(5) Copies of any applicable state or federal permits for the proposed use.

(6) Written certification that notice as required by Section 24-65.5-103.3, C.R.S., has been provided. Such certification may be submitted on the date of the initial public hearing referred to in Section 24-65.5-103(1), C.R.S.

(7) Copy of any surface use agreement with mineral interest owners of the property.

(8) Traffic Study. Requirements to be determined in the preapplication meeting or at the request of CDOT.

(9) Drainage study. Requirements to be determined in the preapplication meeting.

(10) Soils report. Requirements to be determined at the preapplication meeting.

(11) Noise report. Requirements to be determined at the preapplication meeting.

(12) Site plan and landscape plan maps. Plans shall show existing and proposed, buildings, parking, landscape elements, lighting, drainage elements, utilities, public rights-of-way and any other information

deemed necessary by Town staff. The plan shall include a vicinity map at an appropriate scale to show surrounding area.

(13) Such additional information that may be reasonably required by Town staff.

(h) Design requirements. The following design requirements shall be considered in the evaluation of a site plan:

(1) Conformance with all applicable provisions of the underlying zone district.

(2) Conformance with all applicable provisions of all related development plans, such as approved subdivision plats or PUD plans, or both.

(3) Conformance with all applicable parking and open space requirements, and any adopted architectural design standards.

(4) Compliance with utility requirements set forth in Chapter 17, Article VI of this Code.

(5) Compatibility with surrounding existing and proposed land uses.

(6) Conformance with state, federal and local environmental standards, including but not limited to air quality, water quality, glare and heat, noise, vibration, odors, hazardous materials, storage and disposal of waste, electromagnetic interference and radiation.

(7) Adequate facilities will be provided for pedestrians, bicyclists and motorists.

(8) Adequate public improvements, both on- and off-site, will be provided in a timely fashion.

(9) Any common areas serving the site are identified and adequate provisions are made for ownership and maintenance of such areas.

(i) If the Town Planner finds that all applicable design requirements set forth in Subsection (h) above are met by the proposed site plan, the site plan shall be approved. If one (1) or more design requirements are not met, the site plan shall be referred to the Planning Commission and Board of Trustees for public hearing in accordance with Section 16-1-80 of this Chapter.

(j) Recording. After conditions are met, the Town Clerk shall record the site plan with the County Clerk and Recorder.

(k) Changes to a site plan. Any major change to an approved site plan shall require an amendment, which shall be reviewed and considered for approval using the same procedure as a new application. Town staff shall determine whether a major change exists, in accordance with the criteria set forth in Subsection (e) of this Section.

(l) Operation and monitoring. The Town may establish and carry out procedures as are reasonably necessary to ensure compliance with the conditions of approval of a site plan.

(m) Revocation. Upon receipt of evidence that conditions of a site plan have not been met or operation of the property is not consistent with the approved uses, after providing the property owner with notice and following public hearings held before the Planning Commission and Board of Trustees, the site plan approval may be revoked, suspended, or modified. (Ord. 2012-04, 2012, §35)

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