



TOWN OF KEENESBURG
 91 W BROADWAY AVENUE
 KEENESBURG, CO 80643
 303-732-4281

APPLICATION FOR SPECIAL USE PERMIT
Application Fee \$500.00

A pre-application conference and site visit may be required prior to submitting the Special Use Permit Application. The applicant may meet with representatives from the Planning Department to discuss the applicant's intended submittal, the Town's application requirements and processes and other information relevant to the proposed application.
 Please contact the Town Clerk 303-732-4281

Applicant should provide the following:

1. Plat of area with proposed zoning with vicinity map identifying site and surrounding area. If you are constructing a new building or adding to an existing building as part of this application, you must also submit a plot plan, construction plans, and a drainage plan. Approval of the special use permit will be based upon the drawings submitted unless changes are recommended by the engineer, planning commission, or Town Council.
2. Information as requested. Please refer to attached checklist.

The applicant is responsible for the following:

1. Mailing of public hearing notice 15 days prior to hearing
2. Posting a hearing notice on the property 10 days prior to the hearing.

Name of Property Owner: _____ Phone: _____

Address: _____

Applicant (if different from owner): _____

Address: _____

Home Phone: _____ Cell Phone: _____

Address or location of Property for which Special Use Permit is being requested:

Legal Description _____

Current Zoning _____

Reason for Request:

Please answer the following questions in detail.

1. What is the proposed use?

2. How will the proposed use impact the surrounding properties as it relates to the following areas:

Noise

Dust

Odor

Safety

Traffic

Light
3. What are the proposed hours of operation?

4. Are you required to obtain any special licenses or permits through any other government agency? If yes, what types of licenses and permits are required?

5. If this application is for a daycare, how many children will you be caring for?

6. If this application is for an assisted living facility, how many units will you have in the facility?

The applicant hereby certifies that the above information, along with the attached plans and project descriptions, is correct. The applicant agrees to comply with the provisions of the zoning ordinances, building code and all other applicable sections of the Town Code, Land Use Code, and Comprehensive Plan and all other laws and ordinances affecting the construction and occupancy of the proposed building.

Signatures _____ Date: _____
Submittal requirements

(1) Completed land use application.

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

(3) A detailed written description of the proposal, including acreage or square footage of the property, hours of operation, number of employees, number of patrons or customers, 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) A list of property owners within three hundred (300) feet of the property. (provided by staff)

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

(7) 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.

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

(9) Traffic study. Requirement TBD at pre-application meeting.

(10) Drainage study. Requirement TBD at pre-application meeting.

(11) Soils report. Requirement TBD at pre-application meeting.

(12) Noise report. Requirement TBD at pre-application meeting.

(13) Use by special review 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. Plans shall include a vicinity map at an appropriate scale to show the surrounding area.

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

(f) Recording. After the conditions are met, the Town Clerk shall have the approved use by special review map recorded with the County Clerk and Recorder's office.

(g) Changes to use by special review. No changes may be made in an approved use by special review unless an amendment is approved by the Town. An amendment shall follow the same procedures as set forth herein for approval, except that the Town Planner may authorize minor changes that are generally consistent with the purpose and content of the use by special review application as heard by the Planning Commission and Board of Trustees. The Town Planner shall advise the Planning Commission and Board of Trustees by written memorandum of any administratively approved amendment or modification to a use by special review.

(h) Operation and monitoring. The Town may establish and carry out procedures as are reasonably necessary to ensure compliance with the conditions of approval of use by special review permits.

(i) Revocation. Upon receipt of evidence that conditions of a use by special review 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 use by special review may be revoked, suspended or modified. (Ord. 5-00, 2000, §3; Ord. 2007-06, 2007, §2; Ord. 2012-04, 2012, §§33, 34)