

Limited Impact Special Use Review Submittal Checklist Form

Project Identification

Project Name:
Pre-application Planner:
Process Type:
Date:

Submittal Requirements Checklist

Materials	Land Use Packet	Referral Packets	Attached
Application Form & Fee Schedule		✓	
Fee Agreement			
Fact Sheet(s)			
Building Lot Determination Letter			
Building Plans/Elevation Drawings			
Narrative/Development Report			
Engineering Reports*			
Referral Packets & Referral Agency List			
Site Plan			
Vicinity Map			
Water and Sewer Information			
Plan and Profile			
Landscape/Erosion Control Plan			
Traffic Report			
Title Information			
HB 1088 Form (Mineral Interest Certification)			
Historic Preservation Referral Form			
Limited Impact Special Use Submittal Checklist Form (this form)			
Other:			
Other:			

Application Materials

The purpose of this checklist is to assist applicants in preparing a Limited Impact Special Use Review application. The planner at your Pre-Application Conference will guide you through this checklist and clarify what information is required for your specific project type and location.

The information listed in the Application Checklist may be required, depending on the type of proposal. Please indicate that the information has been enclosed with your application and referral packets by checking the box labeled "Attached" (Article 3-203 of the Land Use Code has detailed information about application materials).

Fees

A non-refundable deposit made payable to **Boulder County Treasurer** is required at the time of application. This deposit is credited toward your final bill. Please review the Land Use publication **Planning Review Fee Schedule** for the current fees applicable to your proposed project.

A billing system is used to assess additional fees for a Limited Impact Special Use Review. Applicants are billed at a per-hour rate based on which staff are assigned the application (you are not billed for the Pre-Application Conference).

Listed below are examples that would contribute to protracted reviews and added costs:

- Changes to the proposal after submission
- Significant community concern
- Confusing or inadequate application materials
- Larger scale projects

* **Engineering Reports** must be certified by a licensed Professional Engineer (P.E.) depending on the type of application. An Engineering Report will include plan and profile, soils characteristics, earthwork manipulations and calculations, drainage plans, geotechnical evaluations, and traffic reports. If you are required to submit an Engineering Report, please discuss the details of the report with your planner.

Referral Agencies

The materials identified in the checklist above by the Pre-Application Conference planner must be included in your referral packets. You will be required to prepare referral packets for the agencies in the attached list, as directed by the Pre-Application Conference planner.

Please include a copy of this form with your application. For general information about preparing referrals, please read the Land Use Department publication **Referral Packet Mailing Guidelines**.

Certification

I certify that all required materials are properly in the referral packets for the above application, and that packets have the proper mailing and first class postage. I understand that error in preparation of the packets may result in a delay in processing the application.

Applicant's Printed Name:	Date:
Applicant's Signature:	Phone:

General Description of Application Materials

1. Application Form

The application form is to be completed and signed by all property owners (provided in the packet).

2. Application Fee

A non-refundable application fee is to be submitted with the application.

3. Fee Agreement

A fee agreement is to be completed and signed (see Land Use publication *Fee Agreement* provided in the Limited Impact Special Use Review packet).

Additional fees are based on the amount of staff time involved in the review and processing the application.

4. Title Information/Building Lot Determination Letter

Include ownership information (list of all owners and interest owners) and title reports for all properties included in the Limited Impact Special Use Review request (see Land Use publication *Title Information* provided in the Limited Impact Special Use Review packet), and Building Lot Determination Letter from Boulder County.

5. Site Plan

Original Site Plans are to be provided **to scale** and must be legible. Plans can be submitted up to 36" x 24" in size, or may be as small as 8½" x 11" as long as they are legible. Submitted Site Plans must depict all existing boundaries and existing improvements, as well as any proposed additions (if applicable). Site Plans may consist of multiple sheets if necessary to properly depict existing and proposed information.

To Scale: System of drawing a building so that each inch of a drawing corresponds to a certain dimension in reality. In the case of using a ¼ inch scale, a wall ¼ of an inch long in a drawing represents a wall 1 foot long in reality.

6. Building Elevations Drawings

Building Elevation Drawings are also to be provided to scale and must be legible. Plans can be submitted up to 36" x 24" in size, or may be as small as 8½" x 11" as long as they are legible. The Building Elevation Drawings are drawings of each of the outside facing walls of a building. Building Elevation Drawings of an entire building are to include all 4 sides: one drawing of the front; one drawing of the back; and one drawing each for each of the sides of the structure.

Building Elevation Drawings should show the placement of such details as the windows, the doors, the height, pitch, and shape of the roof, and the type of texture or siding that will be placed on the exterior walls.

7. Narrative/Development Report

Provide a detailed written description, discussion of applicable standards, and the justification for the proposal and development report as required and described in Article 3-203 (F) of the Land Use Code (see Land Use publication *Code Excerpt: Limited Impact Special Use*).

8. Plan and Profile Must Include the Following:

- **Existing and Proposed Contour Lines for the Entire Lot** – Intervals must be no greater than 5 feet for 50 feet around all disturbances, however, the remaining portions of the property may have larger (i.e. 20' or 40') interval contours.
- **Benchmarks** – Source of topography lines.
- **Retaining Walls** – With details.
- **Cross Sections and Station Points** – No more than every 100 feet.
- **Collection and Redirection of Drainage.**

9. Referral Packets

As part of the Limited Impact Special Use application process the Boulder County Land Use Department refers applications to various county departments, agencies (as necessary), adjacent property owners, and/or other interested parties.

The application materials/documents to be referred are collectively referred to as the "**Referral Packet.**"

It is the responsibility of the applicant to assemble their Referral Packets in appropriate envelopes with the correct mailing addresses and postage. The completed Referral Packets should be submitted with the rest of the application materials. **The Boulder County Land Use Department** shall be the return address.

10. Adjacent Property Owners (APOs)

Property owners within 1,500 feet of properties under review are notified of the application and subsequent public hearings. No referral packets for APOs are required with submission of your application, as the Land Use Department sends postcard notification to these persons. Please be aware that you will be charged for postage of said postcards, with the exception of postcards sent for Site Plan Review and Site Plan Review Waiver dockets.

11. Mineral Interest Certification

If the proposal includes any new surface development certification of notification of all affected mineral interest holders is required in accordance with Article 65.5 of Title 24, Colorado Revised Statutes (H.B. 01-1088, effective July 1, 2001).

12. Letter of verification of a search of the Inventory of Cultural Resources (Archaeological/Historical)*

Please contact History Colorado at 303-866-5216 or hc_filesearch@state.co.us. Provide the location of the property by section, township, and range to obtain this letter. (*if required)