



Boulder County Land Use Department

Courthouse Annex Building
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 Office Hours: 8 a.m. to 4:30 p.m. Mon., Wed., Thurs., Fri.
 10 a.m. to 4:30 p.m. Tuesday

Intake Stamp

Special Use Review Submittal Requirements Form

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

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

Application Materials

The following information 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).

Submittal Requirements Checklist

	Materials	Land Use Packet	Referral Packets	Attached
1	Special Use Review Submittal Requirements Form (this form)			
2	Application Form and Fee		✓	
3	Fee Agreement			
4	Vicinity Map			
5	Development Report or Narrative			
6	Traffic Report			
7	Water Information/Documentation			
8	Sanitary Sewer Service Information			
9	Site Plan			
10	Building Plans			
11	Building Elevation Drawings			
12	Grading Plan			
13	Landscaping Plan			
14	Title Information			
15	Referral Agency List			
16	Referral Packets			
17	Mineral Interest Certification			
18	Historic Preservation Referral Form			
19	\$25.00 Public Notice Sign Deposit			
20	Other:			

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:

Special Use Submittal Requirement Checklist Information

1. Application Form

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

2. Application Fee

The application fee listed under the *Planning Review Fee Schedule* publication 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 this packet).

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

4. Title Information/Building Lot Determination Letter

Included ownership information (list of all owners and interest owners) and title reports for all properties included in the special use request (see Land Use publication *Title Information* provided in this packet). Building lot Determination Letter from Boulder County.

5. Vicinity Map

8½ inches x 11 inch map of the surrounding area.

6. Site Plan

Original Site Plans are to be provided **to scale** and must be legible. Plans can be submitted up to 36 inches x 24 inches in size, or may be as small as 8½ inches x 11 inches as long as they are legible. Submitted Site Plans must depict 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.

7. Building Elevations Drawings

Building Elevation Drawings are also to be provided **to scale** and must be legible. Plans can be submitted up to 36 inches x 24 inches in size, or may be as small as 8½ inches x 11 inches as long as they are legible. The Building Elevation Drawings are drawings of each of the outside 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.

8. 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 Boulder County Land Use Code (see excerpt provided in this packet).

9. Referral Packets

As part of the Special Use application process the Boulder County Land Use Department refers applications to appropriate agencies, adjacent property owners, and/or other interested parties. The application materials/documents to be referred are collectively called 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.

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. Post-Approval Requirements Including Development Agreement

Typically includes a development agreement meeting the requirements of Article 3-203 (H) of the Land Use Code, and must be reviewed and approved by County staff, signed by the Applicant and the Chair of the Board. The approved and executed development agreement shall be recorded in the real property records of Boulder County. The development agreement shall embody the terms and conditions of the site-specific development plan creating a vested property right pursuant to Section 3-207 of the Land Use Code. The Applicants are subject to all other post-approval requirements and conditions of the special use.