

TOWN OF COLLBRAN LAND USE APPLICATION

Project Name: _____

<input type="checkbox"/>	Annexation & Zoning	<input type="checkbox"/>	Manufactured Home Park Special Review	<input type="checkbox"/>	Rearrangement of Property Boundaries
<input type="checkbox"/>	Resubdivision	<input type="checkbox"/>	Special Review Use	<input type="checkbox"/>	Subdivision - Major
<input type="checkbox"/>	Subdivision - Minor	<input type="checkbox"/>	Subdivision - Sketch Plan	<input type="checkbox"/>	Text Amendment
<input type="checkbox"/>	Use Not Itemized	<input type="checkbox"/>	Vacation	<input type="checkbox"/>	Variance
<input type="checkbox"/>	Vested Rights	<input type="checkbox"/>	Zone Change/Rezoning	<input type="checkbox"/>	

For Town Use Only

Date App. Received: _____ Fee \$: _____
 Deposit Paid \$: _____ Application Received by: _____

Important - Please Read The Following Information Carefully

*It is the applicant's responsibility to obtain, read and understand all of the relevant sections of the Collbran 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 Collbran municipal offices at a nominal cost. 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: _____

PROPERTY OWNER(S) if different from applicant. **Please include proof of ownership** (Current Title Policy, Warranty Deed or Other Legal Evidence of Ownership):

Name	Mailing Address	Telephone
1.		
2.		
3.		

Attach additional sheets if necessary.

PROPERTY SUBJECT TO APPLICATION

Street Address: _____
 Practical Property Description: _____
 Legal Description (may attach): _____

Acreage or Square Feet of Parcel: _____ Existing Zoning: _____
 Surrounding Zoning – North: _____, South: _____, East: _____, West: _____,
 Requested zoning: _____

Present Use of Subject Property: _____

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

East: _____, West: _____

Mineral owners/lessees:

Name	Mailing Address	Telephone
1.		
2.		
3.		

Attach additional sheets if necessary.

Current list of adjoining and abutting property owners to the subject parcel obtained from the Mesa County Assessor's Office.

Name	Mailing Address	Telephone
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Attach additional sheets if necessary.

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

Complete, Incomplete – Comments:

Is Property Located in Flood Hazard Zone? Yes No If yes, Please identify Flood Hazard Zone: _____
(see FIRM Maps available at Town Hall & **Attached a copy of the map**).

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

Applicant Signature: _____ Date: _____

Additional Applicant Signature (if applicable): _____ Date: _____

Owner Signature (if different from applicant): _____ Date: _____

Additional Owner Signature: _____ Date: _____

FOR ANNEXATION & ZONING

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

Justification for annexation. Please clearly state the basis upon which the proposed annexation. Please furnish the following information:

1. A general description of the proposed development in the area affected including: environmental effects, economic impacts, traffic impacts and other information requested by the Town.
2. A tentative site plan showing proposed structures, uses, open spaces, facilities for parking and loading, and arrangements for pedestrian and vehicular circulation.
3. A statement of the proposed time schedule for beginning and completion of development.
4. A statement reasonably indicating the applicant's economic responsibility and capability of accomplishing the development for which a zoning amendment is requested.

Attach additional sheets if necessary.

Complete, Incomplete – Comments: _____

FOR AMENDED PLAT

Information Not Available At This Time.

FOR MANUFACTURED HOME PARK SPECIAL REVIEW

Information Not Available At This Time.

FOR REARRANGEMENT OF PROPERTY BOUNDARIES

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

1. A general description of the existing and proposed lot configurations.
2. A site plan showing existing and proposed lot lines, existing structures, easements, utility lines, driveways/access points, adjacent roadways and other information relative to the application. Size - 24" x 36"
3. A boundary readjustment plat showing - Size - 24" x 36":

Tract boundary lines, right-of-way lines of streets, easements, and property lines of residential lots and other sites. Linear dimensions shall be shown to the nearest one hundredth (1/100) of a foot. Bearings or deflections, angles, radii, arcs and central angles of all curves and dimensions shall be shown to the nearest minute.

The necessary functions for all curve or linear lines in the streets, and radii for all rounded corners.

All survey monuments together with their description.

All lot lines and an identification system for all lots and blocks with figures showing their dimensions.

Title of boundary readjustment plat, , legal description, North arrow, date, legend, acreage of property & resulting lot(s), scale, name, address, registration number of registered land surveyor preparing plat.

Certification of title showing that the subdivider is the owner of the entire tract and associated dedications of street rights-of-way, easements and other dedications.

Certificate of dedication and ownership.

Surveyor certificate.

Clerk and recorder certificate.

Lien holder's certificate.

Town Clerk certificate.

Vicinity map.

- 4. A statement of the proposed time schedule for beginning and completion of proposed action. Attach additional sheets if necessary.

Complete, Incomplete – Comments: _____

FOR RESUBDIVISION

Information Not Available At This Time.

FOR SPECIAL REVIEW USE

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

- 1. Ingress and egress to the property and proposed structures with particular reference to automotive and pedestrian safety, convenience, traffic flow and control and access in case of fire or catastrophe;

Complete, Incomplete – Comments: _____

- 2. The need and-or adequacy of off-street parking and loading areas, and the economic, noise, glare or odor effects of the special review use on adjoining properties and the neighborhood generally.

Complete, Incomplete – Comments: _____

- 3. Refuse and service areas:

Complete, Incomplete – Comments: _____

4. Utilities, with reference to location, availability and compatibility. Submit letters from utility companies stating a willingness and ability to serve;

Complete, Incomplete – Comments: _____

5. Signs, if any, and proposed exterior lighting, with reference to glare, traffic safety, and compatibility and harmony with properties in the neighborhood;

Complete, Incomplete – Comments: _____

6. Screening and buffering, with reference to type, dimensions and character;

Complete, Incomplete – Comments: _____

7. Required yards and other open spaces;

Complete, Incomplete – Comments: _____

8. General compatibility with adjacent property and other property in the neighborhood.

Complete, Incomplete – Comments: _____

____ **FOR SUBDIVISION – MAJOR**
Information Not Available At This Time.

____ **FOR SUBDIVISION – MINOR**
Information Not Available At This Time.

____ **FOR SUBDIVISION - SKETCH PLAN**
Information Not Available At This Time.

FOR TEXT AMENDMENT

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

1. Description of Proposed Change (use additional sheets as necessary & include references(s) to applicable section(s) of the Municipal Code).

Complete, Incomplete – Comments: _____

2. Concise statement of facts and reasons supporting requested zone change – For example, describe and demonstrate change in land use character of the area, compatibility with similar surrounding zoning, evidence that original zoning was incorrect or other supporting information (may attach additional pages).

Complete, Incomplete – Comments: _____

3. Describe potential impacts of the proposed zone change to the area: off-street parking, economic impacts, noise, or other effects of the Zone Change on adjoining properties and the neighborhood generally.

Complete, Incomplete – Comments: _____

4. Identify potential non-conformities that may result on the subject property from the zone change – for example on minimum lot size, setbacks or other dimensional requirements.

Complete, Incomplete – Comments: _____

5. General compatibility with adjacent property and other property in the immediate neighborhood.

Complete, Incomplete – Comments: _____

FOR VACATAION

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

1. Survey of Land to be dedicated – sealed by a licensed surveyor.
2. Petition to Vacate.
3. Agreement for Payment Form.

FOR VARIANCES

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

1. Please describe in detail how the proposed variance may be granted without substantial detriment to the public good and without substantially impairing the intent and purpose of the Collbran Municipal Code and specifically Title 15 (use additional sheets as necessary & include reference(s) to applicable section(s) of the municipal code).

Complete, Incomplete – Comments: _____

2. Describe in detail the exceptional conditions creating an undue hardship, applicable only to the property involved or the intended use thereof, which do not apply generally to the other land areas or uses within the same zone district, and how such exceptional conditions or undue hardship were not created by the action or inaction of the applicant or appellant or owner of the property.

Complete, Incomplete – Comments: _____

3. Explain and justify how granting of the variance will not be detrimental to the public health, safety or welfare.

Complete, Incomplete – Comments: _____

4. Explain how applicant and the owner of the property cannot reasonably use the property without a variance.

Complete, Incomplete – Comments: _____

5. Describe in detail how the variance will not be injurious to, or reduce the value of, the adjacent properties or improvements.

Complete, Incomplete – Comments: _____

6. Explain and describe how the variance, if granted, is the minimum necessary to alleviate such practical difficulties or undue hardship upon the owner of the property.

Complete, Incomplete – Comments: _____

NOTE. In granting a variance, the Board of Trustees may impose conditions deemed necessary to protect affected property owners and to protect the intent of this Title.

All information set forth above is true.

 FOR VESTED RIGHT

Information Not Available At This Time

 FOR ZONE CHANGE/REZONING

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

Justification for district change. Please clearly state the basis upon which the proposed zoning change is made including a justification for the change. If an amendment to the Collbran zoning map as requested please furnish the following information:

1. A general description of the proposed development in the area affected including: environmental effects, economic impacts, traffic impacts and other information requested by the Town.
2. A tentative site plan showing proposed structures, uses, open spaces, facilities for parking and loading, and arrangements for pedestrian and vehicular circulation.
3. A statement of the proposed time schedule for beginning and completion of development.
4. A statement reasonably indicating the applicant's economic responsibility and capability of accomplishing the development for which a zoning amendment is requested.

Attach additional sheets if necessary.

Complete, Incomplete – Comments: _____

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Application Checklist

- Application deemed complete Date: _____ By: _____
- Vicinity map (3 copies)
- Site plan drawn to scale showing detail of proposed use, access, layout, setbacks, utilities etc. (3 copies)
- Proof of ownership (deed) for subject property.
- Written authorization from property owner(s) authorizing agent to act on their behalf (if applicable) – Notarized.
- List of persons entitled to receive notice of application (including names & mailing addresses)

- Envelopes (stamped and addressed) for persons entitled to receive notice.
- Fee
- Agreement for Payment Form - Notarized
- Other _____
- Comments: _____

Board of Trustees Public Hearing: _____

Newspaper Notice Publication Date (not less than 15 days prior to hearing): _____

Date Notice Posted on Property (not less than 15 days before the public hearing): _____

Date of individual written notice mailed by first-class mail to all owners of property abutting the parcel disregarding intervening public streets or other public rights-of-way (not less than 15 days before the hearing): _____
