



# SPECIAL USE PERMIT APPLICATION

**TOWN OF MINTURN PLANNING AND ZONING DEPARTMENT**  
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## Project Name:

## Project Location

Street Address:

Legal Description (Lot, Block, Subdivision):

Parcel Number(s):

## Application Request:

## Applicant:

Name:

Mailing Address:

Phone:

Email:

## Property Owner:

Name:

Mailing Address:

Phone:

Email:

## Required Information:

Lot Size:	Type of Residence (Single Family, ADU, Duplex)	# of Bedrooms	# On-site Parking Spaces
# of Stories:	Snow storage sq ft:	Building Footprint sq ft:	Total sq ft Impervious Surface:

## Signature:

Fee Paid: \_\_\_\_\_ Date Received: \_\_\_\_\_ Planner: \_\_\_\_\_

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## SUBMITTAL CHECKLIST REQUIREMENTS (TO BE INCLUDED WITH APPLICATION)

**Applicant**      **Staff**

           **Application Form** (Please fill out the Form and Return with the Packet)

           **Letter of Intent** (As Detailed as Possible)  
-- What is the purpose of the project including;

- Relevant Background
- Current Status of the Site
- All Proposed Uses and Structures
- How the Proposal Differs from what already exists
- Information regarding Easements or Dedicated Tracts, etc.

           **Vicinity Map**  
-- Directional Map indicating how to get to the Property involved in the request.

           **Improvement Location Certificate of Survey (ILC or ILS), as appropriate**

           **Site Plan showing Precise Nature of the Proposed Use**

- Topography
- Building Location
- Parking Plan
- Traffic Circulation
  - Location and Width of Existing and Proposed Access Points
  - Location of Existing Driveways and Intersections
- Useable Open Space
- Landscaped Area – Plan
- Approximate Location of Existing Wooded Areas and Rock Outcrops
- Location and Type of Existing and Proposed Easements
- Utility Easements
- Drainage Features

           **Elements needed on the Site Plan**

- Scale
- North Arrow
- Date Prepared
- Lot Dimensions, Area, Entire Site Acreage