



SPECIAL USE PERMIT APPLICATION

TOWN OF MINTURN PLANNING AND ZONING DEPARTMENT
P.O. Box 309 302 Pine Street Minturn, Colorado 81649-0309
Phone: 970-827-5645 Fax: 970-827-5545 Email: planner@minturn.org

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: _____

SPECIAL USE PERMIT APPLICATION

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