



Gunnison County, CO  
 Community Development Department  
 221 N. Wisconsin St. Ste. D, Gunnison, CO 81230  
 Phone: (970) 641-0360 FAX: (970) 641-8585  
 Website: [www.gunnisoncounty.org/planning.html](http://www.gunnisoncounty.org/planning.html)  
 Email: [planning@gunnisoncounty.org](mailto:planning@gunnisoncounty.org)

**LAND USE CHANGE PERMIT APPLICATION  
 FOR EMERGENCY EXCEPTION**

DATE RECEIVED BY COMMUNITY DEVELOPMENT DEPT.: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 APPLICATION FEE PAID: \_\_\_\_/\_\_\_\_/\_\_\_\_

**APPLICATION FOR PERMANENT LAND USE CHANGE PERMIT.** The applicant shall submit an application for a permanent Land Use Change Permit simultaneously with the submittal of the application for the Emergency Exception, and shall reference the location proposed for the permanent location.

**Under no circumstances shall the use be exempted from the following sections: Section 1-105: Sections Necessary for Immediate Preservation of Public Health and Safety, Section 13-104: Setbacks from Property Lines, Section 13-109: Signs, Section 13-113: Fencing, Section 5-419: Standards to Ensure Compatibility and 9-301: Applicability and General Standards.**

**APPLICANT:**

**MAILING ADDRESS:**

<b>CITY:</b>	<b>STATE:</b>	<b>ZIP:</b>
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<b>PHONE (day):</b>	<b>(evening):</b>
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<b>FAX:</b>	<b>E-MAIL ADDRESS:</b>
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**PROPERTY OWNER** (If other than applicant, a copy of a contract of sale or lease between applicant and owner, or a notarized letter from the property owner consenting to this application, must be submitted.):

**NAME:**

**MAILING ADDRESS:**

<b>CITY:</b>	<b>STATE:</b>	<b>ZIP:</b>
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<b>PHONE (day):</b>	<b>(evening):</b>
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<b>FAX:</b>	<b>E-MAIL ADDRESS:</b>
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**PRIMARY CONTACT PERSON and AUTHORIZED REPRESENTATIVE** (The person the Community Development Department should contact regarding scheduling of meetings and information for this application. A **NOTARIZED LETTER** from the property owner authorizing the representative must be submitted. )

**NAME:**

**MAILING ADDRESS:**

<b>CITY:</b>	<b>STATE:</b>	<b>ZIP:</b>
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<b>PHONE (day):</b>	<b>(evening):</b>
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<b>FAX:</b>	<b>E-MAIL ADDRESS:</b>
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**As needed to provide complete information, submit the following on separate sheets attached to this application:**

**PROPERTY LOCATION and LEGAL DESCRIPTION OF PROPERTY:**

1. **Legal Description.** Cite lot and block or tract numbers, mining claim or homestead references; attach copy of deed and/or metes and bounds description(s).
2. **Property Address.**
3. **Common Description (include mileage from highway or County road, or other recognized landmarks).**

**DESCRIPTION OF EMERGENCY.** A statement of fact(s) that describes the situation that constitutes an emergency, an explanation of how the hardship was not self-imposed by an action or inaction of the applicant, and why the Emergency Exception is necessary.

**DESCRIPTION OF ALTERNATIVE SOLUTIONS.** Documentation that the applicant has pursued alternative solutions, other than an Emergency Exception, and documentation of when the applicant became aware of the emergency.

**PROJECT DESCRIPTION.** A narrative description and site plan of the proposed project, including all uses, structures, roads, utilities, parking areas, amount and kinds of traffic to be generated

**ESTIMATED COSTS.** Documentation from contractors, materials providers, engineers or other professionals, indicating the final estimates for costs for installation of roads, drainage facilities, water supply and wastewater treatment systems, landscaping and other improvements required by the County for approval, and for the reclamation of the site once the use is completed, including the removal of temporary structures, vehicles, and reclamation of the property pursuant to Section 13-115: *Reclamation and Noxious Weed Control.*

**PRESENT LAND USE;** identify present land uses and locations and sizes of structures that exist on the property:

**CHARACTERISTICS and CURRENT CONDITION OF LAND.** List physical characteristics and conditions of the land, including streams, irrigation ditches, ponds, soils, roads, vegetation, geologic hazards, any work that has been done to clear the property, etc.)

**AFFECTED LANDOWNERS.** List all landowners and land uses that are within 500 feet of the boundaries of the entire parcel on which the land use change is proposed, including all properties separated from the parcel by a road or would be adjacent if the road did not exist. The best-available, most current information of this listing of current owners is in the Gunnison County Assessor's Office:

AFFECTED OWNER NAME	PARCEL LOCATION RELATIVE TO PROPOSED LAND USE CHANGE PARCEL	CURRENT LAND USE ON ADJACENT PARCEL

**VICINITY MAP: (Submit 1 copy)** The attached sample vicinity map can be used as a guide. Minimum scale of 1"=100' is preferred. Sheet size cannot exceed 34" x 36". The following are required to be included on a vicinity map:

1. **PROPERTY LOCATION:** Location of the property on a U.S. Geological Survey quadrangle map or on a recorded plat, if the proposed development is within an approved subdivision. Highlight the property location.
2. **TOPOGRAPHIC FEATURES:** Streams, lakes, ponds, wetlands, contour lines and elevations.
3. **ROADS:** All U.S., state highway and nearest County, Forest Service or Bureau of Land Management, and/or subdivision/private roads that cross or provide access to this parcel.
4. **EASEMENTS.** Easements recorded or historically uses that provide access to or across, or other use of the property (including power line, irrigation ditch, or drainage easements).
5. **BOUNDARIES OF DISTRICTS, MUNICIPALITIES OR SUBDIVISIONS.** Locations of special district boundaries, municipalities or residential subdivisions within a half mile of the parcel.
6. **PROXIMITY OF MINING OR PROCESSING ACTIVITY.** Identify any mineral exploration or extraction, or construction materials processing operation that is located within 1,000 feet of this parcel.

**SITE PLAN/LAYOUT. (Submit 1 copy)** This is a drawing; the attached sample site plan can be used as a guide. Minimum scale of 1"=100' is preferred. Sheet size cannot exceed 34" x 36". When multiple sheets are used, provide an index sheet stating the contents of each sheet. All the listed information **MUST** be shown on the drawing before you can be scheduled to meet with Planning Commission.

1. **ALL PROPERTY PROPOSED FOR DEVELOPMENT.** Include all land proposed for immediate or future development. This can be a simple, hand-drawn layout, but it must be legible, clearly marked, drawn to scale, and

signed and dated by the person who drew it.

2. **PHASING.** Any proposed phases of the development
3. **TOTAL ACREAGE OWNED.** Total acreage of all contiguous property owned by the applicant
4. **TOTAL ACREAGE IN PROPOSED LAND USE CHANGE PERMIT AREA.** Total acreage of the site on which the applicant wants to obtain approval for the land use change permit
5. **ADJACENT LOT SIZES.** Lot or tract size(s) of properties adjacent to and in the area of the site
6. **ADJACENT LAND OWNERS AND USES.** Identify names and actual land uses of adjacent landowners (including Forest Service and Bureau of Land Management lands). This includes properties that may be across a road, stream or river from your property.
7. **UTILITY LOCATIONS IN AREA.** Location of all existing utilities on the property (septic tanks, wells, lines), and electric, gas, phone or cable lines in the area which will serve your property and/or development
8. **LIVESTOCK DRIVES AND FENCELINES.** Stock drive easements and fencelines
9. **DITCHES.** Irrigation and drainage ditches
10. **DRAINAGE.** Drainage patterns, on and adjacent to the project property
11. **DRIVEWAYS AND PARKING.** Driveways/parking areas, both existing and proposed
12. **EXISTING STRUCTURES.** Locations and sizes of existing structures
13. **PROPOSED STRUCTURES.** Locations and sizes of proposed structures
14. **BOUNDARIES.** Boundaries and related measurements.
15. **USE OF EACH LOT.** If the proposed land use change is a subdivision, identify the use of each lot (single family residence, duplex, commercial, etc.)

**ACCESS:** Indicate the name of the road or highway (name and number) that is the primary access for the proposed land use change. If either a County Access Permit, or a Colorado Department of Transportation Highway Access Permit exists for existing access, submit a copy of the permit. Submit copies of deeded easements over the area of private or public lands that will provide access to the parcel proposed for land use change.

1. County Access Permit attached: \_\_\_\_\_
2. Colorado Department of Transportation Highway Access Permit attached: \_\_\_\_\_
3. Easement documents attached: \_\_\_\_\_

**TRAFFIC:** Estimate traffic to be generated by the proposed project, including whether it will be residential, commercial or industrial, or a mix of all uses, and the estimated numbers of vehicle trips per day.

1. Residential trips (estimate ten trips per day per dwelling unit):  
\_\_\_\_\_
2. Commercial or industrial uses (describe type and/or weight of vehicles, estimated trips per day and time of day trips will occur):  
\_\_\_\_\_  
\_\_\_\_\_
3. No additional traffic will be generated by this land use change. \_\_\_\_\_
4. Easement documents attached: \_\_\_\_\_

**PLEASE CHECK THE BOX AND COMPLETE THE SECTION THAT APPLIES TO THIS APPLICATION:**

**WATER SUPPLY:**

- WILL TIE ONTO AN EXISTING CENTRAL SYSTEM.** Indicate the name of the municipality, district or other existing system which will provide the service. Attach a copy of a notarized letter of intent to provide, signed agreement or contract between the applicant and the supplier indicating the amount of water and conditions of tie-on.
- WILL PROVIDE NEW CENTRAL SYSTEM.** Attach copies of approved well permits, court decrees, augmentation plan, or other deeded water rights. Indicate what operational system is proposed, including treatment options and proposed plans for operation and maintenance, and including information about water available for fire suppression.
- WILL HAVE AN INDIVIDUAL WELL OR SPRING SYSTEM.** List, and attach copies of approved well permits, court decrees, augmentation plans, or other deeded water rights. If the source of the supply is not located on your property, indicate on the vicinity map where it is located.

**WASTEWATER TREATMENT:**

**WILL TIE ONTO AN EXISTING CENTRAL SYSTEM.** Indicate which system (municipal, special district, subdivision, as applicable), and attach a copy of a notarized letter of the service provider's intent to provide, or contract between applicant and the provider that the provider has capacity and is willing to provide.

**WILL PROVIDE NEW CENTRAL SYSTEM.** Indicate what operational system is proposed, including treatment options and proposed plans for operation and maintenance, as required by the Colorado Department of Public Health and Environment.

**INDIVIDUAL SEWAGE DISPOSAL SYSTEM(S).** Contact the Gunnison County Environmental Health Office (641-5105) to determine if your existing system is adequate for the proposed use, and/or requirements for any new system. You will be required to pay the standard site-visit costs that may be necessary for that office to review your proposed site. An individual sewage disposal system permit will be issued only after a land use change permit has been approved, unless the Community Development Department approves the issuance of a system repair permit for an existing system.

**IRRIGATION DITCHES AND ADJACENT AGRICULTURAL OPERATIONS:** If irrigation ditches are located on or adjacent to the parcel proposed for land use change, list their locations, and names of owners that are available from the applicable Colorado Division of Water Resources office, or ditch commissioner's records. Setbacks and other elements of the proposed site plan are required to comply with Section 5-209 of the *Gunnison County Land Use Resolution, Development That Affects Agricultural Lands*.

There are no irrigation ditches on or adjacent to the subject parcel.

**COPY OF TAXES PAID:** Submit a copy of certification from the Gunnison County Treasurer's Office indicating that all real property taxes applicable to the subject parcel on which the land use change is proposed have been paid up to the year in which the application is made.

**MINERAL RESOURCES:**

Is this property known to contain, or reasonably believed to contain mineral resources?

Yes  No

Has this area been the site of underground or surface mining activity in the past?

Yes  No

Has an original patent been issued to this property under the mining laws of the United States or Colorado?

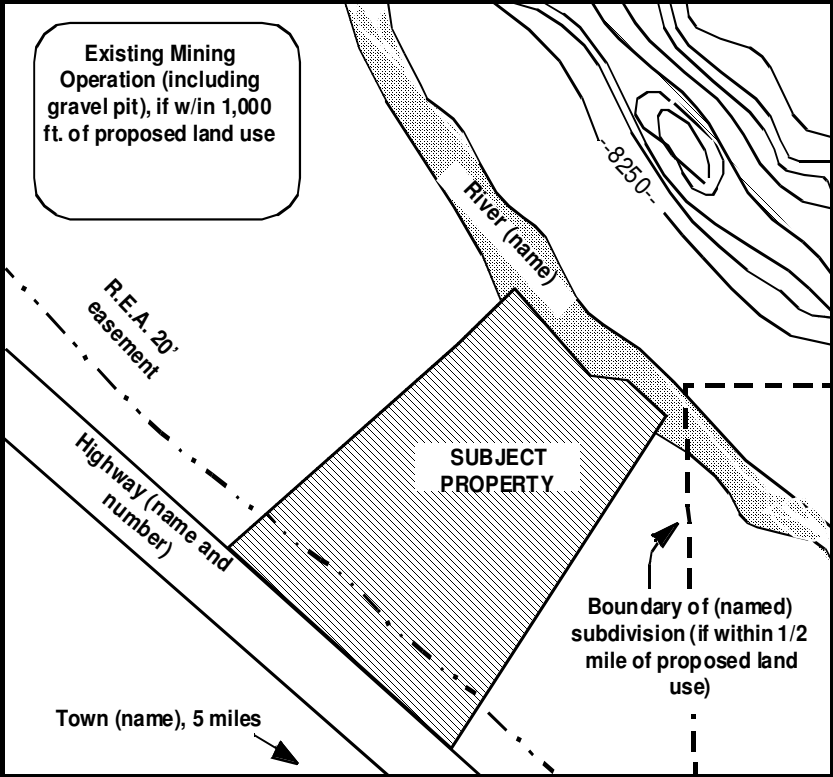
Yes  No

On a separate sheet, list the owners or lessees of underlying mineral estates, if applicable.

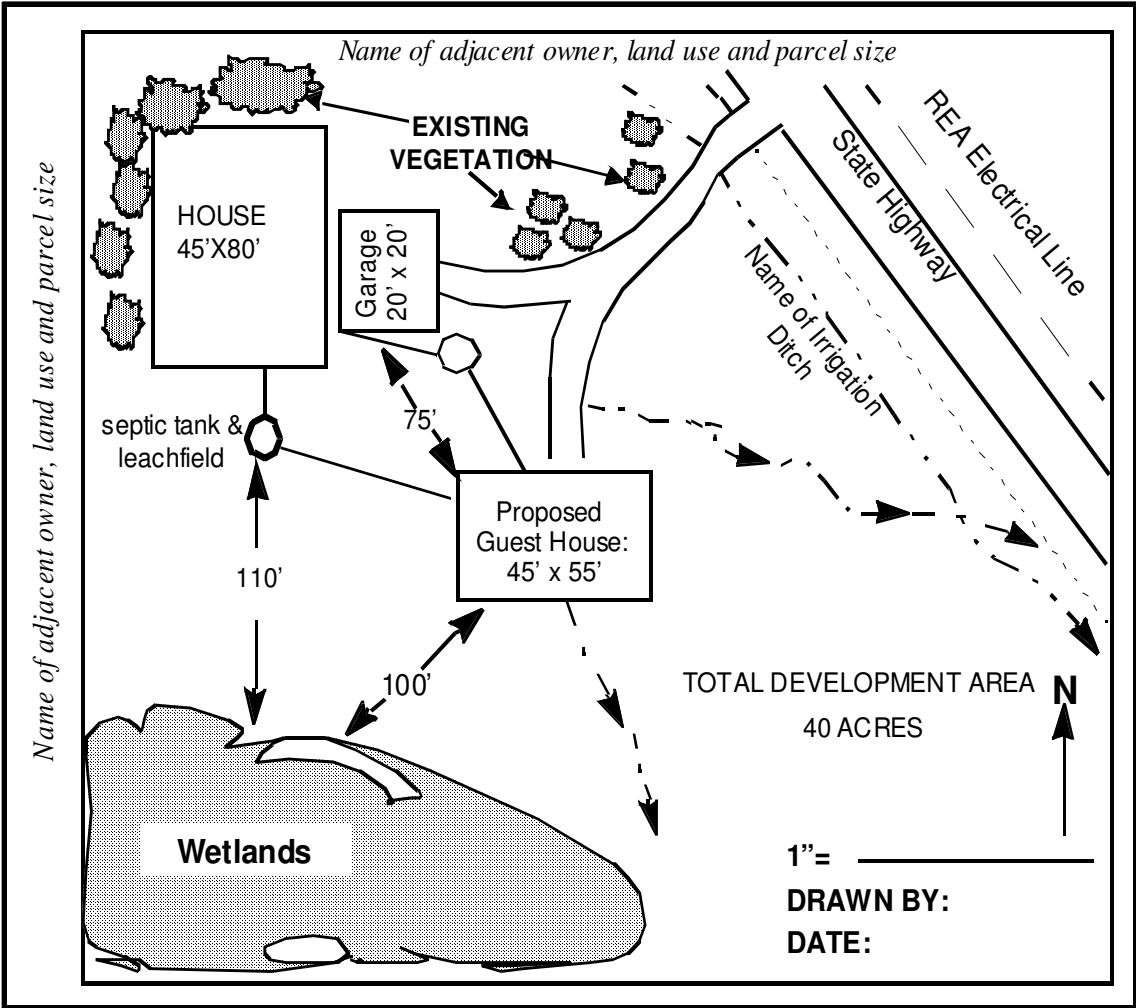
**RESTRICTIVE COVENANTS.** List any restrictions imposed by recorded protective covenants or deed restrictions on the property proposed for land use change; attach a copy of the document (covenants, deed restriction or conservation easement). If the property is subject to restrictions imposed by a homeowners or property owners association, provide a letter from the authorized representative approving the concept of the project.

1. Covenants and/or deed restriction document attached: \_\_\_\_\_
2. Homeowners'/ property owners' association letter attached: \_\_\_\_\_
3. Not applicable: \_\_\_\_\_

**VICINITY MAP EXAMPLE**



**SITE PLAN EXAMPLE**





P.O. Box 1485  
Crested Butte, Colorado 81224

Dear Land Use Change Applicant,

The Gunnison County Trails Commission, formed and appointed by the Gunnison County Commissioners in 1995, encourages you to incorporate trails into your planning process. Many trail systems, exist in Gunnison County on public and private land and we are currently developing future trail corridors through a county-wide planning process. We hope you will take trails into consideration early in your planning process.

The Trails Commission believes that a well-planned trail system offers many benefits to people who reside in or visit the county. Alternative forms of transportation such as hiking, biking, horse-back riding, skiing & snowshoeing, not only get you there, they are excellent forms of fitness. In this day and age, exercise is emphasized as an important part of ones health. We believe that an alternative transportation system allow individuals the ability to get from place to place without being dependent on an automobile. In such beautiful surroundings, as we have here, it is an-asset to be outside. A well-planned trail system can be an inviting feature for your clientele and help to increase the value of your project.

Please feel free to contact us regarding your upcoming project as we have many ideas and suggestions. A member of our commission will contact you after you file your application with the Gunnison County Planning Department or you can give us a call at 970-349-6482.

Thank You for keeping trails in mind as a part of your project.

The Gunnison County Trails  
Commission

**GUNNISON COUNTY LAND USE CHANGE PERMIT FEES**  
 Adopted by the Gunnison County Board of Commissioners January 24, 2000

TYPE OF LAND USE	FEE
*Not all permit applications are required to be reviewed by all agencies; unique circumstances of a parcel, or of a proposed land use change or activity may require additional expert review; charges are imposed only when those reviews are required.	
<b>ADMINISTRATIVE REVIEW PROJECT</b>	<ul style="list-style-type: none"> <li>• \$150</li> </ul>
<b>MINOR IMPACT:</b> <ul style="list-style-type: none"> <li>• <b>Initial application</b> + any or all of the following, as applicable:</li> <li>• Public Works review:*</li> <li>• Environmental Health Office review:*</li> <li>• Colorado Geologic Survey Review:*</li> <li>• Consulting engineer's review:*</li> </ul>	<ul style="list-style-type: none"> <li>• \$150</li> <li>• \$50</li> <li>• \$50</li> <li>• Base fees + per hour fee as necessary, assessed by that agency</li> <li>• Base fees + per hour fee as necessary;</li> </ul>
<ul style="list-style-type: none"> <li>• Minor subdivision:</li> </ul>	<ul style="list-style-type: none"> <li>• Actual costs of public hearing notice</li> <li>• \$50/lot upon permit approval</li> <li>• Actual costs of plat recording</li> </ul>
<ul style="list-style-type: none"> <li>• Minor commercial or industrial space</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• \$100/1,000 square feet of building; \$250/acre when no structure is involved</li> </ul>
<ul style="list-style-type: none"> <li>• Minor mining operation:</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• \$250/affected acre + \$250/1,000 square feet of building space</li> </ul>
<ul style="list-style-type: none"> <li>• Road design to serve exempt subdivisions</li> </ul>	<ul style="list-style-type: none"> <li>• \$50/per dwelling unit to be served by the proposed road (If more than one dwelling unit is allowed by covenant or other similar means, total fee is based upon total #of dwelling units); additional fees may also be required for additional review by the Public Works Department</li> </ul>
<ul style="list-style-type: none"> <li>• Development Improvement Agreement*</li> </ul>	<ul style="list-style-type: none"> <li>• \$150</li> </ul>
<b>MAJOR IMPACT:</b> <ul style="list-style-type: none"> <li>• <b>Initial application</b> and when the plan for each phase is submitted:</li> </ul>	<ul style="list-style-type: none"> <li>• \$250</li> </ul>
<b>SKETCH PLANS:</b> Payment is to be made at time of submittal:	
<ul style="list-style-type: none"> <li>• Major Impact Subdivision:</li> <li>• Major Impact Commercial or Industrial space:</li> <li>• Major Mining operation:</li> <li>• Public Works review:*</li> <li>• Environmental Health Office review:*</li> <li>• Colorado Geologic Survey Review:*</li> </ul>	<ul style="list-style-type: none"> <li>• \$1,500 + actual costs of public hearing(s) notice (s), and:</li> <li>• \$50/lot</li> <li>• \$100/1,000 square feet of building space; \$250/acre when no structure is involved</li> <li>• \$250/surface-disturbed acres + \$250/1,000 square feet of building space</li> <li>• \$250</li> <li>• \$250</li> <li>• Base fees + per hour fee as necessary, assessed by that agency + per hour fee for staff overtime if needed</li> </ul>

<ul style="list-style-type: none"> <li>Consulting engineer's review:*</li> </ul>	<p>for preparation of information</p> <ul style="list-style-type: none"> <li>Base fees + per hour fee as necessary; cost estimate to be provided to the applicant before actual work + per hour fee for staff overtime if needed for preparation of information</li> </ul>
<p><b>PRELIMINARY PLANS:</b> Payment to be made at time of submittal:</p> <ul style="list-style-type: none"> <li>Major Impact Subdivision:</li> <li>Major Impact Commercial or Industrial space:</li> <li>Major Mining operation:</li> </ul> <p>Additional fees, as required for specific plans:</p> <ul style="list-style-type: none"> <li>Public Works review:*</li> <li>Environmental Health Office review:*</li> <li>Colorado Geologic Survey Review:*</li> <li>Consulting engineer's review:*</li> </ul>	<ul style="list-style-type: none"> <li>\$2,000 + actual costs of public hearing(s) notice(s) and:</li> <li>\$100/lot</li> <li>\$200/1,000 square feet of building space; \$350/acre when no structure is involved</li> <li>\$350/surface-disturbed + \$250/1,000 square feet of building space</li> <li>\$250</li> <li>\$250</li> <li>Base fees + per hour fee as necessary, assessed by that agency</li> <li>Base fees + per hour fee as necessary</li> </ul>
<p><b>FINAL PLANS:</b> Payment to be made at time of submittal:</p> <ul style="list-style-type: none"> <li>Final plan that requires a Development Improvement agreement</li> <li>Final plan that does not require a Development Improvement Agreement</li> <li>If subdivision, plat recording</li> </ul>	<p>\$250</p> <p>\$400</p> <p>Actual costs of plat recording</p>
Final plat, condominiums and townhomes:	\$100 + costs of plat recording (no additional application submittal fee)
<b>Minor amendments</b> to previously approved Sketch or Preliminary plans, including time extensions. If found to be a significant amendment, the fee will be applied toward the applicable new Sketch or Preliminary Plan fee.	\$100
<b>Appeal of Staff Decision to Planning Commission:</b>	\$150
<b>OTHER RELATED GENERAL LAND USE FEES</b>	
<b>Plat correction</b> , including relocation of building envelopes	\$100+ actual costs of public hearing notice and replat recording
Lot Cluster Agreement	\$150+ costs of recording of agreement
<b>Boundary Line Adjustment:</b>	\$150+ actual costs of plat recording
<b>Plat Vacation:</b>	\$100 + actual costs of public hearing notice and replat recording
<b>Street name change:</b>	\$100 + actual costs of public hearing notice and replat recording

<b>Driveway Permit:</b>	Available from Department of Public Works; fees periodically set by Board of County Commissioners
<b>Reclamation Permit:</b>	Available from Department of Public Works; fees periodically set by Board of County Commissioners
<b>Special Events Permit:</b>	\$50