

**GUNNISON COUNTY, COLORADO
MINOR IMPACT PROJECT
LAND USE CHANGE PERMIT APPLICATION**

Gunnison County Planning Department: 221 N. Wisconsin St, Ste D., Gunnison, CO 81230
TELEPHONE: 970-641-0360 FAX: 970-641-8585 Website: www.gunnisoncounty.org

DATE RECEIVED BY PLANNING DEPT.: ____/____/____
APPLICATION FEE PAID: ____/____/____

APPLICANT:

MAILING ADDRESS:

CITY:

STATE:

ZIP:

PHONE (day):

(evening):

FAX:

E-MAIL ADDRESS:

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:

CITY:

STATE:

ZIP:

PHONE (day):

(evening):

FAX:

E-MAIL ADDRESS:

PRIMARY CONTACT PERSON and AUTHORIZED REPRESENTATIVE (The person the Planning 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:

CITY:

STATE:

ZIP:

PHONE (day):

(evening):

FAX:

E-MAIL ADDRESS:

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).**

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 LANDOWNER'S NAME	PARCEL LOCATION RELATIVE TO PROPOSED LAND USE CHANGE PARCEL	CURRENT LAND USE ON ADJACENT PARCEL

PROJECT DESCRIPTION. Describe in detail what the applicant wants to do on the parcel, including new uses, division of land, adjustment of boundaries, expansion of existing uses, number of units, estimated amount of new traffic, new structures to be constructed, proposed phases and a description of off-site resources and haul routes (including those used by vehicles related to construction) necessary to accomplish the project. If the proposed land use change is a subdivision, identify the use of each lot (single family residence, duplex, commercial, etc.):

MINING AND CONSTRUCTION ACTIVITIES. As applicable, information pursuant to the individual sections of Division 9-400: *Exploration, Extraction and Processing of Minerals and Construction Materials.*

COMMERCIAL AND INDUSTRIAL USES. As applicable, information pursuant to the individual sections of Division 9-300: *Commercial and Industrial Uses.*

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

IDENTIFY PREVIOUSLY-APPROVED USES. List Land Use Change Permits and/or subdivision approval have been previously approved for the property, and the year in which they were approved.

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.)

PROJECT DESIGN. As applicable, all elements of the project design must address and comply with the individual sections of Article 13: *Project Design Standards* in the *Gunnison County Land Use Resolution*; the staff will advise the applicant which of these requirements apply to a specific application:

SECTION 13-103: *General Site Plan Standards and Lot Measurements.*

SECTION 13-104: *Setbacks from Property Lines and Road Rights-of-Way.*

SECTION 13-105: *Residential Building Sizes and Lot Coverages.*

SECTION 13-107: *Installation of Solid-Fuel-Burning Devices.*

SECTION 13-108: *Open Space and Recreation Areas.*

SECTION 13-109: *Signs.*

SECTION 13-110: *Off-Road Parking and Loading.*

SECTION 13-111: *Landscaping and Buffering.*

SECTION 13-112: *Snow Storage.*

SECTION 13-113: *Fencing.*

SECTION 13-114: *Exterior Lighting.*

SECTION 13-115: *Reclamation and Noxious Weed Control.*

SECTION 13-116: *Grading and Erosion Control.*

SECTION 13-117: *Drainage, Construction and Post-Construction Storm Water Runoff.*

SECTION 13-118: *Water Impoundments.*

SECTION 13-119: *Standards to Ensure Compatible Uses.*

ADDITIONAL SUBMITTALS BASED UPON INFORMATION AVAILABLE ON MAPS USED BY THE COUNTY. If a land use change is proposed on a parcel located within any of the following areas additional submittals may be required to be submitted (Section numbers refer to sections in the *Gunnison County Land Use Resolution*). The Planning Department will provide assistance to the applicant to determine the specific information that must be submitted:

1. **LOCATION OF SITE WITHIN FLOODPLAIN HAZARD AREA.** As applicable, an application proposing a land use change on a parcel located within a floodplain hazard area, pursuant to Section 11-103: *Development in Areas Subject to Flood Hazards.*
2. **LOCATION OF SITE WITHIN GEOLOGIC HAZARD AREA.** As applicable, an application proposing a land use change on a parcel located in a geologic hazard area may be required to submit a geotechnical report that evaluates and predicts the impact of specific geologic conditions on the proposed land use change and measures to mitigate these hazards, pursuant to Section 11-104: *Development in Areas Subject to Geologic Hazards.*
3. **LOCATION OF SITE WITHIN WILDFIRE HAZARD AREA.** As applicable, an application proposing a land use change on a parcel located within a wildfire hazard area, pursuant to Section 11-105: *Development in Areas Subject to Wildfire Hazards.*
4. **LOCATION OF SITE WITHIN AREA POTENTIALLY AFFECTED BY WETLANDS AND WETLANDS PERMITTING.** As applicable, an application proposing a land use change on a parcel located in an area in which there are wetlands, pursuant to Section 11-107: *Protection of Water Quality.*
5. **LOCATION OF SITE VISIBLE FROM RIDGELINE VANTAGE.** As applicable, an application proposing a land use change that is visible from a ridgeline vantage, pursuant to Section 11-108: *Standards for Development on*

Ridgelines.

6. **DEVELOPMENTS IMPACTING AGRICULTURAL LANDS.** If a proposed project adjoins agricultural lands, involves land through which irrigation ditches flow, or over which there are general or exclusive easements for stock drives, the application shall address the requirements of Section 11-109: *Development That Affects Agricultural Lands*, and Section 15-103: *Right-to-Ranch Policy* which shall identify, in written and/or graphic form, the following:
7. **AGRICULTURAL LAND OWNER.** The location(s) and name(s) of owner(s) of any agricultural land(s) adjoining or possibly impacted by the proposed land use change.
 - a. **AGRICULTURAL DITCHES.** The location(s), name(s), name(s) of owner(s), size(s), and decreed capacity(ies) of any agricultural ditch crossing or adjoining the development property, as available from the Colorado Division of Water Resources, or ditch commissioner's records.
 - b. **EASEMENTS.** The location of historical easements used to gain access to headgates, ditches, and fences for maintenance or operations.
 - c. **LIVESTOCK DRIVES AND FENCELINES.** Historic or recorded stock drive easements crossing or adjoining the development property, including the location of any existing fences along property lines, and the location of new fences or other obstacles proposed to be built across any such stock drive.
8. **DEVELOPMENT ON LAND BEYOND SNOWPLOWED ACCESS.** As applicable, an application that proposes development at a location that currently receives no snowplowing services for access, pursuant to Section 11-110: *Development of Land Beyond Snowplowed Access*.
9. **DEVELOPMENT ON LAND ON AN INHOLDING WITHIN NATIONAL WILDERNESS.** As applicable, an application that proposes development on an inholding within a National Wilderness Area, pursuant to Section 11-111: *Development on Inholdings in the National Wilderness*.
10. **DEVELOPMENT ON PROPERTY ABOVE TIMBERLINE.** As applicable, an application that proposes development on a parcel located above timberline, pursuant to Section 11-112: *Development on Property Above Timberline*.

VICINITY MAP: (Submit 12 copies). 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 AND NEARBY PARCEL SIZES AND LAND USES.** Location of the property on a United States Geological Survey quadrangle map or on a recorded plat if the proposed development is within an approved subdivision, with the location highlighted so that it is easy to see, and that clearly shows sizes of parcels and land uses within a half-mile of the proposed project.
2. **ROADS.** All U.S. and state highways and nearest County or Forest Service, Bureau of Land Management, and/or subdivision/private roads that provide access to the proposed project.
3. **EASEMENTS.** Easements recorded or historically used that provide access to or across, or other use of, the property.
4. **BOUNDARIES OF DISTRICTS, MUNICIPALITIES OR SUBDIVISIONS.** Locations of special district boundaries, municipalities or residential subdivisions within a half mile of the property.
5. **PROXIMITY OF MINING OR PROCESSING ACTIVITY.** Any parcel located within 1,000 feet of the property proposed for land use change on which there exists an operation involving mineral exploration or extraction or construction materials processing.

SITE PLAN/LAYOUT. (Submit 12 copies.) 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 and anticipated for 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, and their timing.
3. **TOTAL ACREAGE OF CONTIGUOUS PROPERTY OWNED BY THE APPLICANT.** Total acreage and location 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 size(s) of properties adjacent to and in the impact area of the site proposed for the land use change.
6. **ADJACENT LAND OWNERS.** Names and actual land uses of adjacent landowners (including federal, State of Colorado and other publicly owned lands), to the site (in addition to the separate narrative listing). This includes properties that may be across a road, stream or river from the applicant's property.
7. **UTILITY LOCATIONS IN AREA.** Location of all existing utilities on the property (septic tanks, wells, electric, gas, telephone or cable lines) that will serve the property.
8. **TOPOGRAPHIC FEATURES.** Streams, lakes, ponds, wetlands, contour lines and elevations, any prominent

ridgelines, and any other significant visual resource areas on the property.

9. **LIVESTOCK DRIVES AND FENCELINES.** Historic or recorded stock drive easements crossing or adjoining the development property, including the location of any existing fences along property lines, and the location of new fences or other obstacles proposed to be built across any such stock drive.
10. **IRRIGATION DITCHES.** The location(s), and name(s), of any irrigation ditch crossing or adjoining the development property, as available from the Colorado Division of Water Resources, or ditch commissioner's records.
_____ There are no irrigation ditches on or adjacent to the subject parcel.
11. **DRAINAGE.** Drainage patterns, on and adjacent to the project property.
12. **DRIVEWAYS AND PARKING.** Driveways/parking areas, both existing and proposed.
13. **EXISTING STRUCTURES.** Locations and sizes of existing structures.
14. **PROPOSED STRUCTURES.** Locations and sizes of proposed structures.
15. **BOUNDARIES.** Boundaries and related measurements.

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. Easement documents attached: _____

_____ **ROAD SYSTEM.** If the development is to include a road or roads, location and design, must be submitted with this application, in compliance with Section-103: *Road System* and the *Gunnison County Specifications for Road and Bridge Construction Standards*.

_____ **TRAILS.** If the parcel on which the development is proposed is land over which there is a public trail, the application must comply with Section 12-104: *Trails*. Applicants also are encouraged to include public trails and other amenities for non-motorized travel in an application to link existing adjacent public trails or trails easements, and should provide information pursuant to that section if they are interested in providing such trails.

WATER SUPPLY. Indicate which of the following will be used to supply water for the proposed use (s):

_____ **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.

_____ **WATER AUGMENTATION PLAN.** If the Colorado Division of Water Resources requires that a plan of water augmentation be approved for the project, a copy of the application for the augmentation, as submitted to the Division.

_____ **SUBDIVISION WATER SUPPLY INFORMATION SUMMARY SHEET.** If the application is for a subdivision, complete the attached Colorado Division of Water Resources State Engineer's Office Memorandum and *Water Supply Plan Information* for subdivisions. The County is required to submit this information to the Division for review.

FIRE PROTECTION. An applicant for a land use change classified as a Minor Impact project that is located in a specific fire protection district must contact the district before submitting the application, for the purpose of being informed of the District's design and construction standards that will apply to the application. Section 12-107: *Fire Protection*.

- _____ **Parcel located in Crested Butte Fire Protection District**
- _____ **Parcel located in Gunnison Fire Protection District**
- _____ **Parcel located in Carbondale and Rural Fire Protection District**

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 Planning Department approves the issuance of a system repair permit for an existing system.

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.

PROTECTIVE COVENANTS, CONDOMINIUM OR TOWNHOME DECLARATIONS, OR DEED RESTRICTIONS. Any existing, or a draft of proposed, protective covenants, a condominium declaration or deed restrictions that will be imposed on the development.

_____ Covenants and/or deed restriction document attached.

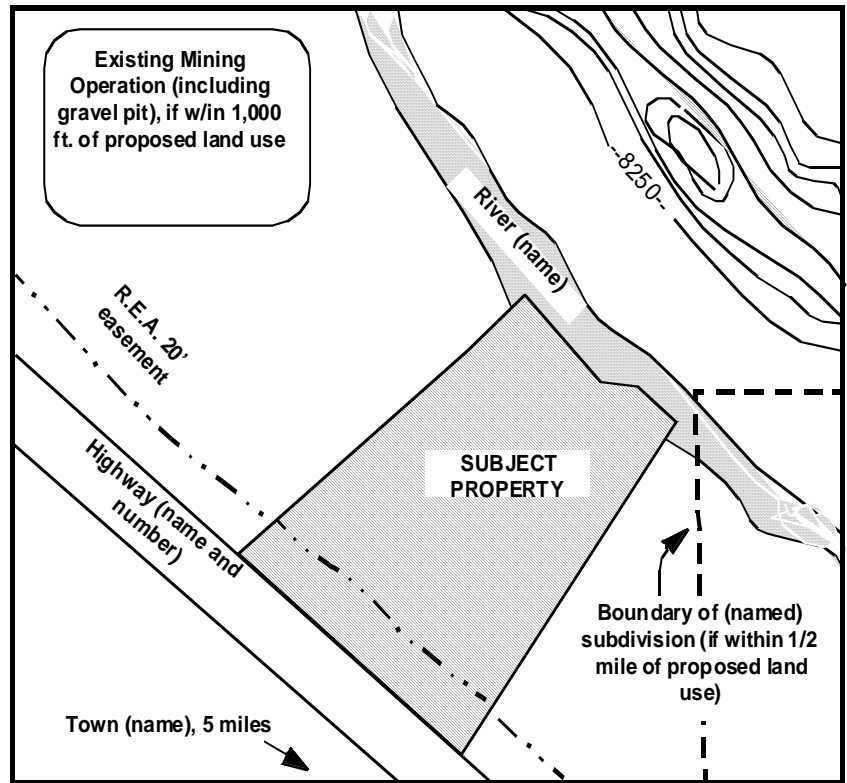
_____ Homeowners'/ property owners' association letter attached

_____ Not applicable.

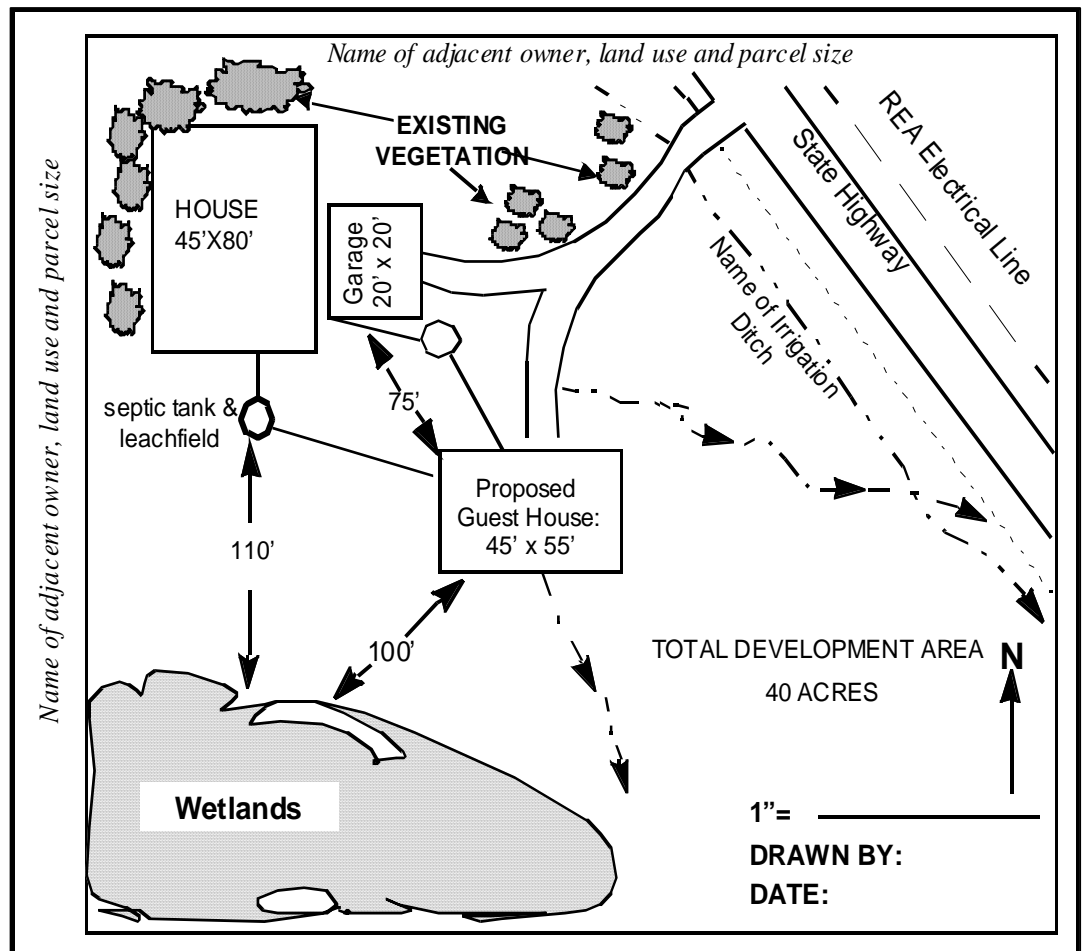
_____ **COPY OF PROPERTY TAX CERTIFICATE.** Copy of certification from the Gunnison County Treasurer's Office indicating that all real property taxes applicable to the subject parcel on which the land use change is proposed have been paid up to the year in which approval is under consideration. Copy 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 approval is under consideration.

LOCATION OF SITE WITHIN SPECIAL GEOGRAPHIC AREA OR DISTRICT. As applicable, an application proposing a land use change on a parcel located within a designated Special Area or special district may be required to comply with regulations of that Area or district. The Planning Department will assist the applicant in determining if the property lies within a district or special geographic area, and if so, what regulations apply.

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
<p>*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.</p>	
<p>MINOR IMPACT:</p> <ul style="list-style-type: none"> • Initial application + any or all of the following, as applicable: • Public Works review:* • Environmental Health Office review:* • Colorado Geologic Survey Review:* • Consulting engineer's review:* 	<ul style="list-style-type: none"> • \$150 • \$50 • \$50 • Base fees + per hour fee as necessary, assessed by that agency • Base fees + per hour fee as necessary; •
<ul style="list-style-type: none"> • Minor subdivision: 	<ul style="list-style-type: none"> • Actual costs of public hearing notice • \$50/lot upon permit approval • Actual costs of plat recording
<ul style="list-style-type: none"> • Minor commercial or industrial space • 	<ul style="list-style-type: none"> • \$100/1,000 square feet of building; \$250/acre when no structure is involved
<ul style="list-style-type: none"> • Minor mining operation: • 	<ul style="list-style-type: none"> • \$250/affected acre + \$250/1,000 square feet of building space
<ul style="list-style-type: none"> • Road design to serve exempt subdivisions 	<ul style="list-style-type: none"> • \$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
<ul style="list-style-type: none"> • Development Improvement Agreement* 	<ul style="list-style-type: none"> • \$150
<p>MAJOR IMPACT:</p> <ul style="list-style-type: none"> • Initial application and when the plan for each phase is submitted: 	<ul style="list-style-type: none"> • \$250
<p>SKETCH PLANS: Payment is to be made at time of submittal:</p> <ul style="list-style-type: none"> • Major Impact Subdivision: • Major Impact Commercial or Industrial space: • Major Mining operation: • Public Works review:* • Environmental Health Office review:* • Colorado Geologic Survey Review:* • Consulting engineer's review:* 	<ul style="list-style-type: none"> • \$1,500 + actual costs of public hearing(s) notice (s), and: • \$50/lot • \$100/1,000 square feet of building space; \$250/acre when no structure is involved • \$250/surface-disturbed acres + \$250/1,000 square feet of building space • \$250 • \$250 • Base fees + per hour fee as necessary, assessed by that agency + per hour fee for staff overtime if needed for preparation of information • • 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
<p>PRELIMINARY PLANS: Payment to be made at time of submittal:</p> <ul style="list-style-type: none"> Major Impact Subdivision: Major Impact Commercial or Industrial space: Major Mining operation: <p>Additional fees, as required for specific plans:</p> <ul style="list-style-type: none"> Public Works review:* Environmental Health Office review:* Colorado Geologic Survey Review:* Consulting engineer's review:* 	<ul style="list-style-type: none"> \$2,000 + actual costs of public hearing(s) notice(s) and: \$100/lot \$200/1,000 square feet of building space; \$350/acre when no structure is involved \$350/surface-disturbed + \$250/1,000 square feet of building space \$250 \$250 Base fees + per hour fee as necessary, assessed by that agency Base fees + per hour fee as necessary
<p>FINAL PLANS: Payment to be made at time of submittal:</p> <ul style="list-style-type: none"> Final plan that requires a Development Improvement agreement Final plan that does not require a Development Improvement Agreement If subdivision, plat recording 	<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)
<p>Minor amendments 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.</p>	\$100
Appeal of Staff Decision to Planning Commission:	\$150
OTHER RELATED GENERAL LAND USE FEES	
Plat correction , including relocation of building envelopes	\$100+ actual costs of public hearing notice and replat recording
Lot Cluster Agreement	\$150+ costs of recording of agreement
Boundary Line Adjustment:	\$150+ actual costs of plat recording
Plat Vacation:	\$100 + actual costs of public hearing notice and replat recording
Street name change:	\$100 + actual costs of public hearing notice and replat recording
Driveway Permit:	Available from Department of Public Works; fees periodically set by Board of County Commissioners

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