



**GUNNISON COUNTY, COLORADO  
ADMINISTRATIVE REVIEW PROJECT  
LAND USE CHANGE PERMIT APPLICATION**

**GUNNISON COUNTY COMMUNITY DEVELOPMENT DEPARTMENT  
PLANNING OFFICE**

221 N. WISCONSIN ST, STE D., GUNNISON, CO 81230  
TELEPHONE: 970-641-0360 FAX: 970-641-8585

Website: <http://www.gunnisoncounty.org/planning.html> Email: [planning@gunnisoncounty.org](mailto:planning@gunnisoncounty.org)

DATE RECEIVED BY PLANNING OFFICE.: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**APPLICATION FEE PAID- DUE AT SUBMITTAL (\$265):** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Additional fees will be assessed according to the Gunnison County Land Use Change Fee Schedule**

**APPLICANT.** (If the applicant is not the owner of the land, the applicant shall submit a notarized letter signed by the owner consenting to the submittal. Consent of the owner for submittal shall imply consent by the owner for the County to complete the review process.):

**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 notarized letter from the property owner consenting to this application, must be submitted. If the applicant is not the sole owner of the land, the applicant shall submit a notarized letter(s) signed by all other owners, and/or by an association or corporation representing the owners, consenting to, or joining in, the application.):

**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 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:**

<b>MAILING ADDRESS:</b>		
<b>CITY:</b>	<b>STATE:</b>	<b>ZIP:</b>
<b>PHONE (day):</b>		<b>(evening):</b>
<b>FAX:</b>		<b>E-MAIL ADDRESS:</b>

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).**

**STATUS OF PARCEL AS A LEGAL LOT.** If the parcel on which the land use change is proposed is smaller than 35 acres, the Department may also request the applicant to supply information sufficient to document that the subject was legally created.

**NOTIFICATION TO COUNTY IF FEDERAL PERMITS ARE REQUIRED FOR PROJECT.** When an EA or EIS or other state or federal action or permit is required, and that requirement is known by the applicant, the applicant shall notify the County of that requirement when the application is first submitted for review.

- EA or EIS is known by the applicant to be required**
- EA or EIS is not known by the applicant to be required**

**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.):

**PROJECT DESIGN.** As applicable, all elements of the project design, pursuant to the individual sections of Article 13: *Project Design Standards*; 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.*

**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.)

**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". (Applications for plats of constructed condominium or townhome projects that have been approved by the County shall not be required to submit a site plan.) At a minimum, include the following:

- **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.
- **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.
- **EASEMENTS.** Easements recorded or historically used that provide access to or across, or other use of, the property.
- **BOUNDARIES OF DISTRICTS, MUNICIPALITIES OR SUBDIVISIONS.** Locations of special district boundaries, municipalities or residential subdivisions within a half mile of the property.
- **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 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. (Applications for plats of constructed condominium or townhome projects that have been approved by the County shall not be required to submit a site plan.)

- **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.
- **PHASING.** Any proposed phases of the development, and their timing.
- **TOTAL ACREAGE OF CONTIGUOUS PROPERTY OWNED BY THE APPLICANT.** Total acreage and location of all contiguous property owned by the applicant.
- **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.
- **ADJACENT LOT SIZES.** Lot size(s) of properties adjacent to and in the impact area of the site proposed for the land use change.
- **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.
- **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.
- **TOPOGRAPHIC FEATURES.** Streams, lakes, ponds, wetlands, contour lines and elevations, any prominent ridgelines, and any other significant visual resource areas on the property.
- **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.
- **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.
- **DRAINAGE.** Drainage patterns, on and adjacent to the project property.
- **DRIVEWAYS AND PARKING.** Driveways/parking areas, both existing and proposed.
- **EXISTING STRUCTURES.** Locations and sizes of existing structures.
- **PROPOSED STRUCTURES.** Locations and sizes of proposed structures.
- **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. 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 Planning 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.

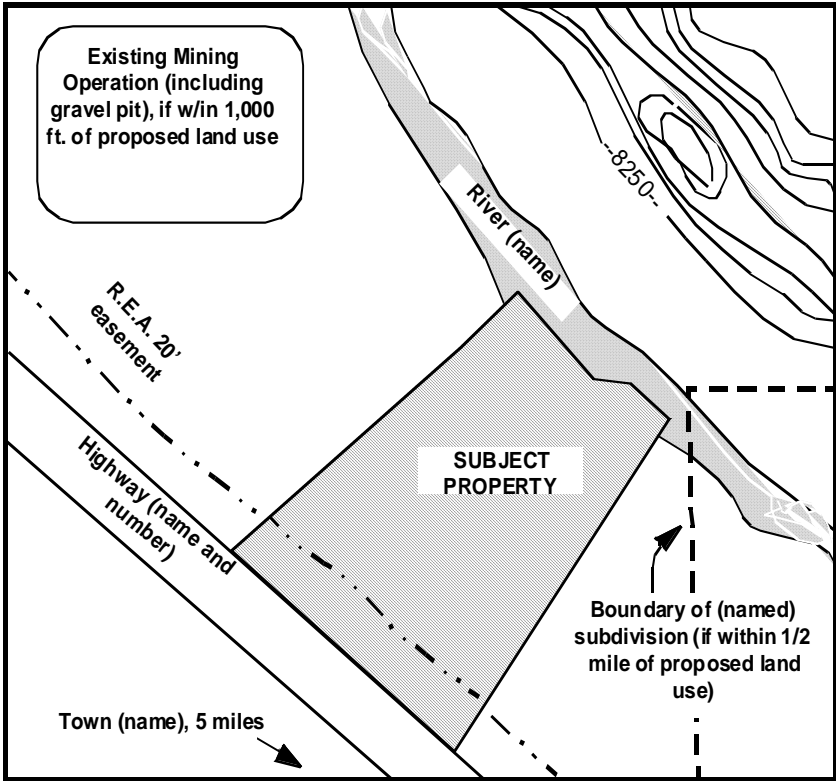
**RESTRICTIVE COVENANTS.** List any restrictions imposed by recorded protective covenants or deed restrictions on the property proposed for land use change; attach a copy of the document (covenants, deed restriction or conservation easement). If the property is subject to restrictions imposed by a homeowners 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: \_\_\_\_\_

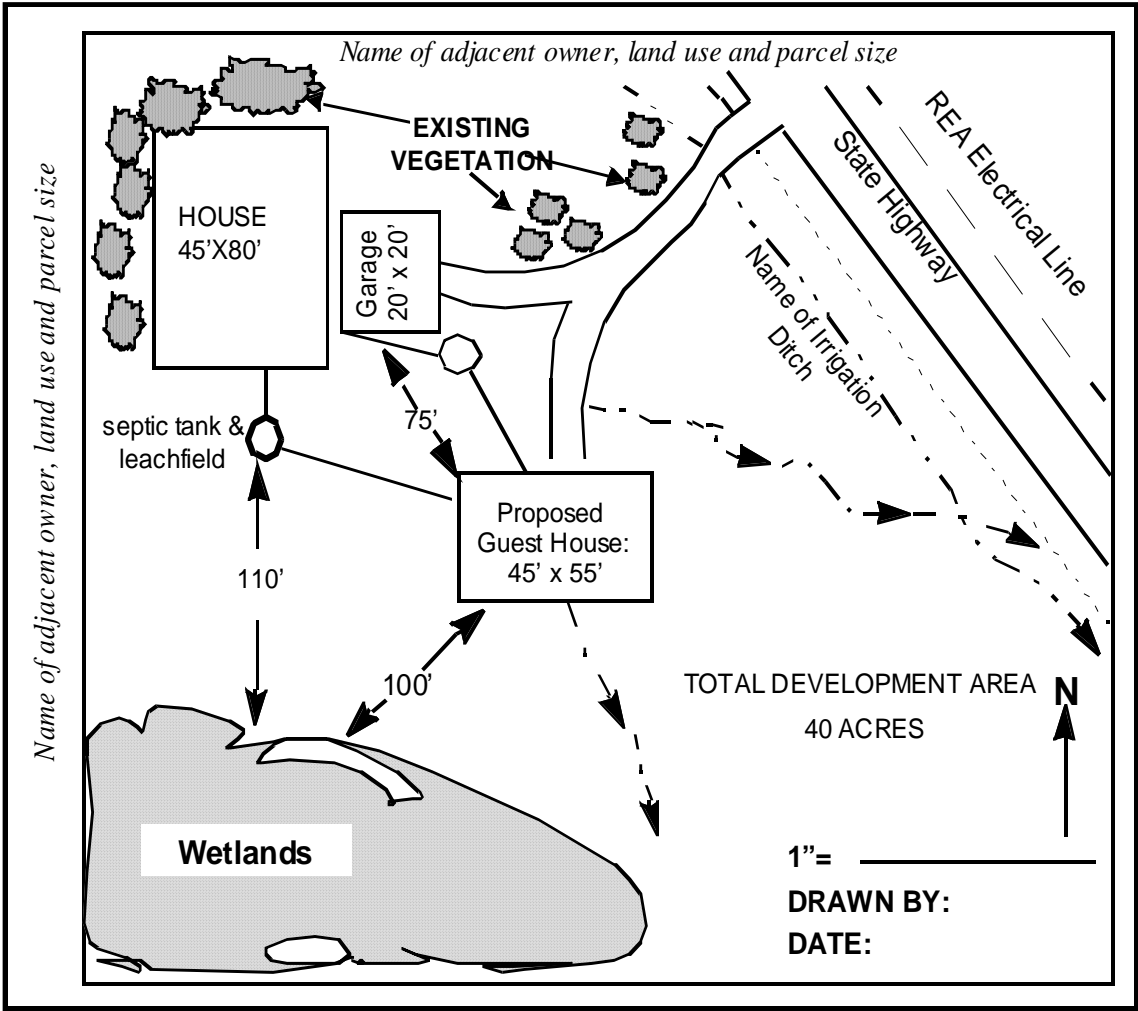
**ADDITIONAL SUBMITTALS BASED UPON INFORMATION AVAILABLE ON MAPS USED BY THE COUNTY.** If a land use change is proposed on a parcel located within any of the following areas, additional submittals may be required to be submitted; the Planning Department will provide assistance to the applicant to determine the specific information that must be submitted:

- **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.
- **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*.
- **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.
- **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.
- **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.
- **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:
  - **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.
  - **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.
  - **EASEMENTS.** The location of historical easements used to gain access to headgates, ditches, and fences for maintenance or operations.
  - **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.
- **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*.
- **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*.
- **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 EXAMPLE**



**SITE PLAN EXAMPLE**





## Land Use Change Permit Application Checklist

Additional items may be requested upon review of the application.

The following attachments must be included, along with this application:

- COMPLETE APPLICATION.** Please complete each section of the above application. If the application is not complete staff will notify you in writing of the missing items.
- APPLICATION FEE DUE AT SUBMITTAL**
- LETTER OF OWNER'S CONSENT.** If applicable, a **notarized** letter from the property owner acknowledging a person other than the owner may apply for permits.
- PROJECT DESCRIPTION.** Describe your proposed project in detail, including existing improvements or operations and proposed changes or expansion.
- SITE PLANS.** Site Plans, as described in the Land Use Change application, page 4 and depicted above.
- VICINITY MAP.** Submit a vicinity map as described in the Land Use Change application, page 4 and depicted above. You may contact the GIS Department at 970-641-7620 for assistance in creating large scale maps.
- ADJACENT PROPERTY OWNERS.** Identify all property owners within 500 feet of the boundaries of the subject parcel. You may contact the Gunnison County Assessor at 970-641-1085 for assistance.
- TAXES PAID.** Submit a copy of the taxes paid for the most recent year, you may contact the Gunnison County Treasurer's office at 970-641-2231.
- WELL PERMIT.** Submit a copy of the well permit available from the Colorado Division of Water Resources, 970-249-6622.
- WASTEWATER.**  
**INDIVIDUAL SEWAGE DISPOSAL SYSTEM (ISDS).** If your project is going to be served by an individual sewage disposal system, **have you obtained an ISDS Permit?** \_\_\_\_\_. If yes, list the Permit # \_\_\_\_\_. **If not, have you applied for it?** \_\_\_\_\_. You may contact the Environmental Health Inspector at 970-641-5105 to be informed of the applicable standards.  
**TAP FEES.** If your building site is to be served by a district or municipal or private central wastewater treatment system or water supply system, you must submit your receipt of payment of the required tap fees must be submitted before the County Building Permit is issued. **Have the fees been paid?** \_\_\_\_\_
- CDOT ACCESS PERMIT:** If the subject parcel is accessed from a state highway submit a copy of the access permit from the Colorado Department of Transportation.
- TRAFFIC:** Identify the traffic associated with the proposed project.
- FIRE DISTRICT STANDARDS.** Contact the applicable Fire District for the purpose of being informed of their standards. Gunnison Fire Protection District: 970-641-8153. Crested Butte Fire Protection District: 970-349-5333.
- HOMEOWNERS' ASSOCIATION APPROVAL.** If you are in a subdivision that has a homeowner's association, the association's approval must be attached to your plans.
- WARRANTY DEED.** A copy of the recorded Warranty Deed is required for proof of ownership. This may be obtained from the Clerk and Recorder's Office, first floor of the Blackstock Government Center.



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



**NOTICE REGARDING U.S. FISH AND WILDLIFE SERVICE  
DETERMINATION THAT GUNNISON SAGE-GROUSE IS A  
THREATENED SPECIES**

- The U.S. Fish and Wildlife Service has determined, effective December 22, 2014, threatened species status under the Endangered Species Act of 1973, as amended, for the Gunnison Sage-grouse.
- Gunnison County approval of this County permit is not U.S. Fish and Wildlife Service approval of any activity described or authorized by this County permit.
- Gunnison County is not and does not act as your representative with regard to consultation with the U.S. Fish and Wildlife Service or performance of U.S. Fish and Wildlife Service requirements.