

## PLANNING & ZONING PERMIT

Receipt # \_\_\_\_\_ \*

Date Received \_\_\_\_\_ \*

By \_\_\_\_\_ \*

\* For Office Use Only

**Incomplete Applications will be Rejected**

### ACTION REQUESTED

TEMPORARY USE PERMIT	[ ]	7-3-13c	VARIANCE	[ ]	7-3-16
CONDITIONAL USE PERMIT	[ ]	7-3-14	REZONING	[ ]	7-3-17
CHANGE IN NON-CONFORMING USE	[ ]	7-3-15	SUBDIVISION	[ ]	7-4-1 thru 7-4-12
OTHER: _____	[ ]	_____			

APPLICANT/APPLICANTS: <b>NAME:</b> <b>MAILING ADDRESS:</b> <b>CITY:</b> <b>TELEPHONE NO.:</b> <b>FAX:</b>	OWNER/OWNERS OF RECORD: <b>NAME:</b> <b>MAILING ADDRESS:</b> <b>CITY:</b> <b>TELEPHONE NO.:</b>
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ADDRESS OF PROPERTY: \_\_\_\_\_

ACREAGE/SQUARE FOOTAGE: \_\_\_\_\_ ZONING DISTRICT: \_\_\_\_\_

BRIEF DESCRIPTION OF REQUESTED ACTION: \_\_\_\_\_

### ATTACHMENTS REQUIRED FOR ALL ACTIONS:

1. Evidence of ownership or written notarized consent of legal owner(s).
2. Copy of all site plans drawn to scale showing location of building(s), elevations, abutting streets, and all dimensions, must be submitted on paper size of 8.5 x 11 or 11 x 17. (12 copies unless otherwise noted)
3. A filing fee payable to the Town of Ridgway .

### FILING FEE SCHEDULE:

<b>Temporary Use</b>	\$ 100.00	<b>Subdivisions</b>	
<b>Conditional Use</b>	100.00	a. Sketch Plan	200.00
<b>Change in Nonconforming Use</b>	100.00	(plus \$10.00 per lot or unit)	
<b>Variances &amp; Appeals</b>	150.00	b. Preliminary Plat	400.00
<b>Rezoning</b>	200.00	(plus \$20.00 per lot or unit)	
<b>Reviews Pursuant to 7-3-18</b>	100.00	c. Final Plat	300.00
<b>Variance from Flood Plain Reg's</b>	100.00	d. Minor Subdivision	200.00
<b>Deviations from Single Family</b>		e. Lot Split	100.00
<b>Design Standards</b>	100.00	f. Replat/amended plats	100.00
		g. Planned Unit Development	(a. b. & c.)

### ADDITIONAL COSTS:

Applicant and owner shall be jointly and severally responsible for legal, engineering, planning, administrative and miscellaneous fees, including recording costs, if incurred. (R.M.C. 7-3-20(B) and 7-4-12(B)). Water and sewer tap fees and development excise taxes are due at approval of final plats.

**SPECIFIC ATTACHMENTS REQUIRED FOR EACH ACTION:**

**CONDITIONAL USE PERMITS:**

1. The site plan shall show off-street parking requirements, landscaping and architectural features.
2. Information showing compliance with applicable criteria.
3. Notice of hearing shall be posted at Town Hall 10 days before the hearing.
4. Property shall be posted at least 10 days prior to the hearing.

**TEMPORARY USE PERMITS:**

1. The site plan shall show off-street parking requirements, landscaping and architectural features.
2. Information showing compliance with applicable criteria.
3. Property shall be posted at least 10 days prior to the hearing.

**CHANGES IN NON-CONFORMING USE:**

1. Description of existing non-conformity.
2. Information showing compliance with applicable criteria.
3. Notice of hearing shall be posted at Town Hall 10 days before the hearing.
4. Property shall be posted at least 10 days prior to the hearing.

**VARIANCE:**

1. Site plan showing details of the variance request and existing uses within 100 ft. of property.
2. Information showing compliance and/or non-compliance with applicable criteria.
3. Notice of hearing shall be posted at Town Hall 10 days before the hearing.

**REZONING:**

1. Legal description, present zoning and requested zoning of property.
2. Notice of hearing shall be posted 10 days before the date of the hearing.
3. Property shall be posted at least 10 days prior to the hearing.

**SUBDIVISION:**

1. All requirements established by Municipal Code Sections 7-4-1 through 7-4-12.
2. Affidavit of notice sent to all surface and mineral owners and lessees of mineral rights.  
(Proof of proper notice must be submitted prior to the hearing.)
3. The Preliminary Plat shall be submitted 21 days prior to the hearing.
4. The Final Plat shall be submitted 20 days prior to the next scheduled Planning & Zoning meeting.
5. Sketch plan required in subdivisions consisting of more than 5 proposed lots or units.

**Applicant and owner shall be jointly and severally responsible for legal, engineering, planning, administrative and miscellaneous fees, including recording costs, if incurred. (R.M.C. 7-3-20(B) and 7-4-12(B)). Water and sewer tap fees and development excise taxes are due at approval of final plats.**

\_\_\_\_\_  
Signature of Applicant/Applicants

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner/Owners

\_\_\_\_\_  
Date

Date of Public Hearing(s) \_\_\_\_\_

Date Notice Posted/Published \_\_\_\_\_ By \_\_\_\_\_

Date Received Proof of Notice to Other Owners \_\_\_\_\_

MEETING DATE:

REVIEWING AGENCY & ACTION (& location of related documents):

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Request for written Findings and Condition      Yes [ ]      No [ ]  
List of persons requesting:

Request for appeal of rezoning decision?      Yes [ ]      No [ ]  
List of persons requesting:

**The applicant and owner shall be jointly and severally responsible for insuring that the conditions placed upon the application are met. CONDITIONS AND LIMITATIONS ACCEPTED:**

\_\_\_\_\_  
Signature of Applicant/Applicants      Date: \_\_\_\_\_