

# **SPECIAL USE PERMIT PROCESS GUIDE**

Clear Creek County Planning Department  
1111 Rose Street, P.O. Box 2000  
Georgetown, Colorado 80444  
(303) 679-2436 - phone  
(303) 569-1103 - fax

Last updated 2016

## **PURPOSE**

Special Use Permits are designed for long-term or permanent changes to the use of the land, and shall not terminate upon sale of the property unless otherwise stipulated. A procedure for review by the Planning Department every three (3) years, or sooner at the discretion of the Board of County Commissioners, shall be a part of every Special Use Permit, to ascertain whether the use is still being operated in compliance with the terms of the agreement.

## **APPLICABILITY**

A use permitted under this Section may be established in a zoning district only upon approval of the Board of County Commissioners, after review and a recommendation by the Planning Commission, and subject to the conditions set forth in a resolution approving the use by the Board.

**CRITERIA FOR APPROVAL:** Special uses will be allowed only if the proposed use meets the following criteria for approval:

1. Except as otherwise noted, the proposed use will comply with the zoning requirements of the district in which the use is to be established, and will also comply with all other applicable requirements;
2. The use is in harmony with the character of the neighborhood and compatible with the surrounding area;
3. The use will not have an undue burden on available infrastructure;
4. The use will not result in undue traffic congestion or traffic hazards;
5. The use will not cause significant air, odor, water, noise, or light pollution;
6. All sanitation requirements will be met;
7. Parking is adequately provided;
8. Adequate buffering and screening is provided, when appropriate;
9. The use shall demonstrate compliance with the County's Best Management Practices (BMP's), and;
10. The use will not otherwise be detrimental to the health, safety, or welfare of the present or future inhabitants of Clear Creek County, nor inconsistent with Section 1 - Title, Authority, and Interpretation, Subsection E. Purposes, of the Clear Creek County Zoning Regulations.

## **PRE-APPLICATION CONFERENCE**

Prior to submittal of an application, the applicant shall meet with a Planning Department staff member to determine whether the request meets the criteria as stated above for a Temporary Special Use Permit process, and to explain the procedure and submittal requirements. The applicant should bring applicable documentation for review.

## **SUBMITTAL PROCESS**

1. A complete application and appropriate documentation must be submitted to the Planning Department by the applicant. If the requested use relates to a proposed or

existing building permit, a construction schedule will be required. Additional information may be required later in the process.

2. The submittal shall be reviewed in a timely manner for completeness by the Planning Department. The applicant shall be notified of any inadequacies, missing, or incomplete documentation. An incomplete submittal will not be processed.
3. The Planning Department will notify adjacent property owners within 300 feet of the boundaries of the subject parcel(s) and any referral agencies that may be affected by the proposal. The applicable agencies shall be determined on a case by case basis. Adjacent property owners and referral agencies shall be given twenty-one (21) calendar days prior to the Planning Commission public hearing to comment.
4. The Planning Department will publish a notice in a newspaper of general circulation in the county fourteen (14) calendar days prior to the Planning Commission's public hearing. The applicant will be notified of the public hearing date, time, and place.
5. At least fourteen (14) calendar days prior to the Planning Commission public hearing, the applicant shall post and maintain notice on the parcels under consideration. Notice shall be placed within ten (10) feet of the property line and visible from the right-of-way. Signs will be provided by the Planning Department.
6. The Planning Department will prepare a Site Characteristics Analysis, and a visit to the site will be made by Staff.
7. Based upon the submittal documentation, site characteristics analysis, and comments received, the Planning Department will prepare a staff recommendation/report and draft resolution for the Planning Commission public hearing.
8. During the public hearing, the Planning Commission shall evaluate the submittals, referral comments, staff report, and public testimony, and make a recommendation to the Board of County Commissioners (BOCC) to approve, approve with conditions, or deny the application.
9. The applicant may be required to provide additional information prior to the BOCC public hearing based on conditions/stipulations recommended by the Planning Commission.
10. The Planning Department will publish a notice in a newspaper of general circulation in the county a minimum of fourteen (14) calendar days prior to the BOCC public hearing. The applicant will be notified of the public hearing date, time, and place.
11. Based upon the submittal documentation, site characteristics analysis, comments received, and the Planning Commission's recommendation, the Planning Department

will prepare a staff recommendation/report and draft resolution for the BOCC public hearing.

12. During the public hearing, the BOCC shall evaluate the submittals, referral comments, staff report, Planning Commission recommendation, and public testimony, and shall approve or deny the application.
13. The Planning Department will notify the applicant of what is required to finalize the decision of the BOCC following the public hearing.
14. If granted, the Special Use Permit will be monitored for compliance by the Planning Department. If all conditions and stipulations of the Resolution are **not** met timely, a hearing will be scheduled before the BOCC to determine if the permit should be revoked. The holder of the permit shall be notified of the hearing date and time. A permit may be revoked for non-compliance with ten days written notice to the applicant.
15. The Board of County Commissioners (BOCC) may impose a condition that renders a Special Use Permit null and void when an approved Permit is inactive or no longer in use for a period greater than one (1) year.

**GENERAL SUBMITTAL REQUIREMENTS**

A complete application and appropriate documentation must be submitted to the Planning Department by the applicant, including:

- \_\_\_\_\_ Completed application form
- \_\_\_\_\_ Application fee
- \_\_\_\_\_ Scaled site plan, of which the number of copies will be determined by case manager. One (1) copy of the final site plan will be required after the review process is complete.  
The Site Plan shall, at minimum, depict the following:
  1. Title block, a written and graphic scale, and north arrow designated at true north.
  2. Boundaries of the subject property(s).
  3. Boundaries of adjacent parcels or portions of those boundaries that are in immediate proximity of the subject property(s).
  4. All existing and proposed roads, driveways, easements, buildings, structures, structural screening elements, rights-

of-way, streams, utilities, signage/outside advertising, exterior lighting, other features, and site modifications.

5. Existing and proposed wells, water supply systems, and wastewater treatment systems.

\_\_\_\_\_ Location map that indicates the location of the subject property in relation to roads, streams, utilities, adjacent properties and other features.

\_\_\_\_\_ Vicinity map that indicates the location of the subject property in relation to the general context of the county.

\_\_\_\_\_ Copy of deed /proof of ownership

\_\_\_\_\_ A narrative explaining the nature of the proposal and how it meets the following Criteria for Approval;

1. The proposed use will comply with the zoning requirements of the district in which the use is to be established, and will also comply with all other applicable requirements;
2. The use is in harmony with the character of the neighborhood and compatible with the surrounding area;
3. The use will not have an undue burden on available infrastructure;
4. The use will not result in undue traffic congestion or traffic hazards;
5. The use will not cause significant air, odor, water, noise, or light pollution;
6. All sanitation requirements will be met;
7. Parking is adequately provided;
8. Adequate buffering and screening is provided, when appropriate;
9. The use shall demonstrate compliance with the County's Best Management Practices (BMP's); and

10. The use will not otherwise be detrimental to the health, safety, or welfare of the present or future inhabitants of Clear Creek County, nor inconsistent with Section 1 - Title, Authority, and Interpretation, Subsection E. Purposes, of these Regulations.

\_\_\_\_\_ Additional Activity Specific Criteria Standards may be applied to specific uses. Please refer to Section 1207 if the proposed use is classified as one of the following:

1. Bed and Breakfast
2. Temporary Living Quarters
3. Construction/Office Trailer

\_\_\_\_\_ Completed landowner authorization if applicant is not the owner of the property

\_\_\_\_\_ Supplemental material, such as elevation drawings, parking layout, water supply plan, ISDS plan, etc., as determined by case manager.

\_\_\_\_\_ If requested use relates to a proposed or existing building permit, a construction schedule will be required.

\_\_\_\_\_ Additional information may be required later in the process.

**FINANCIAL GUARANTEE REQUIRED**

If a time limit is set by the Board of County Commissioners for this Special Use Permit, a financial guarantee to ensure termination of the use and removal of associated structures, and reclamation and/or revegetation when appropriate, in a form approved by the County Attorney, shall be a condition of the permit. Additionally, a financial guarantee may also be required by the BOCC to assure any 'Conditions of Approval' are met.

# WARNING!

The following pages are form fill pages.  
Not all browsers submit the following pages properly.  
**DO NOT USE GOOGLE CHROME**  
At this time, Google Chrome will not work with form fill.  
Please choose another browser to complete your  
application.  
As always, save a copy for your files and call to verify  
that your form submitted properly.

**DO NOT ASSUME THAT WE HAVE  
RECEIVED YOUR APPLICATION.**

If you are attempting to make payment please wait for someone at Clear Creek  
County to call you to collect payment. **DO NOT SUBMIT YOUR FORMS WITH  
ANY CREDIT CARD INFORMATION.**

Checks made out to Clear Creek County can be sent to the following address:

Clear Creek County  
Land Use Department  
PO Box 2000  
Georgetown, CO 80444  
Phone: 303-679-2436 Fax: 303-569-1103  
[planning@co.clear-creek.co.us](mailto:planning@co.clear-creek.co.us)

Please call with any questions or to verify that your permit has submitted  
successfully!

**SPECIAL USE PERMIT APPLICATION**

Application Fee: \$1500.00

CLEAR CREEK COUNTY PLANNING DEPARTMENT  
Post Office Box 2000 / Georgetown, Colorado 80444  
Phone (303) 679-2436 / FAX (303) 569-1103

**APPLICANT(S)** \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_

**OWNER(S)** \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_

LEGAL DESCRIPTION OF PROPERTY \_\_\_\_\_  
¼ Section & Section-Township-Range or Subdivision-Lot & Block

CURRENT ZONING \_\_\_\_\_ TOTAL ACREAGE \_\_\_\_\_

PROPOSED TERM OF PERMIT \_\_\_\_\_ PARCEL# \_\_\_\_\_

DESCRIBE SPECIAL USE REQUESTED

DESCRIBE HISTORY OF PROPERTY / REASON FOR REQUEST

I (we) do hereby certify that information contained in or presented in connection with this Special Use Permit application is true and accurate to the best of my (our) knowledge and belief. I (we) do hereby further agree to abide by the agreements, conditions and stipulations that are a part of this request.

APPLICANT(S) \_\_\_\_\_ DATE \_\_\_\_\_

OWNER(S) \_\_\_\_\_ DATE \_\_\_\_\_