

**CITY OF CREEDE
LAND USE APPLICATION**

Project Name: _____

Date Submitted: _____ Application Fee: _____

TYPE OF APPLICATION (Check all applicable, \$500 each)

Variance Request	_____	Conditional Use	_____	Special Exception Use	_____
Zoning Change	_____	Replat/Boundary Adj.	_____	Property Plat	_____
Subdivision Pre-Plat	_____	Subdivision Final Plat	_____	Road/Street Vacation	_____
Annexation	_____	Other	_____		

Variance action involves allowing a deviation from a development standard in unique situations generally related to lot, size or shape.
Conditional Use involves allowing a listed Conditional use of a particular zoning.
Special Exception Use involves allowing a deviation from the permitted uses of a particular zoning.

PROJECT INFORMATION

Property Owner(s) Name _____

Address _____

City & Zip Code _____ Phone _____

Contact Name: _____ Phone _____

Project Location: _____

Existing Use _____ Proposed Use _____

Existing Zoning _____ Proposed Zoning _____

Legal Description of Property (lots and block(s))

Provide a copy of your property deed and a survey, drawn to scale, of the affected area, showing boundaries & existing zoning in all adjacent areas.

Reason for Application:

LAND USE & PUBLIC FACILITIES

Land use designations (residential, Business, Industrial etc.) _____

Public facilities (Yes / No) _____ Street Intersections _____

UTILITY & SPECIAL DISTRICTS

Water & Sewer _____ Drainage: _____
Road & Bridge _____ Fire Protection _____

OTHER ISSUES (Yes or No)

Property in Floodplain? _____ State Highway Access? _____

Other: _____

CERTIFICATION

I certify that am the lawful owner or representative of all the parcel(s) of land, which this application concerns, and consent to this action:

Owner/Representative: _____ Date: _____

Owner/Representative: _____ Date: _____

I certify that the information and exhibits submitted are true and correct to the best of my knowledge. In filing this application I am acting with the knowledge and consent of the property owners. I understand that all materials and fees required by the Town of Creede must be submitted prior to having this application processed.

Applicant: _____ Date: _____

STAFF USE ONLY

APPLICATION ACCEPTED:

Date: _____ By: _____ Fee: _____

Special Exception Use

The City of Creede zoning regulations include requirements that regulate land usage within Town. A Special Exception Use involves allowing a deviation from the permitted uses of a particular zoning. The due process involves meetings with the Planning & Zoning Commission and the Board of Trustees. Because of the meeting dates for the Planning & Zoning Commission and Board of Trustees the due process will take between forty-five (45) and sixty (60) days.

The Board of Trustees meet on the first Tuesday of every month and the Planning & Zoning Commission meet on the second Tuesday of every month. All information must be submitted no later than noon the week before

Applicant: _____

Special Use: _____
(Example: allow business in residential zoning)

The town land use manager will review and process the application and may seek additional input from fire, police, building inspector, or other qualified personnel before processing the application. Upon approval of the application the dates and times of the meetings will be scheduled.

Planning & Zoning Commission: _____
Date & Time

Board of Trustees: _____
Date & Time

Board of Trustees: _____
Date & Time

The following criteria factors shall be applied by the Planning & Zoning Commission, and Board of Trustees in review the application:

1. Is the proposed land use consistent with the master/ comprehensive plan?
2. Is the proposed land use compatible with the surrounding land uses in the specific area? Is the proposed land use substantially dissimilar from existing land uses? Is the density compatible?
3. Will the proposed activity create any adverse environmental influences on the surrounding area? For example: Will the proposed use generate excessive dust, odors, fumes, noise, glare or vibrations?
4. Will the proposed activity generate additional traffic and congestion in the area? Will existing infrastructures (water, sewer, drainage and roads) be overburdened by the intended activity? Are egress and ingress areas appropriately and safely located?
5. Is the internal circulation plan convenient and safe for residential traffic, pedestrian ways, landscaping, delivery service and fire and police protection?
6. Is there satisfactory arrangements for any planned signage and/or additional lighting?

After completing their review, the Planning & Zoning Commission will forward the application and all pertinent data, together with their recommendations to the Board of Trustees to consider starting the Public Notice process and setting Public Hearing. Notice of the Public Hearing is put in the local paper and sent to adjacent property owners no less than fifteen (15) days prior to their next regularly scheduled meeting. The Board of Trustees will hold the Public Hearing, discuss and then approve or deny the application.