

# MONTROSE COUNTY PLANNING & DEVELOPMENT

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## Filing for a Special Use

*Prior to filing an application for a Special Use, it is recommended that you request a "pre-application" meeting with the Planning & Development Director. During this meeting, application requirements will be identified and review procedures explained. Generally, the process is as follows:*

- Legibly complete all requirements of the forms; including any necessary supporting documents.
- Follow the instructions itemized in the attached "Special Use Submittal Requirements" form and provide 1 complete set of all application materials and maps. The Applicant may deliver these materials at any time to the Planning and Development Department.
- The Planning Tech will contact the Applicant with the amount of the application fees and the number of additional copies needed. Application fees are calculated on a case-by-case basis in accordance with the Planning & Development Department Fee Schedule. Fees paid to Planning & Development Dept. are nonrefundable.
- After the agency review period, a summary of the agencies' comments will be mailed to the Applicant. After a response period for the Applicant to resolve all issues, the public hearing will be scheduled for the Planning Commission meeting. *The Planning Commission meets on the 4<sup>th</sup> Thursday of the month [except November and December, 3<sup>rd</sup> Thursday, due to holidays] in the Commissioner's Boardroom, 161 S. Townsend Ave, Montrose, Colorado.*
- A minimum of fourteen (14) calendar days prior to the Planning Commission public hearing the Planning & Development Staff shall place a notice of the hearing in a newspaper of general circulation in the County and notify the property owners that are located within 1320 feet of the subject property. Upon notification by P & D Staff, the Applicant is responsible for posting the property with the required 20" x 17" Public Notice sign(s), provided by the P & D Staff.
- Placement on the Board of County Commissioner's Agenda will occur after the Planning Commission hearing and after all requirements have been adequately addressed. A minimum of fourteen (14) calendar days prior to the Board of County Commissioners public hearing the Planning & Development Staff shall place a notice of the hearing in a newspaper of general circulation in the County. *The Board of County Commissioners meets on the first and third Mondays in Montrose, holidays excepted.*
- It is recommended that the applicant, or a knowledgeable representative, be present at both the Planning Commission and the Board of County Commissioners hearings and be prepared to provide a concise review of the project proposal.

## APPLICATION FOR SPECIAL USE

**Owner(s)**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

**Applicant (if different from owner, please attach original power of attorney)**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Assessor's Parcel Number or attach Property record card: \_\_\_\_\_

Physical address of property: \_\_\_\_\_

Access off which County Road: \_\_\_\_\_

Legal description of property (for metes and bounds, please attach copy from policy of title insurance)

\_\_\_\_\_  
\_\_\_\_\_

Property is zoned: \_\_\_\_\_ Total Acreage of the property: \_\_\_\_\_

Potable water source: \_\_\_\_\_ Wastewater treatment source: \_\_\_\_\_

**By signing this application, you are certifying that the above information is true and correct to the best of your knowledge and belief.**

Owner(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**AFFIDAVIT OF ORIGIN**  
**for**  
**PROPERTY OWNER LIST**  
(zone change & special use)

I, \_\_\_\_\_ hereby affirm that, to the best of my knowledge, the attached list containing \_\_\_\_\_ names and addresses is a complete list of the owners of properties that are located within 1320 feet (¼ mile) of any part of the boundary of the property described in Exhibit "A", attached hereto and incorporated herein (attach a copy the legal description or write in space below). I further affirm that the source of said list is the records of the Montrose County Assessor, or an ownership update from a title company, an abstract company, or an attorney derived from such records; and that said list is current within 30 days of the date of submittal of an application for a land use change for the herein described property.

\_\_\_\_\_  
signature, title

\_\_\_\_\_  
date

**Please provide the names on mailing labels, along with a copy of the complete mailing list.**