

- 1) Applicant(s) Name/Owner(s): _____
Phone No. _____
- 2) Agent(s) _____ Phone No. _____
- 3) Type of Development: _____

An application fee of \$1000.00 is due when the application is submitted and is **non-refundable**.
 Zoning/Rezoning fee of \$500.00 is due with the application and is **non-refundable**.
 The driveway permit is \$125.00 per site and is due with the application and is **non-refundable**.
 Compliance with the Montezuma County Floodplain Resolution No. 1-91 and completion of a Letter of Compliance, where applicable.
 Professional Review Fee, where applicable: \$1,000.00
 The applicant will be responsible for paying all applicable fees in effect at the time a completed and executed application is filed with the Planning Department, as determined by the Planning Department.
 For more information visit the County Website at www.co.montezuma.co.us; click on Department; click on Planning
 Click on Application Fee Schedule

Zoning or Rezoning Fee:	\$ 500.00	TOTAL FEES: \$	
Application:	\$ 1000.00	Driveway Permit \$	
Driveway:	x \$125. = \$	Application fees: \$ 1,000.00	Total Pd. w/App.: \$
Other:		Zoning fee: \$	
Other:		Balance due: \$	
Other:			

SIGNAGE IS PAID FOR BY THE APPLICANT. THE COST IS \$50.00 PER SIGN

Red designation sign(s):	Stop sign(s):
Yield sign(s):	Other:

Meeting Date/Timeline	Board Review Process
<u>BOARD OF COUNTY COMMISSIONERS Review</u> <u>Date:</u>	Board of County Commissioners Review of High Impact Permit Application and Special Use Permit Application: After it has been determined by the Planning Department that the application(s) are complete, the Planning Department will set applicant(s) request(s) for a regular agenda item before the Board of County Commissioners (<i>Monday</i>) The Board of County Commissioners will make a determination if a High Impact Permit; Special Use Permit; and/or Zoning process is warranted, and should be forwarded to the Planning Commission. See <i>Chapters 2 & 3 of the Land Use Code</i>
10 days prior to Planning Commission Review <u>Notices sent by:</u> <u>Review Date:</u>	¹ Notice of Planning Commission Review of High Impact Permit(s): the notice of Application and review will be given by written notice. Applicants will cause written notice to be sent to all adjacent property owners and mineral interest owners by Certified Mail, US Postal Service at least, and including, ten (10) days prior to the review by Planning Commission. Planning Commission will review the application(s) and forward their recommendations to the Board of County Commissioners. This is not a public hearing but Planning Commission will take public comments. See <i>2204.2 of the Land Use Code</i>
<u>Zoning Public Hearing</u> <u>Notices sent by:</u> <u>Review Date:</u>	² Notice of Planning Commission Public Hearing to review a Zoning request: A public hearing will be set in accordance with 6101.1 Also See <i>3202.2 of the Land Use Code</i> Planning Commission will review the application(s) and forward their recommendations to the BOARD OF COUNTY COMMISSIONERS. This is a public hearing and Planning Commission will take public comments.
<u>Zoning Public Hearing</u> <u>Notices sent by:</u> <u>Review Date:</u>	² Notice of Board of County Commissioners Public Hearing to review a Zoning request: A public hearing will be set in accordance with 6101.1 Also See <i>3203.2 of the Land Use Code</i> Upon recommendation of the Planning Commission and completion of the public hearing process, the County Commission will render a decision on the Zoning Application based on the Decision Criteria in 3202.3 of the Land Use Code.
<u>Board of County Commissioners High Impact Permit Public Hearing Date:</u>	Notice of Board of County Commissioners Public Hearing to review a High Impact Permit Application: A public hearing will be set in accordance with 2204.3 of the Land Use Code

- 1) If the Board of County Commissioners determines that an application process is warranted, and should be forwarded to the Planning Commission, specific reasons will be stated in writing.
- 2) If zoning is a requirement with the High Impact Permit request, said application(s) can be reviewed by the Planning Commission concurrently. This will require both applications to be completed and submitted together, as determined by the Planning Department.

HIGH IMPACT PERMIT SUBMITTAL CHECK LIST Name:

Date:

	Plan	Dev.	Rec'd	Submittal Items
For a complete application these submittals are required with the application fees.	X	X		Zoning: <input type="checkbox"/> COMZ <input type="checkbox"/> INDZ <input type="checkbox"/> Special Use Permit Request: <input type="checkbox"/> AR-80; <input type="checkbox"/> AGZ; <input type="checkbox"/> AR35+; <input type="checkbox"/> AR10-34; <input type="checkbox"/> UNZ
		X		Proof of Ownership: Title Commitment or Policy; Certificate of Ownership; Attorney opinion Letter; or Warranty Deed
		X		For land under 35 ac. Exemption No. or proof of parcel origin
		X		If parcel is on a red signed road proof of 60' access right-of-way(s)
	X	X		Application and Narrative describing the existing use, historical uses and proposed use in detail and supporting documentation. <i>See Chapter 2: Section 2-2205(A through I) High Impact Permit Submittal Requirements.</i>
		X		Mitigation Plan. <i>See Chapter2: Section 2-2205.2</i>
		X		Site Plan <i>See Chapter 2: Section 2-2205.1(C)</i>
		X		Agent Letter: Authorization from landowners for third party representation
		X		Domestic water. Evidence in the form of a letter from supplier; tap certificate; or affidavit for use of a cistern or well permit
				Septic Information/Waste Water Treatment: copies of current permits and status of permits
		X		Letter from Electrical Supplier that service(s) is/are available or can be made available or Evidence of Existing Services
		X		Stormwater Permit if proposed HIP disturbs more than 1 acre of land yes <input type="checkbox"/> no <input type="checkbox"/>
		X		Proof that the taxes have been paid for 2007.
		X		Mineral Owners. Current names and addresses. This information may be obtained from the Assessors Office
X	X		CDOT Access Permit <input type="checkbox"/> Required <input type="checkbox"/> Not Required <input type="checkbox"/> CDOT notified by County Planning Department (<i>If within 1 mile of any State Highway</i>)	

Plans required; Agencies Notified.		X		Fire Hazards Plan **Note: This may require a letter from the appropriate Fire District: Cortez, Dolores, Pleasant View, Lewis-Arriola, Mancos
		X		Weed Control Plan
		X		Copy of Most Current Recorded Restrictive Covenants if parcel is within a subdivision.
	X			Planning: Urban Services Zone: yes <input type="checkbox"/> no <input type="checkbox"/> Cortez Dolores Mancos
	X			Planning: Water Conservancy District involved: yes <input type="checkbox"/> no <input type="checkbox"/> Dolores Mancos
	X			Planning: <input type="checkbox"/> Montezuma Valley Irrigation <input type="checkbox"/> Summit Ridge <input type="checkbox"/> Other _____
	X			Planning: Conservation District yes <input type="checkbox"/> no <input type="checkbox"/> Dolores Mancos
	X			Planning: Floodplain, Wetlands, and Riparian Areas (taken place along a river) require a Letter of Compliance. <i>Letter sent to the Floodplain Administrator, James Dietrich</i>
	X			Planning: Public Lands: yes <input type="checkbox"/> no <input type="checkbox"/> BLM, State of Colorado, USFS, Bureau of Reclamation
	X			Planning: Other agencies may be notified depending on the parcel's condition and need of mitigation determined by Planning Department.
		X		A list and status of all federal, state and local permits required. <i>Per Chapter 2: Section 2-2203.1(F) and 2205.1(F)</i>
				Packets of information regarding the application will be prepared by the Planning Department. Applicant will be required to provide public notice(s) per Chapter 6 of the Land Use Code.
				Utilities, driveways & roads must be installed to all lots prior to Board of County Commissioner's signature.
	X	X		<input type="checkbox"/> Driveway Permit <input type="checkbox"/> Interior Road: Requires Final Approval from the appropriate District Road Foreman Lard Chaffin Sattley Lee <i>The Planning Department will fax application to the Road Dept. Fax Date: _____</i>
X	X		Road signs purchased and installed prior to Board of County Commissioner's signature process <input type="checkbox"/> Red Designation <input type="checkbox"/> Stop <input type="checkbox"/> Other: _____	
Additional Requirements 2205.4 (A-K)				Surface and Ground Water Information; Information on immediate and long term impacts on water quality and quantity
				Air Quality: Information on Impacts of the change in land use on air quality
				Soils and Geology: Information on natural hazards, unstable soils and the potential for significant soil erosion
				Socio-Economic Elements: Information on socio-economic impacts of the change in land use
				Other:
				Other:



HIGH IMPACT PERMIT; SPECIAL USE PERMIT; COMMERCIAL/INDUSTRIAL ZONING
INFORMATIONAL SHEET

Montezuma County Planning Department (970) 565-2801

To have a more comprehensive understanding of the Montezuma County High Impact Permit process. Please visit our website for a **FREE** copy of the Land Use Code at www.co.montezuma.co.us; *click* the menu that reads Departments *click* Planning; and *click* Montezuma County Land Use Code. If you prefer to have a hard copy you may obtain one through the Planning Department for a fee of \$10.00.

- 1) **PROOF OF OWNERSHIP**: Must be provided in the form of a Certificate of Ownership from a title company; a title opinion from an attorney showing that the applicant(s) is/are the owner(s) of record; or a copy of a warranty deed.
- 2) **AGENT**: The owner may submit a letter designating an agent to act on their behalf in the application process. Any Agent must have expressed written authority to act on behalf of the landowner(s).
- 3) **ZONING/REZONING APPLICATION** - Specific standards for each zone are found in Chapter 3, Section 3, Zoning Regulations; zoning designation will need to be determined prior to accepting application. For further assistance in the determination of zoning, contact your Montezuma County Planning Department.
- 4) **APPLICATION PROCESS** – Application shall only be submitted on forms provided by Montezuma County:
 - a) Fees:
 - A **non-refundable** application fee of \$1000.00 will be paid at the time the High Impact Permit Application is submitted to the Planning offices. Applicant(s) proposing new access to a parcel or parcels off any official green signed county rights-of way will be required to pay a **non-refundable** application fee of \$125.00, per access point.
 - Zoning Fee: \$500.00, where applicable
 - Profession Review, for projects involving the potential of highly significant impacts. Schedule of Fees can be found on our county website at www.co.montezuma.co.us; Click on Department; Click on Planning; Click on Schedule of Fees
 - b) Application Completeness:
 - The Planning Department will review the application(s), along with the submittals. The determination of application(s) completeness will be made within fifteen (15) days of application(s) filing. If an application(s) is/are determined to be incomplete, the Planning Department will supply written notice to the applicant(s) along with an explanation of the application(s) deficiencies.
 - Upon receipt by the Planning Department of a completed and fully executed application(s), all required submittals, and the initial fees are paid, the Planning Department will schedule the public hearing date(s) for the proposed development and public notice will be provided as defined in Chapter 6, 6101 of the Land Use Code. The completed application, including supporting documents, will be forwarded to the Planning Commission for its consideration at the earliest possible time consistent with the

schedule and procedures of the Commission.

- c) Conditional Use-Special Use Permit(s): A request for a Special Use Permit will only be allowed in the following zoning designations: A-80; AGZ; AR35+; AR10-34; and UNZ. The purpose of a Special Use Permit is to allow sufficient flexibility for special uses that may include any or all of the following: temporary or interim in use, created by nature, permitted by law or regulation, have a potentially greater impact than Uses by Right or are of unusual circumstance such that said use can be accommodated without the possible detrimental long-term effects that a change to commercial or industrial zoning could have on the neighborhood. This will require Applicant(s) to submit a Special Use Permit Application for review and determination by the County.
 - d) Public Hearing Process: Zoning
 - o A public hearing before the Planning Commission will be required for the establishment of, or change of zoning, as defined in Chapter 6; 6101-Public Review and Hearing Procedure of the Montezuma County Land Use Code. The Planning Commission Review/Public Hearing, as set forth in 3203.1 and in accordance with Chapter 6 of the Montezuma County Land Use Code;
 - o Upon receipt of the recommendations from the Planning Commission regarding the zoning review, the Board of County Commissioners will hold a Public hearing in accordance with Chapter 6.
 - e) Public Hearing Process: High Impact Permit:
 - o Planning Commission shall review the application and forward their recommendations to the Board of County Commissioners, per 2204.2. Upon receipt of the comments and recommendations from the Planning Commission, the Board of County Commissioners will conduct a public hearing pursuant to 2204.3 in accordance with Chapter 6. The focus of the Public Hearing will be on review of submittals, Planning Commission's recommendations, Findings of Fact and Decision Criteria as specified in 2205 along with oral comments made at the public hearing as well as written comments received at, or prior to, the public hearing.
 - f) Upon an approval of a High Impact Permit Application, the Planning Department will prepare the Permit and schedule a time before the Board of County Commissioners for reviewing, approving and signing of permit.
 - g) Following approval by the Board, the executed permit, including all attachments, will be recorded by the County in the office of the County Clerk and Recorder. Costs for Recording are \$6.00 for the first page and \$5.00 per additional pages. Applicant will receive the original recorded permit and the Planning Department will keep a copy on file.
- 5) **SEPTIC PERMIT**– Applications are obtained from the County Sanitarian at the County Health Department, (970) 565-3056, Ext. 225, with offices located at 106 W. North St., Cortez, CO. Review Chapter 5; Section 1-5103.1(F) Covenant Requirements; 5402.3(E) Development Plan-Sewage and Waste Management, and 5105.3(F) Development Criteria-Sanitary Sewage Disposal; Also see Resolution 86-1 and 4-97(Septic Rules and Regulations), as amended
- 6) **DOMESTIC WATER** – See Chapter 5; Section 1; (G)-Water supply of the Montezuma County Land Use Code.
- Applicant will need to provide the Planning Department with a letter from their water service provider.
 - If service and tap are in place for any lot within the proposed business, applicant will need to supply the Planning Department with a copy of the tap certificate.
 - If the proposed business involves well water, permit(s) from the State Water Engineer are required.
 - Cisterns are only allowed in the event that a potable water supply is not otherwise available.
 - In the instance that cisterns are proposed as the primary water supply,

provisions for fire protection within the proposed site must be approved by the appropriate fire protection district.

- 7) **DRIVEWAY PERMIT/HIGH IMPACT ROAD CONSTRUCTION** – Driveway permits are \$125.00 each, payable to the Planning Department at time of application. The driveway permit information will be forwarded to the appropriate District Road Foreman by the Planning Department. The developer will contact the District Road Foreman to schedule an appointment to begin the process of constructing said Driveway(s)/Interior Road(s). **All work must be signed off by the District Road Foreman prior to Final Approval of any development application(s).** Road signage \$50.00 per sign, will be paid for by the developer. Signage will be paid through the planning office. Once sign(s) are paid for and ordered, the Road Department will post. See Chapter 5; Section 1; 5105.3 (B-C)-Street Requirements and Driveways and Section 4; 5403.5-Roads of the Montezuma Land Use Code; Standard Specifications for Road and Bridge Construction in Montezuma County.

• **Road Department Foremen Contact Telephone Number:**

Larry Lee 749-2827 Jim Sattley:749-9226 Jason Chaffin:749-9227 Rick Lard: 759-9228

- In the event your parcel **does not** access off an Official Green Signed County Road (a road that is maintained by the county and is designated as such on the Montezuma County Official Road Map) you will be required to submit documentation providing evidence that Applicant(s) have the right to use any/all proposed access points to the subject property. All proposed development(s) require a 60' access easement or Right-of-Way.
 - The Montezuma County Road and Bridge Standards Specifications are online at www.co.montezuma.co.us; click on departments; click on Planning; click on the link that reads the Montezuma County Road and Bridge Standards.
- 8) **C.D.O.T.**- Developments with access off of a U.S. Highway will require an access permit from the Colo. Dept. of Transportation, 3803 Main Ave., Suite 300, Durango, CO. 970-385-8360, Ask for the acting Regional Access Manager. Applicant(s) are required to provide the Planning Department with a copy of said access permit and cause same to be recorded with the Montezuma County Clerk and Records Office.
- 9) **NEIGHBORS & MINERAL OWNERS/NOTIFICATION (CRS 31-23-215)**: A list of mineral owners must be obtained from the Assessor's office. The Planning office identifies the adjoining neighbors and provides the names and address. Applicant(s) are required to send notification, via certified mail United States Postal Service to all adjoining neighbors, as listed by the Planning Department and mineral owners and provide evidence to the Planning Department of same prior to any scheduled public hearing that notice is being provided. Applicant(s) is/are also required to post a sign on the subject property. *See Chapter 6 of the Land Use Code for Public Notice Requirements*
- 10) **UTILITY NOTIFICATION CENTER OF COLORADO**: 1-800-922-1987: Call before you dig!
- 11) **IRRIGATION WATER/PONDS**: For information on wells, ponds, etc. contact the Division of Water Resources at (970) 565-0694. Where irrigation ditches and/or pipelines cross or adjoin the land proposed to be developed, adequate provisions will be made to insure that the use of such irrigation ditches and/or pipelines, including the maintenance thereof, can continue uninterrupted. Ditch rights-of-way will not be interfered with and an adequate maintenance easement including gates at fences crossing ditch easements will be provided.

See Chapter 5; 5102(A); 5103.2(D & E); 5401.3(C)(4); 5402.2(A)(3); 5402.3(l)(2& 3); 5403.4(B) and 5405.1(l).

- 12) **FIRE PLAN:** See 5105.2(A)-Avoidance and Mitigation of Hazardous Conditions; 5402.3(J) –Development Plan. Wildfire Mitigation Plan; 5404.3(W) Required Accompanying Data; and 5103.1(G)-General Design Guidelines; Covenant Requirements.
- 13) **WEED PLAN:** Montezuma County requires that a weed plan be submitted for all development(s) proposed in Montezuma County. It is required that the plan be prepared by a Service Contractor, *See list of Contractors below:*
Contractors:
IFA, Val Christensen, 10501 Hwy. 491, Cortez, (970)565-3077
Premier Weed Management & Consulting, LLC Kenny Smith 758 Grand Ave Mancos, (970) 903-2835
Southwest Weed Control, Eddy Lewis, 26420 Road P, Cortez, (970) 565-3165
Sunset Vegetation Management, Ed Zeutzius, Box 118, Mancos, (970) 533-7072 (970) 759-6175
Tom Weaver, (970) 533-7833
- 14) **ADDITIONAL COSTS: PROFESSIONAL REVIEW FEE:** The applicant shall pay all technical consultant fees, including, but not limited to, engineer, architect, and legal expenses incurred by the County, who may retain at its' sole discretion to review any application not to exceed \$1,000.00 maximum.
- 15) **ALL OTHER LOCAL, STATE AND FEDERAL PERMITS** A list and Status of all other Local, State and Federal Permits required for the proposed development application. See Threshold Standard No. 33 and 2203.1(F) and 2205.1(F) in the Land Use Code.
- 16) **MUNICIPAL REVIEW:** Three-Mile Area: Development(s) or proposed use(s) may be required to conform to a major street plan of a municipality, in accordance with 31-23-212 et seq., C.R.S., as amended. The Municipality is notified if you are within their 3 mile Urban Services Zone. This will be determined by the Planning Department prior to submittal of any development application(s).