



FREMONT COUNTY

DEPARTMENT OF PLANNING AND ZONING

615 MACON AVENUE, ROOM 210, CAÑON CITY, COLORADO, 81212

Telephone 719-276-7360 / Facsimile 719-276-7374

Email: Planning@fremontco.com

Allowed Use Business Permit

Application Packet

Note: All applications prior to submittal must have gone through a pre-application meeting

FREMONT COUNTY PLANNING & ZONING

Process & Requirements Overview

An allowed use business permit is required for establishment of a new business or change of use on an existing business location.

Any application which is not complete or does not include all minimum submittal requirements will be rejected by the Fremont County Department of Planning and Zoning (Department). The department requires one (1) electronic copy, one (1) hard copy of the application, one (1) hard copy all required submittals, and two (2) hard copies of the site plan.

Upon receipt of a complete application, the Department will review the application and all attachments and prepare a Department Submittal Deficiency and Comment Letter (D & C Letter), which will state the submittal deficiencies which must be addressed by the applicant, Department comments and/or questions about the application, and the number of revised application packets to be supplied to the Department. An additional full application fee may be charged to the applicant, as per Resolution approved by the Board of County Commissioners (Board), if all deficiencies as per the initial D & C Letter are not adequately addressed or provided. Each subsequent D & C Letter, based on resubmitted items, will result in another full application fee. All such fees shall be paid along with the deficiency submittal, prior to any further review of the application.

The Department, Commission, and/or Board of County Commissioners (Board) may require additional information at any time during the application process as may be deemed necessary for thorough consideration of the application and to enable an informed final decision.

Applicants shall pay all application fees to the Fremont County Treasurer's Office. Upon receipt of a complete application, a Department representative will provide the applicant with a payment check list to present to the Treasurer's Office with payment.



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Allowed Business Use
\$50.00

PROPERTY INFORMATION: Provide information to identify property.

Property Address:	
Tax ID/Parcel Number:	Parcel size in Acres:
Existing Business Use:	Proposed Business Use:
Zone District:	

PROPERTY OWNER(S) INFORMATION: Indicate the person(s) or organization(s) who own the property proposed for development. Attach additional sheets if there are multiple property owners.

Name(s) (Individual or Organization):
Mailing Address:
Telephone:
Email Address:

AUTHORIZATION REPRESENTATIVE / AGENT / CONSULTANT: Indicate person(s) submitting the application if different than the property owner(s). Attach additional sheets if necessary.

Name(s) (Individual or Organization):
Mailing Address:
Telephone:
Email Address:

REQUIRED EXHIBITS

The following items shall be attached to this application.

<input type="checkbox"/> EXHIBIT 2.1	A brief description of the proposed business, days and hours of operation, & number of employees.
<input type="checkbox"/> EXHIBIT 2.2	A copy of the current deed of record
<input type="checkbox"/> EXHIBIT 2.3 <input type="checkbox"/> N/A	A copy of the lease agreement showing right to occupy.
<input type="checkbox"/> EXHIBIT 2.4	Written proof from the appropriate entity or service provider that water and sewer/septic services are adequate for all uses on the parcel.
<input type="checkbox"/> EXHIBIT 2.5	All applications shall include a summary of any permits, licenses or the like required, status of pending applications for the same, copies of pending applications and or copies of issued permits.
<input type="checkbox"/> EXHIBIT 2.6	<p style="text-align: center;">Plot Plan</p> <input type="checkbox"/> All structures existing with dimensions to property lines. <input type="checkbox"/> All utilities for the structures, including electric, gas, water, and sanitary sewer/septic. <input type="checkbox"/> All parking areas, with dimensions, label standard, compact, & ADA spaces <input type="checkbox"/> All exterior access points.

By signing this Application, the Applicant, or the agent / representative / consultant acting with due authorization on behalf of the Applicant, hereby certifies that all information contained in the application and any attachments to the Application, is true and correct to the best of the Applicant's knowledge and belief.

The Applicant understands that required private or public improvements imposed as a contingency of approval for the application may be required as a part of the approval process.

Fremont County hereby advises the Applicant that if any material information contained herein is determined to be misleading, inaccurate or false, the Board of County Commissioners may take any and all reasonable and appropriate steps to declare null and void, any actions of the Board regarding the Application.

Signing this Application is a declaration by the applicant that all plans, drawings and commitments submitted with or contained within this Application are or will be in conformance with the requirements of the Fremont County Zoning Resolution.

Printed Name	Applicant Signature	Date
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Printed Name	Owner Signature	Date
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