



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

Minor Modification for Special Review Use, Conditional Use Permit & Commercial Development Plan Application Packet

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

FREMONT COUNTY PLANNING & ZONING

Process & Requirements Overview

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) hard copy of the application and all required submittals. Two (2) copies of a drawing shall be prepared to professional standards, minimum size 24" X 36", drawn at a common increment scale between or including 1" = 50' and 1" = 200' unless otherwise approved by the Department prior to submittal of the application, & two (2) reduced (to 11"x17") copies. One (1) electronic copy all items shall be labeled exactly as the required submittal.

In approving an application for Land Use, the Board may require higher standards for development than required by the Fremont County Zoning Resolution (FCZR).

Modifications, major or minor, to the Land Use Permit as approved, shall be accomplished in compliance with requirements of the Fremont County Zoning Resolution.

Minor Modification

A recorded conditional use permit, special review use permit or commercial development plan shall not be modified in any material way without submitting an application, provided by the Department, for a Minor Modification, that is reviewed by the Director of Planning and Zoning.

Minor Modifications: Modifications that meet one or more of the following criteria:

1. Will not result in an increase to existing and approved structures by greater than ten (10) percent.
2. Will not result in an increase to existing and approved disturbance areas by greater than ten (10) percent.
3. Will not result in an increase to other existing and approved development by greater than ten (10) percent.
4. Will not add any additional land to the boundary area.

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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Check the Applicable Application	
<input type="checkbox"/> Minor Modification \$500.00	Existing Permit #

PROPERTY INFORMATION: Provide information to identify properties and the proposed development. Attach additional sheets if necessary.

Property Address(es):	
Tax ID/Parcel Numbers(s):	Parcel size(s) in Acres:
Zone District:	Proposed Land Use:

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:



Fremont County Planning & Zoning Department
 Minor Modification for Special Review Use,
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 Commercial Development Plan Application

1. Please indicate the Zone District & Current Land Use for adjacent properties.

	Zone District	Land Use
Northerly		
Easterly		
Westerly		
Southerly		

2. Master Plan – Planning District of property: _____

3. Is access through adjacent properties? Yes No

- If **“yes”** is access legally established through:
 - Deed of Record Recorded Plat Court Order (Attach documentation marked “Exhibit 1.3”).

4. Does the property lie adjacent to or within three (3) miles of any municipal boundary lines (city/town limits)? Yes No

- If marked **“yes”** Entity Name: _____

5. Requested duration of proposed use: Life of Use Estimated use in years: _____

6. List Utility Provider information:

WATER	
SANITATION	
ELECTRICAL	
TELEPHONE	
REFUSE	
IRRIGATION WATER	
NATURAL GAS / PROPANE	
CABLE TELEVISION	

REQUIRED EXHIBITS

Submittals and exhibits should be clearly identified with section and/or question number located on the bottom right-hand corner, or otherwise tabbed or marked. Any waiver requests shall be labeled as the same exhibit number.

LETTERS OF INTENT – SECTION TWO

<input type="checkbox"/> EXHIBIT 2.1	A statement detailing the scope of the minor modification(s).
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SITE PLAN

<input type="checkbox"/>	Two (2) copies of a drawing shall be prepared to professional standards, minimum size 24" X 36", drawn at a common increment scale between or including 1" = 50' and 1" = 200' unless otherwise approved by the Department prior to submittal of the application. Two (2) reduced (to 11"x17") copies all of which shall include the following:
<input type="checkbox"/>	Written and graphic scale with minimum of 1" = 200' max 1" = 50';
<input type="checkbox"/>	Appropriate title (SPECIAL REVIEW USE PERMIT, CONDITIONAL USE PERMIT, COMMERCIAL DEVELOPMENT PLAN FOR {name});
<input type="checkbox"/>	Appropriate subtitle (brief description of the proposed use);
<input type="checkbox"/>	Boundary drawing of the property with bearings and dimensions illustrating the legal description;
<input type="checkbox"/>	Legal description of the property;
<input type="checkbox"/>	Acreage or square footage of the subject property;
<input type="checkbox"/>	Zoning classification of the subject property;
<input type="checkbox"/>	Zoning classification of the adjoining properties;
<input type="checkbox"/>	North Arrow;
<input type="checkbox"/>	Vicinity map locating the subject property in relation to surrounding areas;
<input type="checkbox"/>	Table indicating relationship between proposed and existing construction to remain on the property
<input type="checkbox"/>	Minimum lot size, maximum lot coverage, maximum building height, minimum lot width, minimum setback requirements (Front, Two sides, & Rear)
<input type="checkbox"/>	Size and shape of all existing & proposed structures: each structure shall be labeled/noted as existing or proposed. Dimensions from at least two property lines shall be noted;
<input type="checkbox"/>	Location of all parking areas to include size, dimensions, surface type & thickness, type of space (ADA, Standard, Compact) and a table specifying the minimum numbers of spaces required for each category;
<input type="checkbox"/>	Location of loading areas to include size, dimensions surface type & thickness;
<input type="checkbox"/>	Labeled access points including interior roadways with dimensions, surface type & thickness, circulation pattern, and dimensions from property lines;
<input type="checkbox"/>	Any proposed pedestrian areas & walkways to include dimensions, surface type & thickness;
<input type="checkbox"/>	Location and dimensions of refuse areas;

<input type="checkbox"/>	Identification and location of all drainageway, drainage facilities, including FEMA flood areas with the Map # and effective date, to include dimensions from property lines;
<input type="checkbox"/>	Location, height & type of lighting for parking and off-loading areas;
<input type="checkbox"/>	Location, type, and size of all on-site identification signage (table may be used);
<input type="checkbox"/>	All easements (existing & proposed) to include dimensions from property lines (beginning, end, & centerline) width, and if they are to be vacated or relocated;
<input type="checkbox"/>	Significant natural features;
<input type="checkbox"/>	Soil types
<input type="checkbox"/>	Open space areas
<input type="checkbox"/>	Legend identifying symbols and/or lines
<input type="checkbox"/>	Architectural rendering or perspectives to portray fully the whole project. The rendering shall be a minimum size of 18"x24"; multiple sheets can be used to display the project. CUP applications are excluded from this requirement.