



PROCEDURE FOR CHANGE OF OPERATOR CONDITIONAL USE PERMIT

1. Letter from person, company representative, etc. that is listed as the responsible party on the Conditional Use Permit which contains the following information:
 - a. Name, address and telephone number of persons or company requesting the change of operator, and the name, address, phone number of contact person for the current operator.
 - b. Department of Planning and Zoning (Department) file # and name of the Conditional Use Permit.
 - c. Name, address and telephone number of the proposed new operator including identification and contact information of their contact representative, and a signed statement that the proposed new operator assumes the responsibility for the performance of all obligations, conditions and guarantees originally set forth in the existing Conditional Use Permit.
2. Upon submission of the required documents and application fee, the Department will review the materials. If all information is adequate the Department will schedule the request on the appropriate Board of County Commissioners (Board) meeting agenda.
3. Provide fees for recording of a new Conditional Special Review Use Permit (*\$6.00 for the first page of the document and \$5.00 for each additional page of the document*).
4. Upon approval by the Board and receipt of any items required by the Board, the Department will record the appropriate documents and provide a copy of the recorded Conditional Use Permit to the responsible party named on the Conditional Use Permit once that has been received from the Fremont County Clerk and Recorder after recording.