

GATEWAY TO ALL SEASON FUN

## TOWN OF DEL NORTE

140 SPRUCE STREET  
P.O. BOX 249  
DEL NORTE, CO 81132



PHONE NO. (719) 657-2708  
FAX NO. (719) 657-2035

## CONDITIONAL USE PERMIT APPLICATION

**What is a Conditional Use?** A conditional use is a land use or development that would not be appropriate generally but may be allowed with appropriate controls upon a finding that certain conditions as detailed in the Town Zoning Ordinance exist.

**When is a Conditional Use Necessary?** A conditional use is necessary when a landowner wishes to use his/her property in a way that may affect the public through increased use, appearance, hours of operation, lighting, environmental hazards, etc. Some examples of conditional uses are: non-residential storage buildings, home occupations, duplexes, etc.

**Who decides if I will get a Conditional Use Permit?** The decision is made by the Board of Trustees based on the recommendations of the Planning Commission. No conditional use shall be recommended by the Planning Commission or granted by the Board of Trustees unless the Commission or Board find:

- The conditional use will not harm the use and enjoyment of other property or diminish or impair values of immediate vicinity;
- The conditional use will not impede the normal, orderly development and improvement of surrounding vacant land;
- That adequate utilities, roadways, off-street parking and loading are provided;
- That adequate measures have been taken to prevent or control offensive odor, fumes, dust, noise, and vibrations, so none of these will constitute a nuisance;
- That soil erosion will be prevented;
- That visibility of structures and facilities as viewed from public waters will be limited.

**When will my Conditional Use Permit be decided?** The Planning Commission meets on an needed basis to hear applications, with their recommendation forwarded to the Board of Trustees the following month for final action.

### **What information is needed for a Conditional Use Permit?**

A completed conditional use permit application consists of the following information:

A completed application form with signatures of all owners and a brief description of the project, to include hours of operation, parking, erosion control measures, traffic control;

*Example: Craft shop to be located in our garage, which is 24 ft by 24 ft. Shop will be open Friday through Sunday, 9:00 a.m. to 6:00 p.m. Employees will be family members only. Parking will be located on the one-acre open area North of the garage, which is 200 feet from the street.*

- ☐ A detailed site plan, drawn to scale on grid or graph paper, with existing structures, proposed projects, location of water and sewer systems, with all dimensions and distances shown; dimensions and distances for any impervious surface (example attached):
- ☐ Description of site location, such as a surveyed description of the site or general description.

☐ Complete legal description of the property with parcel number and 911 address (legal description can be found on the abstract or obtained from the County Recorder's Office; parcel number can be found on the tax statement);

Please provide a list of all property owners within 300 hundred feet of proposed property. List can be obtained at the Rio Grande County Assessor's office.

Timeframe: 60-90 days from date of application is submitted. Timeframe may be extended if Public Hearings are needed by both Planning Commission and Town Board.

Conditional Use Fees: \$150.00

All landowners within 300 feet of the property must be notified of the hearing. When necessary Rio Grande County, Colorado Department of Transportation, Wetland Offices, State Health Dept, Rio Grande Public Health, Army Corps of Engineers, Del Norte School District and city / town officials within three (3) miles of the site will be notified when necessary.

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CONDITIONAL USE APPLICATION

PROPERTY OWNER INFORMATION (as it appears on tax statement, purchase agreement or deed)

First name(s): \_\_\_\_\_  
Last name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City, State, Zip \_\_\_\_\_  
Phone Number(s): \_\_\_\_\_ Project Address: \_\_\_\_\_  
Parcel number(s) of property: \_\_\_\_\_ Lot: \_\_\_\_\_ Block \_\_\_\_\_  
Township Name: \_\_\_\_\_ Legal Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REASON FOR CONDITIONAL USE REQUEST: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The information provided for this document is truthful and accurate to the best of my knowledge. I understand that this statement is null and void if any of the above information is not supplied or is inaccurate.

\_\_\_\_\_  
SIGNATURE OF APPLICANT DATE

OTHER INFORMATION NEEDED TO COMPLETE THE APPLICATION:

1. A copy of the deed from the Recorder's Office;
2. Completed Site Application with sketch showing all setbacks, platted or surveyed dimensions of the lot and all existing and proposed buildings; parking area and all other materials deemed necessary.
3. Non-refundable filing fee of \$150.00. **Make check payable to Town of Del Norte.**
4. **Is the conditional use permit request after the fact?** ☐ Yes ☐ No  
*If yes, after the fact application fee is an additional \$600.00.*

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Office Use Only

This application is hereby (accepted) or (rejected) as presented.

\_\_\_\_\_  
ZONING ADMINISTRATOR DATE