

# TOWN OF WESTCLIFFE

## APPLICATION FOR USE BY SPECIAL REVIEW

This information will help you to apply for Use by Special Review under §10-1-12 of the Westcliffe Code of Ordinances.

Uses by Special Review may be granted in zoning districts A, RR, SF, MF, MH, CC, HC, LI, HI, B-1 or B-2. You should discuss with the Town Manager where your property is located and, if you are in one of the zoning districts where Uses by Special Review are authorized, whether you need to apply for Use by Special Review. If you wish to apply for Use by Special Review, you must submit an application signed by an owner of the property accompanied by **all** the following information:

1. **A non-refundable application fee of \$350.00 for processing your application.**
2. An ownership and encumbrance report or title insurance commitment issued within 30 days of the application showing a// owners of the property and their addresses.
3. A site plan drawn to scale showing the location of all existing and proposed buildings and structures and setback distances, off-street loading areas, parking areas, means of ingress and egress, landscaping and signage.
4. A description of the predominant character of the neighborhood and a statement showing how the proposed use will be compatible with the surrounding area.
5. A description of the predicted traffic which will be generated by the proposed use that sets forth the basis for your estimate.
6. A description in detail, with appropriate drawings, showing your proposed landscaping plan.
7. **A description of how you believe your proposed use will benefit the Town.**

The Town Manager can provide you with limited assistance in preparing your application. but responsibility for preparing the application is yours.

The Westcliffe Planning Commission will hold a public hearing to consider your application. The public hearing will not be scheduled until you have first filed your complete application and paid the **\$350.00 fee**. The Planning Commission meets at 3:00 p.m. on the second Wednesday of each month.

Your written complete application must be received at the Town offices by 5:00 p.m. on the Friday 10 days before the scheduled meeting of the Planning Commission.

Notice of the public hearing must be published in the newspaper. If you do not submit your written application and pay your fee by the deadline, you cannot have the required "public hearing" until the Planning Commission meeting scheduled for the following month.

You or your representative must appear at both the public hearings before the Planning Commission and the Board of Trustees to present your application and to answer questions. The Planning Commission will recommend approval or disapproval of your application to the Westcliffe Board of Trustees. The Board of Trustees will generally consider your application at a similar public hearing on the first Tuesday of the month following the Planning Commission hearing.

Any appearances you may make before the Planning Commission prior to filing a complete written application and paying the application fee will not be considered a "public hearing."

If the Town grants your application, it may impose conditions or safeguards to ensure that any approval it grants will be honored. That may include requiring the owners to sign a written agreement with the Town, which may be recorded with the Custer County Clerk and Recorder.

If you need further detail, the Town Clerk or Town Manager can provide you with copies of the Code setting forth requirements for Use by Special Review and the Zoning Code.

# LAND USE CHANGE APPLICATION

TOWN OF WESTCLIFF  
PO BOX 406  
1000 MAIN ST  
WESTCLIFFE, CO 81252

Building & Zoning Official  
(719) 783-2282 Ext. 12

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## APPLICATION

Variance                       Zone Change                       Use by Special Review  
 Vacate Lot Line                       Other

### MAILING ADDRESS

### PROPERTY ADDRESS

Applicant Name \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City/State/Zip \_\_\_\_\_

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### DESCRIBE THE REQUESTED CHANGE

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Property Owners Signature

Date

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Building/Zoning Officials Signature

Date

\_\_\_\_\_

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### OFFICE USE

Filing Fee Paid **\$350.00**  
 Public Hearing Date  
 Hearing Notice Published  
 Property Posted  
 Approved     Denied