



Moffat County Planning Department  
1198 West Victory Way, Suite 107  
Craig, CO 81625  
(970) 824-9148

NO. C- \_\_\_\_\_  
Fee: \$300.00  
Date Paid \_\_\_\_\_

### **APPLICATION FOR CONDITIONAL USE**

Applicant: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email address: \_\_\_\_\_

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

Landowner: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

Agent, if any: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

Acreage: \_\_\_\_\_ Zoned: \_\_\_\_\_

Legal Description: Parcel#: \_\_\_\_\_ Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_

Driving Directions: \_\_\_\_\_

Proposed Use (Describe in Detail): \_\_\_\_\_

Proposed Starting Date: \_\_\_\_\_ Proposed Completion Date: \_\_\_\_\_

Attach copies of state and / or federal permit applications, if applicable.

Attach copies of state and / or federal reclamation bonds, if applicable.

Indicate type of water system: Public ( ) Private ( ) Existing ( )

Indicate type of sewage system: Public ( ) Private ( ) Existing ( )

Indicate any plans for buildings and structures (permanent or temporary) to be located on this land. Include any applicable site plans and elevation plans.

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**Applicant / Agent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Landowner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Or copy of lease contract.**

## **INSTRUCTIONS FOR CONDITIONAL USE APPLICATION**

### **Map drawn to scale and Textual information should include:**

1. Text - legal description and acreage. This may be obtained at the County Assessor's office.
2. Printout of adjacent landowners' names and addresses. These may be obtained at the County Assessor's office.
3. Map - showing property boundary lines.
4. Map - showing the written names of adjacent landowners (outside of boundary lines). Adjacent landowners' names may be obtained at the County Assessor's Office.
5. Map - draw in location of existing residence and out buildings.
6. Map - draw in location of new use, *i.e.* second residence, new business, etc.
7. Map - draw in location of water wells, existing septic system and proposed new septic system.
8. Map - measure and write in the distance between existing and proposed residences and buildings from each other and from boundary lines of property.
9. Map -draw in and identify all driveway and access roads in and out of property.

**The application must provide detailed textual information explaining what the use is and why you are applying for the Conditional Use Permit.**

## Formal Application Process

### 1. Pre-Application Meeting

All applicants are required to schedule and attend a pre-application meeting with the Planning Department prior to submitting an application.

### 2. Submission of Application

Following the pre-application meeting, the applicant must submit a completed application package to the Planning Department. This package must include all required forms, maps, and accompanying textual documentation.

### 3. Departmental Review

Once a complete application package is received, the Planning Director will initiate a comprehensive review process. This includes:

- Verification of Completeness: Ensuring all required materials, forms, and supporting documents are included and properly completed.
- Compliance Check: The proposal will be evaluated for consistency with the County's zoning regulations, subdivision standards, and any other applicable local, state, or federal requirements.
- Request for Additional Information: If necessary, the Planning Department may contact the applicant to request clarification or additional materials to support the review.
- Preparation for Public Hearing: Once the review is complete and the application is deemed ready, staff will prepare a report and recommendation for the Planning Commission.

### 4. Public Notice Requirements

Once the departmental review is complete and a hearing date has been set, the Planning Department will issue public notices to ensure community awareness and participation:

- Mailed Notice: A notice of the scheduled public hearing will be sent to all adjacent landowners at least 14 days prior to the hearing date.
- Published Notice: The notice will also be published in the Legal Section of the *Craig Daily Press* for at least two separate publications before the hearing.

### 5. Planning Commission Review

The application will be placed on the agenda for review and recommendation by the Planning Commission at the next applicable meeting date.

\*The Planning Commission meets on the first Wednesday of each month.

### 6. Board of County Commissioners (BOCC) Review

Following the Planning Commission's review and recommendation, the application will be presented to the Board of County Commissioners for final consideration at the next applicable meeting date.

\*The BOCC meets on the second and fourth Tuesday of each month.

**Applicant:** \_\_\_\_\_

**NO. C-** \_\_\_\_\_

**PLANNING COMMISSION ACTION:**

- (    ) Tabled
- (    ) Denied, pursuant to the following findings:
- (    ) Approved, pursuant to the following findings:

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\_\_\_\_\_  
Chairman, Planning Commission

\_\_\_\_\_  
Date

**BOARD OF COUNTY COMMISSIONERS ACTION:**

- (    ) Tabled
- (    ) Denied, Pursuant to the following findings:
- (    ) Approved, pursuant to the following findings:

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\_\_\_\_\_  
Chairman, Board of County Commissioners

\_\_\_\_\_  
Date