



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

No.T- _____
Fee: \$100.00
Paid: _____

APPLICATION FOR TEMPORARY USE

Applicant: _____ Phone #: _____

Email Address: _____

Address: _____

Owner: _____ Phone #: _____

Address: _____

Agent: _____ Phone #: _____

Address: _____

Acreage: _____ Zoned: _____

Legal Description: Section: _____ Township: _____ Range: _____ Parcel: _____

Driving Directions: _____

Proposed Start Date: _____ Proposed End date: _____

Type of Water System: Public () Private () Existing ()

Type of Sewage System: Public () Private () Existing ()

Describe in detail the type of use desired:

Include a map showing the general location of the property, roads and easements in relation to the proposed Temporary Use. The map should include at least a 200 feet perimeter and show access to the property from a public road.

The below signed authorizes the Moffat County Planning Director or their designee to conduct an on-site inspection of the property described herein when necessary to make an informed evaluation of the proposed temporary use.

Applicant Signature: _____ Date: _____

Agent Signature: _____ Date: _____

Where a septic system is required, the Temporary Use Application may be approved after the septic system is installed and the Septic Permit approved. A Septic Permit may be obtained from the City of Craig Building Department. Contact (970) 826-2024.

If a septic system is not put in, all sewage and trash must be hauled off site.

Where a new or improved driveway is to be constructed, the Temporary Use Application may be approved after the County driveway permit has been obtained. Please contact the Moffat County Road and Bridge Department at (970) 824-3211 to obtain a driveway permit.

The applicant and/or owner is responsible for ensuring that all applicable property development standards for the zone district are complied with.

A Temporary Use Permit may be issued by the Planning Director upon application to the County Planning Department for the temporary uses allowed in each district. If the Planning Director determines that special conditions exist which warrant additional review or which present possible safety hazards, traffic or parking problems, aesthetic or environmental concerns, or which may be perceived as controversial by the general public the application will undergo the appropriate approval process.

An approved Temporary Use Permit will only be issued for a specific timeframe based on the duration of the proposed project. Approved permits must undergo a mid-way onsite inspection/review in addition to requiring annual reporting. Only one extension may be granted due to external circumstances. Failure to comply with the conditions of the approved permit may be cause for review and termination of said permit. Failure to cease the temporary use by the specified time will be considered a misdemeanor under Section 520.2 of the Moffat County Zoning Resolution.

COUNTY APPROVAL:

() Septic Permit approved _____

() Driveway Permit approved _____

() Approved with the conditions as follows: _____

Planning Director

Date

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.T- _____

If Applicable:

PLANNING COMMISSION ACTION:

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

Chairman, Planning Commission

Date

BOARD OF COUNTY COMMISSIONERS ACTION:

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

Chairman, Board of County Commissioners

Date