

Moffat County Planning Department
221 West Victory Way, Suite 110
Craig, CO 81625
(970) 824-9148

NO. C- _____
Fee: \$200.00
Date Paid _____

APPLICATION FOR CONDITIONAL USE

Applicant: _____ Phone #: _____

Email address: _____

Address: _____

Landowner: _____ Phone #: _____

Address: _____

Agent, if any: _____ Phone #: _____

Address: _____

Acreage: _____ Zoned: _____

Legal Description: Section: _____ Township: _____ Range: _____ Address: _____
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.

***See instructions below**

Effective July 1, 2008 it will be the responsibility of the applicant/developer to notify, by certified mail, all mineral estate owners on any "Application for Development." This includes an application for a sketch plan, preliminary plan or final plan for a minor or major subdivision, exemption, conditional use permit, a planned unit development, any applications for zoning or rezoning to a planned unit development that would change or create lot lines where such applications are in anticipation of new surface development or any other similar land use designation that is used by Moffat County. The process is as follows:

Not less than thirty days before the date scheduled for the initial public hearing by a local government on an application for development, the applicant shall send notice, by certified mail, return

receipt requested, or by a nationally recognized overnight courier, to:

A mineral estate owner who either:

- (A) Is identified as a mineral estate owner in the county tax assessor's records, if those records are searchable by parcel number or by section, township, and range numbers or other legally sufficient description; or
- (B) Has filed in the office of the county clerk and recorder in which the real property is located a request for notification.

Such notice shall contain the time and place of the initial public hearing, the nature of the hearing, the location and legal description by section, township, and range of the property that is the subject of the hearing, the name of the applicant and the local government considering the application for development.

The applicant/developer must certify to the Planning Department that notice has been provided to the mineral estate owner. **See attachment "A"**.

Conditional Use Applications are reviewed by the Planning Department and referred to the Planning Commission. The Planning Commission will review the application, hear comments from the Applicant, and give its recommendation to the Board of County Commissioners.

It is required that the applicant, landowner, or agent attend the Planning Commission meeting and recommended that they attend the Board of County Commissioners meeting.

All forms are due to the Planning Department twenty-one (21) days before the Planning Commission meeting. The Planning Commission meets on the first Tuesday of the month. Legal notices are sent by the County to the affected property owners at least fifteen (15) days prior to consideration by the Board of County Commissioners.

Approval of a Conditional Use Application permits a designated use on a site without time limitation, unless specifically noted otherwise. The designated use should be developed on that site within two years of the date of approval of the Conditional Use Application. Failure to develop in the two year period may cause the application to be reconsidered by the Board of County Commissioners. The applicant and/or owner is responsible for ensuring that all applicable property development standards for the zone district are complied with.

The below signing hereby authorizes the Planning Director, to conduct an off-site inspection of the property described when necessary to make an informed evaluation of the proposed conditional use.

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.

Submitting Application

Application, maps and accompanying textual documents must be turned in to the Planning Department 21 days before the next Planning Commission Meeting. The Planning Commission meets the first Tuesday of each month. The application will be presented to the Planning Commission for their recommendation and then, on the second Tuesday of each month, to the Board of County Commissioners for final approval. A notice of these hearings will be mailed to all adjacent landowners and will be advertised in the Legal Section of the Craig Daily Press.

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

ATTACHMENT A

Mineral Right Owner Notification

Effective July 1, 2008 it will be the responsibility of the applicant/developer to notify, by certified mail, all mineral estate owners on any "Application for Development." This includes an application for a sketch plan, a preliminary or final plat for a subdivision, a planned unit development, or any other similar land use designation that is used by a local government.

"Application for development" includes applications for general development plans and special use permits or any applications for zoning or rezoning to a planned unit development that would change or create lot lines where such applications are in anticipation of new surface development.

This does not include amendments to an urban growth boundary, applications for annexation and zoning, applications for zoning or rezoning that will not change or create lot lines, an application for development that is a special use permit for the extraction of construction materials, as that term is defined in section 34-32.5-103, C.R.S., building permit applications, applications for a change of use for an existing structure, applications for boundary adjustments, applications for platting of an additional single lot, applications for lot site plans, or applications with respect to electric lines, crude oil or natural gas pipelines, steam pipelines, chilled and other water pipelines, or appurtenances to said lines or pipelines.

24-65.5-101. Legislative declaration - intent.

The general assembly recognizes that the surface estate and the mineral estate are separate and distinct interests in real property and that one may be severed from the other. It is the intent of the general assembly that this article provide a streamlined procedure for providing notice to owners of mineral interests concerning impending surface development and to facilitate the negotiation of a surface use agreement providing for the joint use of the surface and a mechanism for resolution if an agreement is not reached. Further, it is the intent of the general assembly to include local governments in this process without creating additional liabilities for local governments.

PROCESS:

(1) Not less than thirty days before the date scheduled for the initial public hearing by a local government on an application for development, the applicant shall send notice, by certified mail, return receipt requested, or by a nationally recognized overnight courier, to:

(I) A mineral estate owner who either:

(A) Is identified as a mineral estate owner in the county tax assessor's records, if those records are searchable by parcel number or by section, township, and range numbers or other legally sufficient description; or

(B) Has filed in the office of the county clerk and recorder in which the real property is located a request for notification in the form specified in subsection (3) of this section.

(II) Such notice shall contain the time and place of the initial public hearing, the nature of the hearing, the location and legal description by section, township, and range of the property that is the subject of the hearing, the name of the applicant and the local government considering the application for development.

Such notice shall contain the name and address of the mineral estate owners to whom notices were sent in accordance with paragraph a of this subsection (1).

(1.5) If an applicant files more than one application for development for the same new surface development with a local government, the applicant shall only be required to send notice pursuant to subsection (1) of this section of the initial public hearing scheduled for the first application for development to be considered by the local government. Local governments shall, pursuant to section 24-6-402 (7), provide notice of subsequent hearings to mineral estate owners who register for such notification.

(2) (a) The applicant shall identify the mineral estate owners entitled to notice pursuant to this section by examining the records in the office of the county tax assessor and clerk and recorder of the county in which the real property is located, including the appropriate request for notification pursuant to subsection (3) of this section. Notice shall be sent to the last-known address of the mineral estate owner as shown by such records.

(b) If such records do not identify any mineral estate owners, including their addresses of record, the applicant shall be deemed to have acted in good faith and shall not be subject to further obligations under this article. The applicant shall not be liable for any errors or omissions in such records.

(3) A mineral estate owner who requests or desires to obtain notice under this article or the mineral estate owner's agent may file in the office of the county clerk and recorder of the county in which the real property is located a request for notification form that identifies the mineral estate owner's mineral estate and the corresponding surface estate by parcel number and by section, township, and range numbers or other legally sufficient description. The clerk and recorder shall file request for notification forms in the real estate records for the county and shall also keep an index of request for notification forms by section, township, and range numbers or by subdivision lots and blocks.

(4) Prior to convening an initial public hearing on an application for development, a local government shall require the applicant to certify that notice has been provided to the mineral estate owner pursuant to subsection (1) of this section.

(5) A mineral estate owner may waive the right to notice under this section in writing to the applicant. Failure of a mineral estate owner to be identified in the records described in paragraph (a) of subsection (1) of this section or to file a request for notification under subsection (3) of this section shall not waive the right of such mineral estate owner to file an objection with the local government to such application for development no later than thirty days following the initial public hearing for approval of the application for development or to exercise the remedies set forth in section 24-65.5-104.

(6) Before completing the sale of a mineral estate, a mineral estate owner who has received notice as the owner of the mineral estate of a pending public hearing with respect to an application for development pursuant to this section shall notify the buyer of the mineral estate of the existence of the application for development. A transfer of an interest in a mineral estate by a mineral estate owner following the filing of a request for notification pursuant to subsection (3) of this section shall not modify the address to which the applicant may deliver notice under paragraph (a) of subsection (1) of this section until the transferee of such interest has filed an amendment to the request for notification describing the address to which such notices shall be sent.