



Community Development Department
 231 N. 7th Street, Silt, CO 81652
 (970) 876-2353 (office) (970) 876-2937 (fax)
 www.TownOfSilt.org

Land Use Application Form

<input type="checkbox"/> Amended Plat	<input type="checkbox"/> Boundary Adjustment	<input type="checkbox"/> Subdivision Exemption
<input type="checkbox"/> Annexation	<input type="checkbox"/> Sketch Plan	<input type="checkbox"/> Lot Line Dissolution / Adjustment
<input type="checkbox"/> Final Plan	<input type="checkbox"/> Planned Unit Development	<input type="checkbox"/> Vacation of Right-of-Way
<input type="checkbox"/> Text Amendment	<input type="checkbox"/> Site Plan Review	<input type="checkbox"/> Metro District or Special District
<input type="checkbox"/> Easement Agreement	<input type="checkbox"/> Zoning or Rezoning	<input type="checkbox"/> Subdivision Improvement Agreement
<input type="checkbox"/> Preliminary Plan	<input type="checkbox"/> Special Use Permit	<input type="checkbox"/> ADA or ADA Amendment
<input type="checkbox"/> Zoning Variance	<input type="checkbox"/> Intergovernmental Agreement	<input type="checkbox"/> Other: _____

Project Name: _____ Project Description: _____

Owner's Name: _____ Owner's Number: _____

Email Address: _____ Physical Address: _____

Legal Description & Parcel ID Number (*attach additional sheets if necessary*): _____

Access to Property: _____

Acreage or Square Footage: _____ Existing Land Use Designation: _____

Proposed Land Use Designation: _____

Existing Zoning: _____ Proposed Zoning: _____

Proposed Use / Intensity of Use: _____

Submittal Requirements:

- A completed original application, with original signatures, one copy (full set) shall be submitted to the department for review. The application shall include two sets of 24" x 36" plans, plats and other appropriate drawings. Full application must also be submitted in electronic format.
- In addition to this application, all required information, including a linked title commitment (no older than 12 months) must be submitted. Mineral Rights and Taxing District Notifications must also be completed. Incomplete applications will not be accepted and will delay processing.
- When the documents are deemed adequate, additional copies as required by the department shall be submitted no less than ten (10) days before the public hearing.
- All documents submitted for Land Use Applications shall be collated and paper-clipped (no staples). All plans, plats or drawings shall be organized and submitted ready for review, to avoid delays in processing. Application fees are collected at the time of submittal. Incurred fees will be billed monthly.

STAFF USE ONLY

Pre-app conference: _____ (date) Fees: _____

Application Received: _____ (date) Date Fees Collected: _____

PZC approval: _____ (date)

BOT approval: _____ (date)

Billable Party Agreement

Property Owner(s): Name: _____ Phone: _____

Company: _____ Fax: _____

Address: _____

Authorized Rep.: Name: _____ Phone: _____

Company: _____ Fax: _____

Address: _____

Billable Party: Owner _____ Representative _____

The Billable Party, by signing below, hereby agrees to reimburse the Town the actual costs to the Town plus 15% administrative fees for all billable staff time and contract services, including, but not limited to, planning, reviewing, inspecting, engineering, surveying and legal services rendered in connection with the applicant's request. A deposit will be required if deemed necessary by Town Staff. The Billable Party shall also reimburse the Town for the cost of making any corrections or additions to the master copy of the official Town map and for any fees for recording any plats and accompanying documents with the County Clerk and Recorder of Garfield County. The Billable Party agrees that interest shall be imposed at a rate of 5% per month on all balances not paid within thirty (30) days of the date of the statement. In addition to any and all remedies available to the Town and in the event the Town is forced to pursue collection of any amounts due and unpaid, the Town shall be entitled to collect attorney's fees and costs incurred in said collection efforts in addition to the amount due and unpaid.

Name (printed): _____

Address: _____

Phone: _____ Email: _____

Type of Identification: _____ Identification Number & Expiration: _____

Signature: _____ Date: _____

County of _____)

State of _____)

§

Sworn to and subscribed before me this _____ day of _____, _____
(Day) (Month) (Year)

By _____ Witness my hand and official seal _____
(Notary Name) (Notary Signature)

(seal)

Notary Public
My Commission Expires _____

Disclosure of Property Ownership

- _____ If owner is an individual, indicate name exactly as it appears on the deed.
- _____ If owner is a corporation, partnership, limited partnership or other business entity, name principals on a separate page. Please include articles of organization, partnership agreement, etc., as applicable.
- _____ If owner is a land trust, name beneficiaries on a separate page.
- _____ If applicant is a lessee, indicate the owner(s) on a separate page.
- _____ If applicant is a contract purchaser, attach a copy of the contract and indicate the owner(s) on a separate page.

Please provide the name(s), mailing address(es), street address(es) and phone number(s) for all owners.

Property Owner Affidavit

I/We, _____, being first duly sworn, depose and state under penalties of perjury that I am (we are) the owner(s) of the property described herein and which is the subject of the application and proposed hearings; that all answers provided to the questions in this application, and all sketches, data and all other supplementary matter attached hereto and made part of this application are honest and true to the best of my (our) knowledge and belief. I (we) understand that this application must be complete and accurate prior to a hearing being scheduled. I (we) authorize Town staff to visit the site as necessary for proper review of this application.

(If there are special conditions such as guard dogs, locked gates, restricted hours, etc., please give the name and phone number of the person(s) who can provide access to the site)

Name (printed)

Name (printed)

Address

Address

Phone

Phone

Fax

Fax

Signature

Signature

Type of Identification

County of _____)

ss.

State of _____)

Sworn to and subscribed before me this _____ day of _____, _____.
(fill in day) (fill in month) (fill in year)

By _____
(name printed)

Witness my hand and official seal.

(seal)

Notary Public

My Commission expires: _____

Authorized Representative

I/We further permit _____ to act as my/our representative in any manner regarding this application, to answer any questions and to represent me/us at any meeting(s) and public hearing(s) which may be held on this application.

NOTE: All correspondence will be sent to the authorized representative. It will be the representative's responsibility to keep the owner(s) adequately informed as to the status of the application.

Name (printed)

Address

Phone

Fax

Signature

Type of Identification

County of _____)

_____)

State of _____)

ss.

Sworn to and subscribed before me this _____ day of _____, _____.
(fill in day) (fill in month) (fill in year)

By _____
(name printed)

Witness my hand and official seal.

Notary Public

My Commission expires: _____

Public Notice Requirements

The Silt Municipal Code, Chapter 16.16 requires Public Notices for Land Use Application to be submitted to the newspaper and sent by certified, including return receipt mail, to property owners within 200 feet (not including rights-of-way, rivers, tributaries, or public parcels).

The Town will provide the Public Notice that it will mail out and publish to the newspaper. The applicant will be billed back for the cost of Public Noticing.

Please note that the list of property owners within 200 need to be submitted at the time that the Land Use Application is submitted and all original documents need to be provided to the Town

The minimum public notice requirements are as follows:

Type of Land Use Application	P & Z Recommendation	P & Z Decision	1 st Resolution	2 nd Resolution	1 st Reading Ordinance	2 nd Reading Ordinance
Annexation	15 days	N/A	15 days	4 consecutive weekly	15 days	None (if continued)
Zoning/Rezoning	15 days	N/A	N/A	N/A	15 days	None (if continued)
Major Subdivision						
Sketch	N/A	N/A	15 days	N/A	N/A	N/A
Preliminary	15 days	N/A	15 days	N/A	N/A	N/A
Final	10 days	N/A	10 days	N/A	N/A	N/A
Minor Subdivision						
Sketch	10 days	N/A	N/A	N/A	N/A	N/A
Final	N/A	N/A	10 days	N/A	N/A	N/A
Planned Unit Development (See above for Major Subdivision)	See above	See above	See above	See above	See above	See above
Special Use Permit	N/A	15 days	15 days	N/A	N/A	N/A
Variance	N/A	10 days	N/A	N/A	N/A	N/A
Vacation of Right-of-Way	N/A	N/A	N/A	N/A	10 days	None (if continued)
Easement Agreement	N/A	N/A	10 days	N/A	N/A	N/A
ADA Amendment	N/A	N/A	10 days	N/A	N/A	N/A
SIA Amendment	N/A	N/A	10 days	N/A	N/A	N/A
Sign Exception	N/A	10 days	N/A	N/A	N/A	N/A
Comprehensive Plan Amendment	N/A	10 days	10 days	N/A	N/A	N/A
Site Plan Review	N/A	15 days	N/A	N/A	N/A	N/A

LAND USE APPLICATION FEES

Application	Fee
Annexation	5+ Acres \$2,000 5 Acres or Less \$1,200
Annexation & Development Agreement Amendment	\$500
Boundary Adjustment/Lot Line	\$100
Condominiums (See Subdivision for Fees)	Varies
Easement Agreement and Amendments	\$500
Intergovernmental Agreement and Amendments	\$500
Major Subdivision-Sketch	\$500
Major Subdivision-Prelim	\$1,000
Major Subdivision-Final	\$600
Manufactured/Modular Home Park Permit	\$250
Minor Subdivision (PUD) -Sketch/Preliminary/Final	\$500
Replat or Re-subdivision	\$500
Commercial/Multifamily Site Plan Review	\$500
Special Use Permit	\$350
Subdivision Exemption	\$250
Subdivision Improvement Agreement Amendment	\$400
Vacation of Right of Way	\$500
Variance	\$250
Zoning or Rezoning	\$600

*** Applicant shall also pay for fees and charges incurred by the town, such as legal fees, planning fees, engineering fees, and filing or recording fees, plus an administrative fee of 15% of the total consultant charges.**

*** For a complete list of the fee schedule, to include items not listed above, please contact the Community Development Department at (970) 876-2353**

ATTACHMENTS/EXHIBITS MUST BE COMPLETE FOR SUBMITTAL.

Incomplete applications **will not** be reviewed until deemed complete.

Checklist below for Office use only.

- 1] ___ A legal description of the property
- 2] ___ Evidence of legal ownership- May be a deed, title commitment, title insurance policy, or attorney's opinion of ownership
- 3] ___ Letter of consent- Required if the Applicant is not the property owner
- 4] ___ List of property owners within 200 feet. Call Garfield County Assessor's Office at 970-945-9134 for information
- 5] ___ Impact statement (description of how the proposed land use complies with the Town of Silt Municipal Code and Comprehensive Plan)
- 6] ___ A copy of the completed application in electronic format
- 7] ___ Provide one (1) printed copy and one digital copy of the full application and 24x36 copies of the Site Plan, Annexation Map, Plat Proposal or any other required documents for the proposed land use. Once approved, the Town will determine if any additional copies will be required
- 8] ___ Application Fee Collected
- 9] ___ Linked Title Commitment (no older than 12 months old) and other required documents