



# SPECIAL USE APPLICATION

P.O. Box 2002  
Buena Vista, CO 81211  
719-395-8643  
www.buenavistaco.gov

Project Address
Submit Date
Town Use Only

## CONTACT INFORMATION

Applicant Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Property Owners Name \_\_\_\_\_ Owners Mailing Address \_\_\_\_\_

Phone Number \_\_\_\_\_ City, State, ZIP \_\_\_\_\_

Email Address \_\_\_\_\_

## BASIC INFORMATION

1) Surrounding Zoning - Please choose from (B-1, B-2, R-1, R-2, R-3, I-1, S-1) and Overlay (Airport, Crossman, Old Town)

North \_\_\_\_\_ South \_\_\_\_\_ East \_\_\_\_\_ West \_\_\_\_\_

2) Surrounding Uses - Please choose from (Commercial, Residential Single Fam, Residential, Multi Fam., Industrial, Park, Vacant)

North \_\_\_\_\_ South \_\_\_\_\_ East \_\_\_\_\_ West \_\_\_\_\_

## SPECIAL USE INFORMATION

**Property & Proposed Use:**

\_\_\_\_\_

\_\_\_\_\_

**Ingress and Egress:** to the property and proposed structure with particular reference to automotive and pedestrian safety, convenience, traffic flow and control. Also include access in case of fire or catastrophe. 16-61 (f)(1)

\_\_\_\_\_

\_\_\_\_\_

**Off Street Parking:** The need and/ or adequacy of off-street parking and loading area, and the economic, noise, glare and odor effects of the special use on adjoining and the neighborhood in general. 16-61 (f)(2)

\_\_\_\_\_

\_\_\_\_\_

**Refuse and Service Areas:** Areas for the location of dumpsters, trash services, and pickup drop off areas. 16-61 (f)(3)

\_\_\_\_\_

\_\_\_\_\_

**Utilities:** Reference to location, availability and compatibility. Submit letters from utility ALL utility companies stating a Willingness and ability to serve. 16-61 (f)(4)

**Yards / Open Spaces:** 16-61 (f)(7)

**General Compatibility:** with adjacent property and other property in the neighborhood 16-61 (f)(8)

**Screening and Buffering:** Reference to type, dimensions and character 16-61 (f)(5)

**Signs / Lighting:** If any, proposed exterior lighting, with reference to glare, traffic safety, and compatibility and harmony with properties in neighborhoods. Note that an approved sign permit is necessary before displaying ANY signs. 16-61 (f)(6)

**LEGAL DISCLAIMER**

I hereby certify that I have read and examined all application submitted at this time and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. It is my responsibility to review the approved plans and any comments that are contained thereon and see that the structure and/or project is built in compliance with all applicable codes

Applicant Signature \_\_\_\_\_

\_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_  
Date

Owners Signature \_\_\_\_\_

\_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_  
Date

# For Town Staff Only

Date Submitted: \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_

Date Reviewed: \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_

Reviewer Name: \_\_\_\_\_

Planning Approval: \_\_\_\_\_

Notes

\_\_\_\_\_  
\_\_\_\_\_

Admin Approval: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_

Applicant	Required Item	Town Staff
	<b>Special Use Fee</b> <input type="checkbox"/> \$250.00 + Costs	
	<b>Proof of Ownership</b> - Used to confirm ownership of the property.	
	<b>Floor Plans</b> - (If Applicable) With Dimensions showing: - Proposed uses and information how room will be used - Any interior changes to the building - Any other pertinent information	
	<b>Elevations</b> - (If applicable) Elevation should show: - Any alterations to the facade - Elevation of the Structure - Any other pertinent information	
	<b>Site Plan</b> - (If Applicable) The Plan should show: - Detail of the Proposed use - Property lines with dimensions - Setbacks (Front, Side(s), Rear) with distances to all structures - All Utility locations and all Easement(s) - Existing and Proposed Structures with perimeter dimensions and square footage - Clear Sight Triangle needs to be denoted (Code section 16-4) - Public Trail(s) and Sidewalks abutting the property - All Street / Alley's nearest to the property with access - Existing and Proposed Heights of all structures - Existing and Proposed location for any shed or fence - Parking spots dedicated to the property - Any other pertinent information	
	<b>Additional Information</b> - (If Applicable) - Landscape Plan - Can be incorporated into the Site Plan. See section 16-255 - Other information requested by the Development Director.	