



# Use by Special Review APPLICATION CHECKLIST

*Town of Kremmling*

The following checklist is based on the submittal requirements for a Special Review pursuant to Section 17.03.070 of the Town of Kremmling Municipal Code. All necessary application materials shall be submitted and accepted as complete before any land use request is able to be processed as set forth in the Kremmling Municipal Code.

*This checklist shall be filled out and submitted with a completed Land Use Application form and all required submittal items before the application can be deemed to be complete.*

*Completed applications must be submitted to the Planning and Zoning at least twenty (20) days prior to the date set for Planning and Zoning Commission Review. The Planning and Zoning Commission must have at least twenty (20) days to review the comments from the staff after the Town Manager deems the application complete.*

<b>Project Name:</b> _____	<b>Submittal Date:</b> _____
<b>Applicant Name:</b> _____	
<b>Applicant Phone:</b> _____	<b>Public Hearing Date:</b> _____
<b>Applicant E-Mail:</b> _____	

Applicant - check box in first column if document is included in application submittal.	Office Use Only		
	YES	NO	N/A
<input type="checkbox"/> 1. <b>Submit to Land Use Application the Town staff on Town form:</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> 2. Submit 2 Copies of "Acknowledgment of Responsibility"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> 3. Site Plan Indicating Location of Existing and Proposed Structures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> 4. Elevation of Proposed Structures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> 5. Application Fee Paid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> 6. Meeting with Town Manager Date: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> 7. Additional Information Required by Town Manager:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> 8. <b>Public Hearing Scheduled</b> (insert above)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> 9. Mail adjacent landowners notice by certified mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> 10. Submit copy of certified mail to Town	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> 11. Exhibits to be included:			
<input type="checkbox"/> 12. Testimony to be given by:			

**COMPLETENESS DETERMINATION** (*Office Use Only Below*):



# Use by Special Review APPLICATION CHECKLIST

*Town of Kremmling*

**Reviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Determination:**       Complete       Complete, with conditions       Not complete, resubmittal required

**Determination Comments:**

Town Staff - check box in first column if document is included in application submittal.		Office Use Only		
		YES	NO	N/A
	<b>1. Public Hearing Scheduled for:</b>  <b>Comments:</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2. Public Notice Submitted to newspaper (15 days prior to hearing)    Date:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3. Public Notice Poster posted on property (10 days prior to hearing)    Date:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	4. All invoices have been paid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Planning and Zoning - check box in first column if document is included in application submittal. An application for a Use by a Special Review may be approved only if the following criteria are satisfied:</b>		<b>Office Use Only</b>		
<b>Exhibits Included:</b>				
<b>Testimony By:</b>				
<b>FINDINGS AND RECORD OF DECISION</b>		<b>YES</b>	<b>NO</b>	
	1. The purposed use is in conformance with the Town's most current Comprehensive Plan.	<input type="checkbox"/>	<input type="checkbox"/>	
	2. The purposed use is consistent and compatible with the character of the immediate vicinity of the lot and surrounding land uses or enhances the mixture of complementary uses and activities in the immediate vicinity of the parcel proposed for the development.	<input type="checkbox"/>	<input type="checkbox"/>	
	3. The location, size, design, and operating characteristics of the proposed use will have no significant adverse effect on visual characteristics, pedestrian and vehicular circulation, parking, trash, service delivery, noise, vibrations, and odor on surrounding properties.	<input type="checkbox"/>	<input type="checkbox"/>	
	4. There are adequate public facilities to serve the proposed use including, but not limited to, public road, potable water, sewer, solid waste, parks, public safety services, drainage systems, and schools.	<input type="checkbox"/>	<input type="checkbox"/>	
	5. The purposed use satisfies any additional standards imposed on this Zoning Code which are the following:	<input type="checkbox"/>	<input type="checkbox"/>	
<b>DECISION</b>				
<input type="checkbox"/>	6. <b>APPROVED</b> with no conditions			
<input type="checkbox"/>	7. <b>APPROVED WITH THE FOLLWING CONDITIONS:</b>			
<input type="checkbox"/>	8. Denied			