

## REQUIREMENTS FOR CONDITIONAL USE PERMIT APPLICATIONS

All Conditional Uses Permits are subject to review and must remain in compliance with Logan County and the State of Colorado Regulations. All Permits must be reviewed and renewed every 5 years, unless otherwise noted on permit.

1. A Conditional Use Permit application must be submitted to the Department of Planning & Zoning at least 40 days prior to the regularly scheduled Planning Commission meeting. The Planning Commission meets the third Tuesday of each month. NOTE: The Applicant, or a Representative, **MUST be present** at the Public Hearing and the Commissioners Meeting. If no one is present, the request will be postponed until the next meeting!
2. A fee of \$100.00 is due when the application is filed.
3. The Applicant must provide a **Plot Plan**, which will show the location, proposed use on the parcel, access, and adjacent uses.
4. The Applicant must provide a **Certificate of Taxes** from the County Treasurer, or proof of payment showing all taxes applicable to such land, for years prior to that year in which approval is granted, have been paid.
5. The Applicant will be required to post a **Notice of Public Hearing** Sign on the property, 15 days prior to the hearing date. See Attached (sign regulations).
6. The applicant must provide a copy of the **deed** in order to determine if there are Mineral Estate Owners. If there are Mineral Estate Owners, they must certify to Logan County that notice requirements have been met or provide a complete listing of their names and address so that they can be contacted.\*
7. The Planning & Zoning Department will send written notice of the hearing regarding the permit request to the adjacent landowners. Failure to mail such notice shall not affect the validity of any hearing.
8. The Planning & Zoning Department will publish a Notice of the public hearing regarding the permit request in the Sterling Journal Advocate 30 days prior to the hearing. The Applicant will be invoiced directly for the advertisement.
9. The Applicant is responsible for "Making his or her Case". It is not the responsibility of the Logan County Planning and Zoning Department. Visual representations are very helpful in the review process. Maps, photographs, and other visual aids should be provided whenever possible.

**\*Refer to the Logan County Subdivision Regulations and Zoning Regulations for more details.**

**A Pre-Application conference with the Logan County Planner is requested.**

**CONDITIONAL USE PERMIT APPLICATION**  
AS REQUIRED BY THE LOGAN COUNTY ZONING RESOLUTION  
DEPARTMENT OF PLANNING & ZONING

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**Applicant**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**Landowner**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**Description of Property:**

Legal: ¼ Section \_\_\_\_\_ Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_

Address: \_\_\_\_\_ Access off CR or Hwy: \_\_\_\_\_

New Address Needed: Y or N    Subdivision Name: \_\_\_\_\_

Filing \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_ Tract \_\_\_\_\_ Lot Size \_\_\_\_\_

**Current Zoning:** \_\_\_\_\_ **Current Land Use:** \_\_\_\_\_

Proposed Conditional Use: \_\_\_\_\_

\_\_\_\_\_

Terms of Conditional Use: \_\_\_\_\_

\_\_\_\_\_

Building Plans: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I, (We), hereunto submit this application for a Conditional Use Permit to the Board of County Commissioners, together with such plans, details and information of the proposed conditional use. I, (We), further understand that the Board of Logan County Commissioners may, in addition to granting a Conditional Use Permit, impose additional conditions to comply with the purpose and interest of the Logan County Zoning Resolutions and Zoning Map.

Dated at Sterling, Colorado, this \_\_\_\_\_ day of \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Signature of Landowner: \_\_\_\_\_

**FOR COUNTY USE**

Application Fee: One hundred dollars (\$100.00)

Date of Planning Commission: \_\_\_\_\_

Recommendation of Planning Commission: \_\_\_\_\_ Approval \_\_\_\_\_ Denial

Recommended Conditions of Conditional Use Permit: \_\_\_\_\_

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

\_\_\_\_\_  
Chairperson, Planning Commission



**COUNTY COMMISSIONERS ACTION:**

Conditions of Conditional Use Permit: \_\_\_\_\_

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

Date Granted: \_\_\_\_\_

Date Denied: \_\_\_\_\_

\_\_\_\_\_  
Byron H. Pelton

\_\_\_\_\_  
Joseph A. McBride

\_\_\_\_\_  
David G. Donaldson

## SIGN REGULATIONS

A sign must be posted when applying for any Land Use Application which involves a public hearing. The purpose of this requirement is to notify the Public of the date, time and place of the Public Hearing and to inform the Public of the Type of Land Use Application.

The sign regulations are as follows:

- The sign must be posted at least **15 days** before the Public Hearing date.
- The sign must be posted on a board such as plywood. The board must be **at least 3'x4'** and must be sturdy.
- The sign must be **4 feet above the natural grade** of the ground.
- The lettering must be at least **2 inches** in size.
- The sign must be posted in a conspicuous location on the property in question. **The sign must be visible from the public road.**
- The Applicant must provide the Planning Department with a **photograph of the sign** at the location where it is displayed.

### **SAMPLE OF THE SIGN**

<u>PUBLIC HEARING</u> <u>LOGAN COUNTY PLANNING COMMISSION</u>	
DATE:	
TIME:	
PLACE:	LOGAN COUNTY COURT HOUSE 315 MAIN STREET STERLING, CO 80751
REQUEST:	(IE. CONDITIONAL USE PERMIT or a SPECIAL USE PERMIT or a SUBDIVISION EXEMPTION or a PRELIMINARY SUBDIVISION APPLICATION FOR A.....)
	Your Name