

## Town of Carbondale Special Use Permit Checklist

(970) 963-2733

Project Name:
Applicant:
Applicant Address:
Location:
Date:
Staff Member:
Section 2.3 of the UDC requires a pre-application meeting with planning staff prior to submittal of a land use application.  Per Section 2.3.2.B of the UDC, the Planning Director shall determine the form and number of application materials required.
Required Attachments
☐ Filing Fee of \$400 for Special Use Permit & Land Use Application (separate attachment).
☐ A letter requesting the review of the proposed plan for the building project.
□ Proof of property ownership.
A site plan showing the footprint of all buildings, existing and proposed parking configurations, trash locations, driveways and circulation, alleys, sidewalks, fences, open space, the location of all utilities and easements, and the design of each structure proposed, and other details demonstrating conformance with regulations and development standards applicable to the proposed use, the site, and the zoning district in which the use will be located.
<ul> <li>A description of the uses on the adjacent properties (including the number of dwelling units if known) and on the surrounding block, to the extent this can be determined by observation and photographs of the streets (and where applicable, alleys) to document the existing site, surrounding uses and parking conditions.</li> </ul>
☐ Rules and regulations to govern the proposed use if applicable;
<ul> <li>If applicable, conceptual building elevations with notes indicating types of construction, exterior finishes, location of entry doors, decks, etc. Such plans shall be drawn at a scale suitable for definitive review.</li> <li>Page 1 of 2</li> </ul>
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	Parking counts for the entire block if the proposed use will generate the need for
_	additional parking (both sides of street and in the alley if applicable). These counts shall
	be taken at 7:30 a.m. and 7:30 p.m. one day during the week and on a weekend day
	(allowances will be given for winter applications). A table of site data calculations
	indicating
	i. Total number of dwelling units and number of each type of unit (studio, one
	bedroom, etc).
	ii. Total area of all impervious surfaces, including area covered by primary buildings
	and accessory buildings, area covered by parking areas and garages, driveways,
	decks, sidewalks and other pervious surfaces.
	iii. Building or structure height.
	iv. Total landscaped area.
	v. The amount of private outdoor open space and the amount of bulk storage space.
	vi. Approximate size of each type of dwelling unit. vii. A list of all property owners within 300 feet.
	viii. A map showing adjoining zone districts within 300 feet if this area includes
	different zone districts than the subject site.
	x. Other details, plans or proposals that will aid the determination of whether the
	proposed use is in conformance with all regulations, development standards and
	review criteria applicable to the proposed use, the site, and the zone district
	in which the use will be located, or otherwise demonstrate that any impacts of
	the proposed use will not have a unreasonable adverse impact upon surrounding
	uses.
	Additional information requested at the pre-application meeting:

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