

**MAJOR PLAN AMENDMENT PROCESS GUIDE
FOR REVISIONS AND MODIFICATIONS
TO OFFICIAL DEVELOPMENT PLANS AND
DEVELOPMENT REVIEW SITE PLANS**

Clear Creek County Planning Department
P.O. Box 2000
Georgetown, Colorado 80444
(303) 679-2436 - phone
(303) 569-1103 – fax

PURPOSE: The Major Plan Amendment process is to make revisions and modifications to the provisions of an approved Official Development Plan or Development Review Site Plan as authorized in Section 9(909) and Section 20(2008) of the Clear Creek County Zoning Regulations.

CRITERIA: Revisions and Modifications of an Official Development Plan shall comply with the Standards for Approval in Section 9. Revisions and Modifications of a Development Review Site Plan shall comply with the Findings for Approval in Section 20.

VESTED PROPERTY RIGHTS: Vested Property Rights that were granted for the original Site Specific Development Plan shall remain for the approved period. A Major Plan Amendment that amends the original Site Specific Development Plan will not extend the vesting period, reset the effective date of the original vesting period, or create a new vested property right, unless requested by the applicant and expressly authorized by the appropriate authority.

PREAPPLICATION CONFERENCE: Prior to submittal of an application, the applicant shall meet with the Planning Department to determine whether the request meets the criteria of the Major Plan Amendment process and to review the procedure and submittal requirements. The applicant should bring applicable documentation for review.

SUBMITTAL PROCESS

1. After a site visit has been conducted, the Planning Department will determine any additional submittal requirements needed (other than the general requirements), and will provide them in writing to the applicant.
2. The applicant shall submit one (1) copy of the submittal to the Planning Department.
3. The submittal shall be reviewed in a timely manner for completeness by the Planning Department. The applicant shall be notified of any inadequacies, missing, or incomplete documentation. An incomplete submittal shall not be processed.
4. Once the submittal is determined complete by the Planning Department, staff will notify the applicant of the number of copies and content of the submittal required to be provided for distribution.
5. The Planning Department will notify adjacent property owners within 300 feet of the boundaries of the subject parcel(s) and any referral agencies that may be affected by the proposal. The applicable agencies shall be determined on a case by case basis.
6. Referral agencies shall be given twenty-one (21) calendar days prior to the Planning Commission public hearing to comment.
7. Based upon the submittal documentation, site characteristics analysis, and comments received, the Planning Department will prepare a staff recommendation/report and draft resolution for the Planning Commission public hearing.
8. The Planning Department will publish a notice in a newspaper of general circulation in the county a minimum of fourteen (14) calendar days prior to the Planning Commission public hearing. The applicant will be notified of the public hearing date, time, and place.

9. At least fourteen (14) calendar days prior to the Planning Commission public hearing, the applicant shall post and maintain a notice on the parcel(s) under consideration. The notice(s) shall be placed within ten (10) feet of the property line and visible from the right-of-way. Signs will be provided by the Planning Department.
10. During the public hearing, the Planning Commission shall evaluate the submittals, referral comments, staff report, and public testimony, and make a recommendation to the Board of County Commissioners (BOCC) to approve, approve with conditions, or deny the application.
11. The applicant may be required to provide additional information prior to the BOCC public hearing based on conditions/stipulations recommended by the Planning Commission.
12. The Planning Department will publish a notice in a newspaper of general circulation in the county a minimum of fourteen (14) calendar days prior to the BOCC public hearing. The applicant will be notified of the public hearing date, time, and place.
13. Based upon the submittal documentation, site characteristics analysis, comments received, and the Planning Commission's recommendation, the Planning Department will prepare a staff recommendation/report and draft resolution for the BOCC public hearing.
14. During the public hearing, the BOCC shall evaluate the submittals, referral comments, staff report, Planning Commission recommendation, and public testimony, and shall approve, approve with conditions, or deny the application.
15. The Planning Department will notify the applicant of any modifications or requirements needed to finalize the Official Development Plan and other final documents prior to recording with the County Clerk and Recorder.
16. The Official Development Plan approved by the BOCC shall be the basis for the site plan and drawings that would be submitted with an application for a building permit.

GENERAL SUBMITTAL REQUIREMENTS: Applications shall be submitted in a form established by these Land Use Regulations and made available to the public. When applicable to the revision/modification request, applications shall include the following materials:

1. **Applicant's Identity.** The applicant's name, mailing address, telephone, email address and fax number. If the owner is to be represented by an agent, a letter signed by the owner granting power of attorney to the agent, or a completed landowner authorization form granting authorization to the agent, shall be submitted, authorizing the agent to represent the applicant and stating the representative's name, mailing address, telephone, email address and fax number.
2. **Legal Description.** The legal description and street address, if such exists, of the parcel on which development is proposed to occur.
3. **Disclosure of Ownership.** A disclosure of ownership of the parcel on which the development is to occur, listing the names of all owners of the property, and all mortgages, judgments, liens, easements, contracts and agreements that run with the land. The disclosure of ownership shall be in the form of a current certificate from a title insurance company (title commitment), or ownership and

encumbrance report. The title commitment or ownership and encumbrance report shall be dated within two (2) months prior to formal application submittal.

4. **Vicinity Map.** An eight and one-half inch by eleven inch (8 ½” x 11”) vicinity map, locating the subject parcel within Clear Creek County. The map shall, at a minimum, have a scale bar and clearly identify the subject parcel(s) and the nearest public road.
5. **Written Description.** A written description of the proposed revision/modification and an explanation in written, graphic or model form of how the proposed revisions/modification complies with the Regulations applicable to the application shall be prepared. The description shall include, but not be limited to the following:
 - a. Types of uses proposed
 - b. General hours of operation
 - c. Maximum number of potential employees
 - d. Why should the proposed development be considered?
 - e. How is the proposal consistent with the applicable Master Plan(s) for the area?
 - f. How is the proposed zoning more appropriate than existing zoning?
 - g. Have there been major changes of an economic, physical, or social nature in the area involved that were not anticipated when the existing zoning was implemented?
 - h. How is the proposal consistent with the purpose and intent of the Zoning Regulations?
 - i. Generally, how will the proposal impact the immediate community?
 - j. How is the proposal compatible with the immediate community?
 - k. Statement of projected County tax revenue based upon the previous year’s County tax levy and a schedule of projected receipts of that revenue.
 - l. Proposed method of fire protection, including information demonstrating a legal, adequate water supply for fire fighting purposes

Services and Infrastructure.

6. Proposed Method of Water Supply in the form of one or more of the following:
 - a. An ‘ability to serve’ letter from an applicable water district or provider
 - b. A copy of a current valid well permit if supply is from an existing well
 - c. Proposed water augmentation plan or proposed water supply plan. Information regarding existing water rights should include, but not be limited to: 1) evidence of ownership or right of acquisition of or use of existing and proposed water rights; 2) historical use and estimate yield of claimed water rights; and 3) amenability of existing rights to a change in use.
 - d. If a new water treatment system or district, or extension, is proposed, a copy of the approved 1041 Permit or application for a 1041 Permit for approval shall be submitted.
 - e. The Analyses shall also address measures taken to avoid or mitigate identified impacts in conformance with Development Standards.
7. Wastewater Treatment Method in the form of one or more of the following:
 - a. An ‘ability to serve’ letter from an applicable sanitation district or provider
 - b. If an individual sewage disposal system (ISDS) is proposed, evidence prepared by a Colorado licensed professional engineer that the sewage treatment system and leach field will be in compliance with the County’s ISDS Regulations
 - c. If a new sewage treatment system or special district, or extension, is proposed, a copy of the approved 1041 Permit or application for a 1041 Permit for approval shall be submitted.

- d. The Analyses shall also address measures taken to avoid or mitigate identified impacts in conformance with the ISDS Regulations or applicable Development Standards.
8. Access and Traffic Analysis
 - a. Analysis of existing access to the property(ies) from County, State, and/or Federal road systems
 - b. Analysis of traffic generation anticipated by the proposal
 - c. Analysis of impacts from increased traffic generation, including but not limited to, level or service, congestion, noise, dust, odors, and traffic hazards.
 - d. Demonstration of conformance with the Clear Creek County Roadway Design and Construction Manual
 - e. The analysis shall also address measures taken to avoid or mitigate identified impacts, and/or ways to bring the proposal into conformance with the Clear Creek County Roadway Design and Construction Manual.
 9. Availability of Public Services/Infrastructure
 - a. Verification letters of service from all applicable utility companies b.
 - Analysis of burden on the following services:
 - i. Fire District
 - ii. Ambulance and EMS
 - iii. Sheriff's Office
 - c. Analysis of Burden on Clear Creek School District RE-1
 - d. The Analyses shall also address measures taken to avoid or mitigate identified impacts in conformance with the Development Standards

Environmental Impact

10. Analysis of Natural Hazards, including Geologic, Wildfire, and Flood Hazards
11. Analysis of Wildlife
12. Analysis of Wetlands

The Analyses shall address measures taken to avoid or mitigate identified impacts and shall be prepared in conformance with the provisions of the Development Standards

Building and Site Design

13. Site Plan
 - The Site Plan shall include a full land survey plat in conformance with Article 16: General Surveyor Requirements, of the Clear Creek County Subdivision Regulations. A separate site plan may be prepared which contains the following additional elements:
 - a. Elevation contours at an interval of 5 to 10 feet for all disturbed areas b. Proposed location of uses
 - c. Proposed densities of uses
 - d. Proposed densities and location of buildings
 - e. Location of proposed open space/parks/trails
 - f. Location of public space (roads/sidewalks/trails)
 - g. Site design should pay attention to, and incorporate natural assets of the property and surrounds, such as ridgelines/hillsides/viewsheds/etc.
 - h. Location of signs, parking, fencing, landscaping, and lighting

- i. Vehicular circulation and off-street parking
 - j. Proposed schedule of development phasing
 - k. Location of wells/water supply and sewage treatment
14. Drainage and Stormwater Management Plan, prepared by a Colorado licensed professional engineer
 15. Best Management Practices Plan
 16. On previously-mined properties, an Environmental and Safety Assessment Report identifying potential mining hazards on the property and mitigation techniques that adequately mitigate such hazards.
 17. Building Design Features, including color chips and photographs
 18. Scaled Building Elevation drawings depicting north, south, east, and west views of all proposed buildings

WARNING!

The following pages are form fill pages.
Not all browsers submit the following pages properly.
DO NOT USE GOOGLE CHROME
At this time, Google Chrome will not work with form fill.
Please choose another browser to complete your
application.
As always, save a copy for your files and call to verify
that your form submitted properly.

**DO NOT ASSUME THAT WE HAVE
RECEIVED YOUR APPLICATION.**

If you are attempting to make payment please wait for someone at Clear Creek
County to call you to collect payment. **DO NOT SUBMIT YOUR FORMS WITH
ANY CREDIT CARD INFORMATION.**

Checks made out to Clear Creek County can be sent to the following address:

Clear Creek County
Land Use Department
PO Box 2000
Georgetown, CO 80444
Phone: 303-679-2436 Fax: 303-569-1103
planning@clearcreekcounty.us

Please call with any questions or to verify that your permit has submitted
successfully!

MAJOR PLAN AMENDMENT APPLICATION

Application Fee is \$1,300

CLEAR CREEK COUNTY PLANNING DEPARTMENT
Post Office Box 2000 Georgetown, CO 80444
303-679-2436

OWNER(S) _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP _____

EMAIL ADDRESS _____

HOME PHONE _____ WORK PHONE _____

APPLICANT(S) _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP _____

EMAIL ADDRESS _____

HOME PHONE _____ WORK PHONE _____

LEGAL DESCRIPTION OF PROPERTY _____
1/4 Section & Section-Township-Range or Subdivision-Lot & Block

PARCEL # _____ TOTAL ACREAGE _____

CURRENT ZONING _____

DESCRIBE REASON FOR REQUEST

I (we) do hereby certify that the information contained in or presented in connection with this application is true and accurate to the best of my (our) knowledge and belief. I (we) do hereby further agree to abide by the agreements, conditions and stipulations that are a part of this request.

I (we) understand that the Planning Department staff will need to go onto my (our) property in order to process this request.

OWNER(S) _____ DATE _____

OWNER(S) _____ DATE _____

APPLICANT(S) _____ DATE _____