

# **ADMINISTRATIVE SPECIAL USE PERMIT PROCESS GUIDE**

Clear Creek County Planning Department  
1111 Rose Street, P.O. Box 2000  
Georgetown, Colorado 80444  
(303) 679-2436 - phone  
(303) 569-1103 - fax

Last updated 2016

## **PURPOSE**

Certain temporary uses may qualify for an Administrative Special Use Permit, to be approved by the Planning Department upon reaching written findings of fact which confirm compliance with this Section and other relevant County land use laws. A financial guarantee to ensure termination of the use and removal of associated structures, and reclamation and/or revegetation when appropriate, in a form approved by the County Attorney, shall be a condition of the permit.

## **APPLICABILITY**

Uses qualifying for consideration for an Administrative Special Use Permit are limited to a term of one (1) year or less, and may include the following:

1. Construction or office trailers, temporary living quarters, or other temporary structures/temporary buildings that are not in conjunction with a building permit for the project utilizing the temporary structure.
2. Minor Structures without an existing permitted principal use.
3. Seasonal Temporary uses of land, not to exceed 6 months, that require no permanent structural foundations; that are consistent with the character of the neighborhood and the applicable zoning district; that do not increase impacts upon water quality, storm drainage, or traffic to the site more than that associated with permitted principal uses within the applicable zoning district. Such use shall not create a significant visual impact to the surrounding properties and/or community.
4. For youth projects for individuals under the age of eighteen (18), pursuant to Section 10 - Animals of these Regulations.

**CRITERIA FOR APPROVAL:** Special uses will be allowed only if the proposed use meets the following criteria for approval:

1. Except as otherwise noted, the proposed use will comply with the zoning requirements of the district in which the use is to be established, and will also comply with all other applicable requirements;
2. The use is in harmony with the character of the neighborhood and compatible with the surrounding area;
3. The use will not have an undue burden on available infrastructure;
4. The use will not result in undue traffic congestion or traffic hazards;
5. The use will not cause significant air, odor, water, noise, or light pollution;
6. All sanitation requirements will be met;
7. Parking is adequately provided;
8. Adequate buffering and screening is provided, when appropriate;
9. The use shall demonstrate compliance with the County's Best Management Practices (BMP's), and;
10. The use will not otherwise be detrimental to the health, safety, or welfare of the present or future inhabitants of Clear Creek County, nor inconsistent with Section 1 - Title, Authority, and Interpretation, Subsection E. Purposes, of the Clear Creek County Zoning Regulations.

### PRE-APPLICATION CONFERENCE

Prior to submittal of an application, the applicant shall meet with a Planning Department staff member to determine whether the request meets the criteria as stated above for a Temporary Special Use Permit process, and to explain the procedure and submittal requirements. The applicant should bring applicable documentation for review.

### SUBMITTAL PROCESS

1. A complete application and appropriate documentation must be submitted to the Planning Department by the applicant. If the requested use relates to a proposed or existing building permit, a construction schedule will be required. Additional information may be required to complete the process.
2. 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 will not be processed.
3. The Planning Department shall prepare a Site Characteristics Analysis, and a visit to the site will be made by Staff.
4. The Planning Department will notify any referral agencies that may be affected by the proposal. The applicable agencies shall be determined on a case by case basis. Referral agencies shall be given fourteen (14) calendar days to comment prior to the administrative decision.
5. All applications will be reviewed by the Clear Creek County Environmental Health Inspector regarding required or proposed sanitation for the Administrative Special Use Permit (ASUP).
6. All applications will be reviewed by the Clear Creek County Site Development Inspector regarding required or proposed site development for the ASUP.
7. All applications will be reviewed by the Clear Creek County Zoning Enforcement Officer Zoning Specialist regarding zoning for the ASUP.
8. After the fourteen (14) days referral comment period, staff will review submittal documentation, site characteristics analysis, and comments received in order to approve, approve with conditions, or deny the application.
9. The Case Manager will notify the applicant of what is required to finalize the Planning Department's decision.
10. If granted, the Administrative Special Use Permit will be monitored for compliance by the Planning Department. If all conditions and stipulations in the Planning Department's ASUP Permit are **not** met timely, a hearing will be scheduled before

the Planning Director to determine if the permit should be revoked. The holder of the permit shall be notified of the hearing date and time. A permit may be revoked for non-compliance with ten days written notice to the applicant.

11. The County Planning Director may impose a condition that renders a Special Use Permit null and void when an approved Permit is inactive or no longer in use for a period greater than one (1) year.

**GENERAL SUBMITTAL REQUIREMENTS**

A complete application and appropriate documentation must be submitted to the Planning Department by the applicant, including:

- \_\_\_\_\_ Completed application form
- \_\_\_\_\_ Application fee
- \_\_\_\_\_ Scaled site plan, of which the number of copies will be determined by case manager. One (1) copy of the final site plan will be required after the review process is complete.  
The Site Plan shall, at minimum, depict the following:
  1. Title block, a written and graphic scale, and north arrow designated at true north.
  2. Boundaries of the subject property(s).
  3. Boundaries of adjacent parcels or portions of those boundaries that are in immediate proximity of the subject property(s).
  4. All existing and proposed roads, driveways, easements, buildings, structures, structural screening elements, rights-of-way, streams, utilities, signage/outside advertising, exterior lighting, other features, and site modifications.
  5. Existing and proposed wells, water supply systems, and wastewater treatment systems.
- \_\_\_\_\_ Location map that indicates the location of the subject property in relation to roads, streams, utilities, adjacent properties and other features.
- \_\_\_\_\_ Vicinity map that indicates the location of the subject property in relation to the general context of the county.

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Copy of deed /proof of ownership

\_\_\_\_\_

A narrative explaining the nature of the proposal and how it meets the following Criteria for Approval;

1. The proposed use will comply with the zoning requirements of the district in which the use is to be established, and will also comply with all other applicable requirements;
2. The use is in harmony with the character of the neighborhood and compatible with the surrounding area;
3. The use will not have an undue burden on available infrastructure;
4. The use will not result in undue traffic congestion or traffic hazards;
5. The use will not cause significant air, odor, water, noise, or light pollution;
6. All sanitation requirements will be met;
7. Parking is adequately provided;
8. Adequate buffering and screening is provided, when appropriate;
9. The use shall demonstrate compliance with the County's Best Management Practices (BMP's); and
10. The use will not otherwise be detrimental to the health, safety, or welfare of the present or future inhabitants of Clear Creek County, nor inconsistent with Section 1 - Title, Authority, and Interpretation, Subsection E. Purposes, of these Regulations.

\_\_\_\_\_

Completed landowner authorization if applicant is not the owner of the property

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Supplemental material, such as elevation drawings, parking layout, water supply plan, ISDS plan, etc., as determined by case manager.

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If requested use relates to a proposed or existing building permit, a construction schedule will be required.

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Additional information may be required later in the process.

**FINANCIAL GUARANTEE REQUIRED**

A financial guarantee in a form approved by the County Attorney shall be required to ensure termination of the use and removal of associated structures, and reclamation and/or revegetation when appropriate, for those uses which are described as temporary.

**APPEALS TO ADMINISTRATIVE DECISIONS ON SPECIAL USE PERMITS**

Appeals may be filed by any affected party and must be submitted in writing to the Planning Department within fourteen (14) calendar days following recording of the Planning Director's decision. The appeal shall state with specificity (1) the grounds on which the objector asserts to be an "affected party" and (2) the issue to which objection is made. The appeal will be heard by the Board of County Commissioners in a public hearing.

1. The Board of County Commissioners (BOCC) shall first determine, during the public hearing, whether the objector is an affected party.
2. The BOCC shall hear, and make a decision on only the specific objection(s) timely filed, and not on the entire case.
3. One (1) public hearing shall be scheduled to hear all objections regardless of the number of objections filed.

# **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@co.clear-creek.co.us](mailto:planning@co.clear-creek.co.us)

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

**ADMINISTRATIVE SPECIAL USE PERMIT APPLICATION**

Application Fee: \$500.00

Application Fee in Conjunction With Building Permit: \$150.00

CLEAR CREEK COUNTY PLANNING DEPARTMENT  
Post Office Box 2000 / Georgetown, Colorado 80444  
Phone (303) 6792436 / FAX (303) 569-1103

APPLICANT/OWNER \_\_\_\_\_

HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

LEGAL DESCRIPTION OF PROPERTY \_\_\_\_\_  
¼ Section & Section-Township-Range or Subdivision-Lot & Block

CURRENT ZONING \_\_\_\_\_ TOTAL ACREAGE \_\_\_\_\_

PROPOSED TERM OF PERMIT \_\_\_\_\_ PARCEL# \_\_\_\_\_

DESCRIBE SPECIAL USE REQUESTED

DESCRIBE HISTORY OF PROPERTY / REASON FOR REQUEST

I (we) do hereby certify that information contained in or presented in connection with this Special Use Permit 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.

APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

OWNER \_\_\_\_\_ DATE \_\_\_\_\_