



LAND USE APPLICATION

1. Application is for: *(check all that apply)*

- | | | |
|---|--|---|
| <input type="checkbox"/> Annexation | <input type="checkbox"/> Zoning / Rezoning | <input type="checkbox"/> Subdivision Vacation |
| <input type="checkbox"/> Preliminary Plat | <input type="checkbox"/> Site Plan | <input type="checkbox"/> PUD Amendment |
| <input type="checkbox"/> Final Plat | <input type="checkbox"/> Variance or Appeal | <input type="checkbox"/> Vested Right |
| <input type="checkbox"/> Plat Amendment | <input type="checkbox"/> Resubdivision | <input type="checkbox"/> Waiver |
| <input type="checkbox"/> Minor Subdivision | <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Condo Subdivision / Conversion |
| <input type="checkbox"/> Major Subdivision | <input type="checkbox"/> Special Use Permit | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Eligible Telecommunications Facilities Request | <input type="checkbox"/> Floodplain Development Permit | |

**For applicable application fee please refer to the 'Development Processing Fees' on page three (3) of this document.*

2. Project Name: _____

3. Property Description:

Address or Location: _____

Existing Zoning: _____ Existing Use: _____

Proposed Zoning: _____ Proposed Use: _____

4. Purpose: *(describe the intent of this application)*

5. Contact Information: *(a list of additional contacts may be attached)*

Owner Name: _____ Authorized Rep.: _____

Address: _____ Address: _____

Phone: _____ Phone: _____

Email: _____ Email: _____

6. Billing Information:

Organization: _____ Phone: _____

Contact: _____ Email: _____

Mailing Address: _____



7. Mineral Rights: *(a list of additional contacts may be attached)*

Mineral Rights Owner: _____ Mineral Lease Holder: _____
Address: _____ Address: _____
Phone: _____ Phone: _____
Email: _____ Email: _____

8. Service Providers:

Electric: _____ Gas: _____
Metro District: _____ Fire District: _____
Water *(if other than Town)*: _____ Sewer *(if other than Town)*: _____

9. Certification:

I certify that I am the lawful owner (or authorized agent thereof) of the parcel(s) of land affected by this application and hereby consent to this action.

Owner Signature: _____ **Date:** _____

I certify that the information and attachments I have submitted are true and correct to the best of my knowledge. In filing this application, I am acting with the knowledge and consent of the property owner. I understand that all materials and fees required by the Town of Lochbuie must be submitted prior to having this application processed.

Name (print): _____

Signature: _____ **Date:** _____

Application Submittal Instructions

1. Review the relevant sections of the Lochbuie Land Use Regulations (Chapter 19 of the Lochbuie Municipal Code). Visit www.lochbuie.org.
2. Read application and associated checklists thoroughly.
3. The Town utilizes an all-digital plan review process. Please follow the directions below to submit your application materials:
 - a. The deadline for application submittal is every Monday at 12:00 pm.
 - b. Use the following link to create a submittal folder on the Town’s SharePoint Site. Drag and drop application materials into appropriate submittal folder to upload: [New Submittals](#)
4. Applications not signed and lacking any of the requested information may be deemed incomplete and will not be scheduled for review.
5. A complete application includes this form, the applicable checklist(s), and all materials requested on the applicable checklist(s).



Development Processing Fees

All fees are to be collected at time of submittal.

1. Application Fees

Application Type	Current Rate <i>(Per Resolution No. 2011-4 fee schedule)</i>
Preliminary Subdivision Submittal plus Residential Non-residential	\$600.00 basic fee + \$8.00 per dwelling unit \$8.00 per 1,000 sq. ft. of space
Final Plat (per each filing) plus Residential Non-Residential	\$250.00 basic fee + \$2.00 per dwelling unit \$2.00 per 1,000 sq. ft. of space
Annexation	\$1,000.00 + \$5.00 per acre
Zoning Amendment Filing Charge	\$775.00 + \$10.00 per acre
PUD Amendment	\$40.00 basic fee + \$5.00 per acre in excess of 5 acres
Special Review / Variance	\$150.00
Special Use Permit	\$10,000.00 <i>(per Ord. 649)</i>
Development Surcharge Fee <i>includes:</i> <ul style="list-style-type: none"> - Site Plan - Conditional Use - Eligible Telecommunications Facilities Request - Waiver - Floodplain Development Permit - Vested Right 	\$475.00

2. Development Review Deposit

Up to \$15,000.00 *(to be replenished by developer as needed)*. Determined on a case-by-case basis.