



# SPECIAL USE PERMIT APPLICATION

(Revised 3/1/2017)

Lana Gallégos, AICP, Senior Planner 970-524-1729  
Cindy Schwartz, Assistant Planner 970-524-1750

DATE APPLICATION SUBMITTED: 8/4/17

NAME OF APPLICANT: Marc Lotker (represented by Active Energies Solar)

PHYSICAL ADDRESS OF SITE FOR SPECIAL USE PERMIT:  
338 Plane Street, Gypsum

MAILING ADDRESS: PO BOX 7627 (Active Energies)

CITY: Avon STATE: CO ZIP: 81620

EMAIL ADDRESS: rich@activeenergies.com

PHONE: 970-306-4233 FAX: \_\_\_\_\_

EXISTING ZONING OF THE PROPERTY: Light Industrial

**SPECIAL USE PERMIT FEE: \$250 DEPOSIT: \$500**

PAID: \$ 750.00 CHECK #: 2824 CC: \_\_\_\_\_ DATE: 8-4-17

### Payment of fees:

1. Town Manager, or their authorized designee, has authority to increase or decrease the deposit amount required according to project complexity and estimated costs required for outside services, including but not limited to, general counsel and water attorney fees, engineering fees, plat check fees, recording fees, and publication fees.
2. Deposits may be required to be increased prior to proceeding with processing of application if it is determined costs will exceed said deposit.
3. All fees incurred above deposit amounts are still the responsibility of the applicant as required by the Gypsum Municipal Code even if approval is denied or application is withdrawn.

4. Permits fees cover town planning staff review time and all Planning Commission and Town Council hearings.
5. Deposits cover items, including but not limited to, town engineer review times, outside engineer review times, general counsel and water attorney fees, publication notices, postage/ mailing notices, plat check fees, updates to GIS system, and updates to the town zoning map.

**Please initial that the item has been submitted:**

CS

Two sets of mailing labels for all adjacent property owners' names and addresses which are subject to this Special Use Permit. Adjacent is three-hundred feet (300') in all directions.

CS

Existing zoning (include any pre-existing or non-conforming uses)

CS

Please provide an attached summary letter regarding the nature of this request

CS

Provide site plan, if applicable, showing utilities, location of structures, roads, parking, activities, etc....

**POSTING NOTICE**

**18.16.060 - Notice requirements**

Certain zoning actions require a public hearing, notice of which shall be given in the manner and within the times set forth in the following notice requirements:

Type of Action	Hearing Requirement	Notice in Newspaper	Service or Mailing	Posting
Special Use Permit (18.12.040)	Planning and Zoning Commission	10 days	10 days	10 days
<b>Municipal Code:</b> For further detail visit <a href="http://www.townofgypsum.com">www.townofgypsum.com</a> - Community Development – Municipal Code.				

**18.16.070 – Posting**

**A. Responsibility**

Posting of a sign on the property giving notice of any public hearing shall be the responsibility of the applicant. Staff shall advise the applicant in writing within five business days of receipt of the application of this posting requirement and the location and number of signs required for the application. All signs must be prepared by or for the applicant at

the applicant's expense. All signs must be posted on the property not less than 15 or not less than ten days prior to the scheduled public hearing as set forth in section 18.16.060. The applicant must take a clear and distinct photograph of the sign(s) and submit the photograph(s) to the planning department immediately upon posting the property. No later than noon on Friday prior to the scheduled public hearing, the applicant shall present a certificate of posting in the following form to the planning department. \*\* A sign may also be purchased from the town for a fee of \$100.

**B. Certificate of posting**

See attached **AFFIDAVIT CONCERNING POSTED NOTICE** (*Notarization Required*)

*Failure to present the certificate of posting and submit the photograph(s) will result in a rescheduling of the public hearing and require a new posting of the property.*

**C. Sign specifications**

A sign not less than three feet by four feet in size erected on posts no lower than four feet above natural grade and legible from the nearest dedicated public right-of-way. Title of sign shall be in letters not less than five inches high. Said sign shall be removed by the applicant within two weeks of the conclusion of the public hearing. *See Section C of the Gypsum Municipal Code 18.16.070.*

I understand that applying for this Special Use Permit does not guarantee that the permit will be approved. The application fee is not refundable.

I acknowledge that I am the owner of the subject property or I have written permission (attached) of the owner to make an application for a Special Use Permit.



**Signature** (Must be signed by property owner or include written authorization that other representative may submit this application)

Richard T Clubine, Owner, Active Energies Solar

**Print Name**

8/4/17

**Date**

**OFFICE USE:**

- \_\_\_\_\_ Approved
- \_\_\_\_\_ Approved with conditions
- \_\_\_\_\_ Denied

**CONDITIONS OF APPROVAL:**

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\_\_\_\_\_ ZONING ADMINISTRATOR'S SIGNATURE      \_\_\_\_\_ DATE