



LAND USE APPLICATION FORM

PROJECT NAME

DATE RECEIVED:

APPLICATION FEE:

TYPE OF APPLICATION	HEARING DATE:
<input type="checkbox"/> Annexation, Zoning, Concept Plan <input type="checkbox"/> Conditional Use <input type="checkbox"/> As Built Plat <input type="checkbox"/> Site Plan <input type="checkbox"/> Vacatioin of Street or Easement <input type="checkbox"/> Final Planned Development Plan	<input type="checkbox"/> Change of Zone <input type="checkbox"/> Final Plat <input type="checkbox"/> Planned Unit Development <input type="checkbox"/> Sketch Plan <input type="checkbox"/> Variance <input type="checkbox"/> Development Permit <input type="checkbox"/> Minor Subdivision Plat <input type="checkbox"/> Preliminary Plat <input type="checkbox"/> Subdivision Exemption <input type="checkbox"/> Other

PROJECT INFORMATION

Applicant's Name:	Project Location:
Address:	
	Existing Zoning:
Phone/Fax:	
Relation to Property Owner:	Proposed Zoning:
Legal Description of Property (lots, blocks, tracts, subdivision name, or metes & bounds - attach additional sheet, if necessary):	
Total Acreage of Property under Consideration:	
Number of Existing Residential Lots:	Number of Proposed Residential Lots:
	Type of Housing Proposed:
Number of Existing Commercial Lots:	Number of Proposed Commercial Lots:

ADDITIONAL CONTACTS

Property Owner:	Consultant:
Address:	Address:
City/State/Zip:	City/State/Zip:
Phone/Fax:	Phone/Fax:

CERTIFICATION

I hereby affirm that I have full legal capacity to authorize the filing of this application and that all information and exhibits herewith submitted are true and correct to the best of my knowledge. The Authorized Signer invites Town of Fraser representatives to make all reasonable inspections and investigations of the subject property during the period of processing this application. I further agree to pay all fees consistent with the Town of Fraser payment policies and comply with all Town Codes and regulations. I understand that all materials and fees required by the Town of Fraser must be submitted prior to having this application processed.

Authorized Signature*:

Date:

*If other than owner, attach letter authorizing agent on behalf of owner.

Town of Fraser, 153 Fraser Avenue, P.O. Box 370, Fraser, Colorado 80442
Phone: 970-726-5491, Fax: 970-726-5518, www.frasercolorado.com

BRIEF DESCRIPTION OF DEVELOPMENT:

PUBLIC NOTICE

At least fourteen (14) days in advance of the public hearing, the applicant shall provide written notice to all owners of property within two hundred feet (200') of the boundaries of the property that is the subject of the application. Such notice shall be sent via certified mail, return receipt requested and shall include the following information: A copy of the complete application with all accompanying materials, the name, address and phone number of the authorized contact for the applicant, and the time, date and place of the public hearing. The applicant shall provide the Town with a written affidavit prior to the time of the public hearing reflecting the date of mailings and the names, addresses and legal descriptions of all parties to whom the notifications were transmitted, together with a complete copy of the materials included in the mailing. Failure to properly mail the documents, notify the necessary parties, and/or provide the required affidavit shall be grounds for denial of the application or a continuance of the public hearing until such notice is provided. See sample letter below.

The notification letter cannot be sent until a public hearing date has been scheduled by the Town.

ADJACENT PROPERTY OWNER NOTIFICATION LETTER

This notice to be sent by applicant to all owners of property within two hundred feet (200') of the boundaries of the property that is subject to the application and to all surface owners, mineral owners, and lessees of mineral owners to whom notice is to be sent pursuant to C.R.S. 31-23-215. Such notice shall be sent via certified mail, return receipt requested. The applicant shall provide the Town with a written affidavit or other proof of notice prior to the time of public hearing reflecting the date of mailings, addresses and legal descriptions of all parties to whom the notifications were transmitted. Failure to properly mail the documents, notify the necessary parties and/or provide the required affidavit shall be grounds for denial of the application or a continuance of the public hearing until such notice is provided.

Dear Sir/Madam:

This letter is to advise you that _____ (applicant) has requested _____ (land use request) for a property located at _____ (property address or location) and that the Town of Fraser has scheduled a public hearing to consider this request. The public hearing is scheduled for _____ (date assigned by Town) at _____ (time assigned by Town) at the Town of Fraser Town Hall located at 153 Fraser Avenue in the Board Room.

Enclosed for your review is a copy of the proposal as presented to the Town of Fraser. Additional application materials are on file at the Town Hall offices. The Town of Fraser may be contacted at 970-726-5491 for further information.

Please note that you may comment at the public hearing or by forwarding written comments to the Town of Fraser Planning Department (P.O. Box 370, Fraser, CO 80442). Written comments must be received by the Town prior to the public hearing.

Sincerely,

_____ (applicant)

AFFIDAVIT OF NOTICE

To be completed after completion of notice distribution and forwarded to Town staff prior to the date of hearing

I, _____ applicant requesting, _____ hereby affirm that notice was distributed in accordance with Town of Fraser codes.

Date _____

Owner/Applicant

STATE OF COLORADO

County of _____,

Subscribed and sworn to before me this _____ day of _____ 20____,

by _____.

Witness my hand and official seal.

(SEAL)

Notary Public

My commission expires: _____

NOTES:

1. In addition to minimum design criteria and standards, the Town of Fraser Subdivision and Zoning Regulations outline specific minimum submittal requirements. Please review these carefully in order to ensure prompt action on your land use application.
2. The Town of Fraser Subdivision and Zoning Regulations outline the review procedures applicable to each land use application. In cases with multiple requests for an individual property, it is preferable to synchronize the review procedures for a prompt and efficient review process.
3. The applicant is responsible for initiating formal reviews with the Colorado Department of Transportation, the U.S. Army Corps of Engineers, the Colorado Division of Wildlife, the Fraser Sanitation District, the Colorado Water Conservation Board, and other applicable agencies. The Town refers applications to these agencies for comment, however, the Town cannot initiate a permit request or consultation.
4. A Subdivision Improvement Agreement may be necessary. This document must be executed and recorded prior to or concurrent with plat recordation.
5. Contact the Planning Department at 970-726-5491 if you have any questions or need assistance.

The applicant is responsible for payment of recording fees, improvement inspection fees, and other additional costs incurred by the Town for the services of professionals, consultants, or other review agencies applicable to the request. All invoices shall be paid in full prior to final Town Board approval of the application or issuance of the applicable permit, certificate or other approval document.

NOTIFICATION OF SEVERED MINERAL ESTATES

The Town of Fraser, pursuant to C.R.S., requires notification to mineral estate owners, mineral estate lessees and surface owners in connection with the following land use applications: Minor Subdivision Final Plat, Major Subdivision Preliminary Plat, Subdivision Exemption, Planned Development District Plan, or Development Permit

Thirty (30) days in advance of the initial public hearing, the applicant shall provide notice to all surface owners, mineral owners and lessee of mineral owners in accordance with C.R.S. 31-23-215 and 24-65.5-1-3, as amended.

The applicant must certify the same to the local government as a condition of approval of the application. Please use CERTIFICATE OF NOTICE TO MINERAL ESTATE OWNER form below.

TOWN OF FRASER, STATE OF COLORADO
CERTIFICATE OF NOTICE TO MINERAL ESTATE OWNER

The undersigned is the Applicant and/or the Surface Owner, as defined in section 24-65.5-102(7), C.R.S. of the Surface Estate, as defined section 24-65.5-102(6), C.R.S., for which an application for development has been submitted to the Town of Fraser, State of Colorado, for one or more of the following land use actions: Minor Subdivision Final Plat, Major Subdivision Preliminary Plat, Subdivision Exemption, Planned Development District Plan, or development permit. The name of the application for development is as follows:

C.R.S. §24-65.5-101 *et seq.* and C.R.S. §31-23-215 impose certain requirements concerning notification to owners of severed mineral estates and other interested parties with respect to proposed surface development. The undersigned has read and fully understands those requirements.

The undersigned hereby certifies that notice of such application has been provided to all mineral estate owners, lessees of mineral estate owners and any (other) surface owners in accordance with the requirements of C.R.S. §24-65.5-103 and/or 31-23-215, as applicable.

Date _____

Surface Owner
Owner)

OR Applicant (if different than Surface

STATE OF COLORADO

County of _____,

Subscribed and sworn to before me this _____ day of _____ 20____,

by _____
_____.

Witness my hand and official seal.

(SEAL)

Notary Public

My commission expires: _____