



**CONDITIONAL USE APPLICATION &
ADMINISTRATIVE CONDITIONAL USE**

448 East First Street, Suite 112
Salida, CO 81201

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A. TYPE OF CONDITIONAL USE REQUESTED (Refer to Schedule of Uses in Article IV of the Land Use Code)

Residential Zone Districts (Table 16-D): _____

Or

Commercial/Industrial Zone Districts (Table 16-D): _____

B. DEVELOPMENT PROCESS (City Code Section 16-4-110)

1. Pre-Application Conference. Optional.
2. Submit Application.
3. Staff Review. Schedule Hearing, if required. Forward Report to Applicant and Planning Commission, if required.
4. Public Notice Provided For Hearing.
5. Public Hearing Conducted by Planning Commission and Action Taken.

C. APPLICATION CONTENTS (City Code Section 16-3-60 for Admin. Conditional Use or 16-3-80 for Conditional Uses)

1. **General Development Application**
2. **Conditional Use Application**
3. **Site Plan.** A site plan of the subject property, showing existing and proposed features, buildings, roads, alleys, utilities, etc. which are relevant to the review of the application. The application will also indicate conformance with any applicable development standards for the proposed conditional use. **The copies shall only be accepted on 8½" x 11", 11" x 17" or 24"x 36" paper.**
4. **Surrounding Land Use.** Current land use of properties on all sides of the property and across the street(s) and alley.
5. **Public Notice- Conditional Use Applications requiring public noticing.**
 - a) List. A list shall be submitted by the applicant to the city of adjoining property owners' names and addresses. A property owner is considered adjoining if it is within 175 feet of the subject property regardless of public ways. The list shall be created using the current Chaffee County tax records.
 - b) Applicant is responsible for posting the property and mailing public notice to adjoining property owners. Return Address shall be: City of Salida, 448 E. First Street, Suite 112, Salida, CO 81201.
 - c) The applicant must submit notarized affidavits for proof of posting and mailing of the public notice.
6. **Other Information.** Staff may request additional information as deemed necessary to evaluate the impacts of the conditional use application
7. **Vicinity Map.** 8 ½" x 11" map showing parcel's location in the City.
8. **Application Fee** \$800.00, cash or check made out to City of Salida. (\$400 application fee + \$400 retainer for attorney's fees) or \$250.00 for **Administrative Conditional Use application.**
9. **Special Fee and Cost Reimbursement Agreement completed.**
After staff review, ten (10) copies are required of all application materials for conditional use applications - unless requirement waived by staff.

D. REVIEW STANDARDS (If necessary, attach additional sheets)

An application for conditional use approval shall comply with the following standards.

1. Consistency with Comprehensive Plan. The use shall be consistent with the City's Comprehensive Plan.

2. Conformance to Code. The use shall conform to all other applicable provisions of this Land Use Code, including, but not limited to:

a. **Zoning District Standards.** The purpose of the zone district in which it is located, the dimensional standards of that zone district, and any standards applicable to the particular use, all as specified in Article 5, Use and Dimensional Standards.

b. **Site Development Standards.** The parking, landscaping, sign and improvements standards.

3. Use Appropriate and Compatible. The use shall be appropriate to its proposed location and be compatible with the character of neighboring uses, or enhance the mixture of complementary uses and activities in the immediate vicinity.

4. **Traffic.** The use shall not cause undue traffic congestion, dangerous traffic conditions or incompatible service delivery, parking or loading problems. Necessary mitigating measures shall be proposed by the applicant.

5. **Nuisance.** The operating characteristics of the use shall not create a nuisance and the impacts of the use on surrounding properties shall be minimized with respect to noise, odors, vibrations, glare, and similar conditions.

6. **Facilities.** There shall be adequate public facilities in place to serve the proposed use, or the applicant shall propose necessary improvements to address service deficiencies which the use would cause.

7. **Environment.** The use shall not cause significant deterioration to water resources, wetlands, wildlife habitat, scenic characteristics, or other natural features. As applicable, the proposed use shall mitigate its adverse impacts on the environment.

E. APPLICATION FOR MULTIPLE PRINCIPAL BUILDINGS City Code Section 16-4-190 (b)

A conditional use application for multiple principal buildings shall meet the following requirements. The application shall explain or show graphically how these requirements are met.

1. **Scale.** The entire site, including all proposed structures, shall be of a scale that is compatible with the surrounding and nearby properties. Scale shall mean the proportional relationship of the principal buildings to each other and to the neighborhood including but not limited to height, mass, setbacks and orientation.
2. **Parking and Access.** Required parking shall be provided on the site for all buildings and uses on the site. Access should be consolidated to reduce curb cuts and shall be provided through alleys where available.
3. **Provision of Adequate Services.** Each principal structure shall have its own municipal services including water and sewer in accordance with Chapter 13, Municipal Utilities.

F. APPLICATION CONTENTS FOR MOBILE HOME PARK OR RECREATIONAL VEHICLE PARK – City Code Section 16-4-190 (d)

A conditional use application for a mobile home park or recreational vehicle park shall contain the following materials:

- 1. **Minimum Contents.** The minimum contents required in a conditional use application, and;
- 2. **Site Plan.** A site plan at a scale of one inch equals one hundred feet (1" = 100'), or such other scale as is approved by the Administrator or his or her designee, showing:
 - a. **Site Dimensions.** Site dimensions and boundaries.
 - b. **Utilities.** The location, size, and use of all utilities, utility easements, and other site improvements, such as lighting and trash disposal, proposed to be constructed within the park.
 - c. **Roads.** The location, width, and proposed standards for roads, sidewalks, and other paths.
 - d. **Spaces.** The location, size, classification, and designated use of all mobile home or recreational vehicle spaces.
 - e. **Common Areas.** The location and size of parking lots and spaces, recreation and open space areas and proposed landscaping improvements to the same.
 - f. **Buildings and Accessory Structures.** The location, size, and height of buildings and accessory structures and a description of the proposed use of those buildings and structures, including the location and floor plan of proposed service buildings.
- 3. **Grading and Drainage Plans.** Grading and drainage plans showing and describing the existing

and proposed means of handling on-site drainage.

- **4. Utilities.** A written description of the general manner in which water supply, sewage disposal, electric supply, natural gas, storm water drainage, telephone, street lighting, cable television (if appropriate), and trash collection services will be provided to the park.

G. APPLICATION FOR A DAY CARE, SMALL, LARGE AND ADULT City Code Section 16-4-190 (f)

A conditional use application for day cares shall meet the following requirements. The application shall explain or show graphically how these requirements are met.

1. **Parking.** A day care facility, small, large, or adult, shall provide one (1) off-street parking space per nonresident employee. This space shall be provided in addition to any parking required for other uses of the property.
2. **Drop-off/Pickup Area.** One (1) designated off-street drop-off/pick-up space shall be provided per each four (4) children at a large day care facility and for every four (4) clients at an adult day care. The space shall be available during operating hours for loading and unloading of children or clients.
3. **Outside Area – Fence.** The required play or recreation area shall not be located in the property's front yard.
4. **State Codes.** The day care facility shall comply with all applicable state codes.
5. **Hours of Operation.** The hours of operation for the day care may be restricted in residential neighborhoods to limit adverse impacts of noise and traffic on neighboring properties.

H. APPLICATION FOR A HOME BUSINESS City Code Section 16-4-190 (g)

A conditional use application for a home business shall meet the following requirements. The application shall explain or show graphically how these requirements are met.

1. **Use Subordinate.** The use of a dwelling for home business shall be clearly incidental and subordinate to its use for residential purposes and shall not change its basic residential character. The use shall not exceed thirty percent (30%) of the total structure's square footage.
2. **Activity Conducted Indoors.** All on-site activities associated with a home business shall be conducted indoors. Materials and equipment used in the home business shall be stored in a building.
3. **Employment.** A home business shall be conducted by persons residing on the premises and no more than three (3) employees residing off-premises.
4. **Patrons.** A home business may serve patrons on the premises, provided that all other standards are met.
5. **Parking.** One (1) off-street parking space shall be required for each employee residing off-premises. These spaces shall be provided in addition to the parking required for the principal residential use of the property.

6. **Sales.** Incidental sale of supplies or products associated with the home business shall be permitted on the premises. A home business whose primary activity is retail sales shall be prohibited, except if the function of the home business is catalogue sales. An appropriate sales tax license shall be obtained and maintained during the course of business.
7. **Nuisance.** A home business shall not produce noise, electrical or magnetic interference, vibrations, heat, glare, odors, fumes, smoke, dust, traffic or parking demand, and shall not operate at such hours or in such a manner as to create a public nuisance, disturb neighbors or alter the residential character of the premises.
8. **Codes.** The building shall comply with all applicable City building, fire and safety codes for the particular business.
9. **Advertising.** No outdoor advertising of the home business shall be permitted, except as provided in the sign code.

I. APPLICATION FOR A GROUP HOME City Code Section 16-4-190 (h)

A conditional use application for a group home shall meet the following requirements. The application shall explain or show graphically how these requirements are met.

1. **Neighborhood Density.** A group home shall not be located closer than seven hundred fifty (750) feet to another group home.
2. **Health and Safety Codes.** The group home shall comply with all applicable local, state or federal health, safety, fire and building codes.