



2017 GENERAL APPLICATION
City of Woodland Park

Project #: \_\_\_\_\_
Case: \_\_\_\_\_
Fee(s): See City of Woodland Park Fees Sheet (Plus publication/recording fees, as applicable)

1. Type of Application (Check one or more):

- Site Plan Review Permitted Use
Site Plan Review Conditional Use
Conditional Use Permit
Zoning Change
Special Use Permit
Planned Unit Development (PUD)
PUD Amendment
Appeal
Variance
Preliminary Plat
Exemption Plat
Final Plat
Townhouse Plat
Condominium Plat

2. Project Information:

a. Brief Description of Project/Request: \_\_\_\_\_

b. Project Narrative (On a separate sheet provide additional project details and how the proposal complies with the applicable code requirements, which can be found in Section 8 of this application.)

c. Project Name: \_\_\_\_\_

d. Physical Address: \_\_\_\_\_

e. Legal Description (Lot/Block/Subdivision): \_\_\_\_\_

f. Existing Zoning/Proposed Zoning: \_\_\_\_\_

g. Site Acreage: \_\_\_\_\_

3. Applicant Information:

a. Name: \_\_\_\_\_

b. Phone/Cell: \_\_\_\_\_

c. Mailing Address: \_\_\_\_\_

d. Physical Address: \_\_\_\_\_

e. Email Address: \_\_\_\_\_

4. Project Coordinator (if different than applicant):

a. Name: \_\_\_\_\_

b. Phone/Cell: \_\_\_\_\_

c. Mailing Address: \_\_\_\_\_

d. Physical Address: \_\_\_\_\_

e. Email Address: \_\_\_\_\_

**5. Property Owner** (if different than applicant):

- a. Name: \_\_\_\_\_
- b. Phone/Cell: \_\_\_\_\_
- c. Mailing Address: \_\_\_\_\_
- d. Physical Address: \_\_\_\_\_
- e. Email Address: \_\_\_\_\_

**6. Consultant Information** (if applicable):

**a. Architect:**

- i. Firm Name: \_\_\_\_\_
- ii. Phone/Cell: \_\_\_\_\_
- iii. Mailing Address: \_\_\_\_\_
- iv. Physical Address: \_\_\_\_\_
- v. Email Address: \_\_\_\_\_

**b. Engineer:**

- i. Firm Name: \_\_\_\_\_
- ii. Phone/Cell: \_\_\_\_\_
- iii. Mailing Address: \_\_\_\_\_
- iv. Physical Address: \_\_\_\_\_
- v. Email Address: \_\_\_\_\_

**c. Planner:**

- i. Firm Name: \_\_\_\_\_
- ii. Phone/Cell: \_\_\_\_\_
- iii. Mailing Address: \_\_\_\_\_
- iv. Physical Address: \_\_\_\_\_
- v. Email Address: \_\_\_\_\_

**d. Surveyor:**

- i. Firm Name: \_\_\_\_\_
- ii. Phone/Cell: \_\_\_\_\_
- iii. Mailing Address: \_\_\_\_\_
- iv. Physical Address: \_\_\_\_\_
- v. Email Address: \_\_\_\_\_

**e. Other** (specify role \_\_\_\_\_): \_\_\_\_\_

- i. Firm Name: \_\_\_\_\_
- ii. Phone/Cell: \_\_\_\_\_
- iii. Mailing Address: \_\_\_\_\_
- iv. Physical Address: \_\_\_\_\_
- v. Email Address: \_\_\_\_\_

**7. Submittal Requirements:**

The following items must be included at time of submittal (in addition to items on the submittal checklists) or the application will not be processed (additional copies may be requested):

Type of Application:	24" x 36" sets of plans	11" x 17" sets of plans	Warranty deed or title policy	List of adjoining property owners	Copies of reports (narrative, traffic study, drainage, etc.)
All Types	5	1	1	1	1

**8. Applicable Code Sections:**

The following are the applicable code sections by type of application and are for assisting applicants in completing the required project narrative. The City of Woodland Park's Municipal Code can be found at [www.city-woodlandpark.org/Charter&Code](http://www.city-woodlandpark.org/Charter&Code). Subdivision requirements are in Title 17 and Zoning is in Title 18 of the Municipal Code.

Type of Application:	Applicable Code Sections:
Site Plan Review Permitted Use	Chapters 18.34, 18.33 and 18.39
Site Plan Review Conditional Use	Chapters 18.34, 18.57, 18.33 and 18.39
Conditional Use Permit	Chapter 18.57 plus applicable site plan regulations
Zoning Change	There are no specific standards, but the applicant should provide supporting argument for a zoning change, including how it complies with the Comprehensive Plan
Special Use Permit	Chapter 18.61 plus applicable site plan regulations
Planned Unit Development	Chapters 18.30, 18.33, 18.39, Sections 17.20.070, and 17.20.080
Appeal	Chapter 18.54
Variance	Chapter 18.60
Preliminary Plat	Chapter 17.20 plus applicable subdivision sections
Exemption Plat	Section 17.52.030 plus applicable subdivision sections
Final Plat	Chapter 17.24 plus applicable subdivision sections
Townhouse Plat	Chapter 17.32 plus applicable subdivision sections
Condominium Plat	Chapter 17.32 plus applicable subdivision sections

**1. Certification of Ownership:**

I (We) do hereby declare and affirm that I (we) am (are) the exclusive owner(s) and title holder(s) of the above described property.

\_\_\_\_\_

Owner

\_\_\_\_\_

Date

\_\_\_\_\_

Owner

\_\_\_\_\_

Date

**2. Certification:** The undersigned applicant certifies under oath and under penalties of perjury that the information found in the application is true and accurate to the best of their knowledge. I certify that I understand that the proposed development is in accordance with all provisions of the City of Woodland Park's Municipal Code and other applicable regulations.

\_\_\_\_\_

Applicant

\_\_\_\_\_

Date

**City Use Only**

1. Submission: \_\_\_\_\_, 20\_\_\_\_, taken by: \_\_\_\_\_  
Fee Received: \_\_\_\_\_, 20\_\_\_\_, taken by: \_\_\_\_\_
  
2. Application is deemed complete – OR – deemed incomplete and returned to applicant to complete on \_\_\_\_/\_\_\_\_/\_\_\_\_.
  
3. Public Hearing Notice:  
Published: \_\_\_\_\_, 20\_\_\_\_  
Posted: \_\_\_\_\_, 20\_\_\_\_  
Adjacent Property Notification: \_\_\_\_\_, 20\_\_\_\_.
  
4. Planning Commission Public Hearing: \_\_\_\_\_, 20\_\_\_\_.  
Board of Adjustment Public Hearing (when applicable): \_\_\_\_\_, 20\_\_\_\_.
  
5. City Council First Reading of Ordinance (if applicable): \_\_\_\_\_, 20\_\_\_\_.  
City Council Public Hearing: \_\_\_\_\_, 20\_\_\_\_.  
Notes: \_\_\_\_\_  
\_\_\_\_\_
  
6. Letter of Approval/Denial to applicant sent: \_\_\_\_\_, 20\_\_\_\_.
  
7. Additional Information:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_