



WOODLAND PARK
CITY ABOVE THE CLOUDS

2018 GENERAL APPLICATION
City of Woodland Park
(Revised 1/16/2018)

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

Type of Application (Check one or more as applicable)

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

1. Applicant Information

- a. Applicant's Name _____
- b. Project Coordinator Property Owner
- c. Mailing Address _____
- d. E-mail Address _____
- e. Phone Numbers Home _____ Work _____ Mobile _____

2. Property Owner Information (if different from above)

- a. Name _____ Project Contact? Yes No
- b. Mailing Address _____
- c. E-mail Address _____
- d. Phone Numbers Home _____ Work _____ Mobile _____

3. Site Information

- a. Site Address _____
- b. Lot ____ Block ____ Subdivision _____
- c. Property Zoning _____ Lot Size _____ Acres Square Feet

4. Project Information

- a. Project Name _____
- b. Brief Description of Project/Request _____

- c. 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.)*

5. Consultant Information (if applicable)

d. Architect

- i. Project Contact _____
- ii. Firm Name _____
- iii. Physical Address _____
- iv. Mailing Address _____
- v. E-mail Address _____
- vi. Phone Numbers: Business _____ Mobile _____

e. Engineer

- i. Project Contact _____
- ii. Firm Name _____
- iii. Physical Address _____
- iv. Mailing Address _____
- v. E-mail Address _____
- vi. Phone Numbers: Business _____ Mobile _____

f. Planner

- i. Project Contact _____
- ii. Firm Name _____
- iii. Physical Address _____
- iv. Mailing Address _____
- v. E-mail Address _____
- vi. Phone Numbers: Business _____ Mobile _____

g. Surveyor

- i. Project Contact _____
- ii. Firm Name _____
- iii. Physical Address _____
- iv. Mailing Address _____
- v. E-mail Address _____
- vi. Phone Numbers: Business _____ Mobile _____

h. Other (specify role) _____

- i. Project Contact _____
- ii. Firm Name _____
- iii. Physical Address _____
- iv. Mailing Address _____
- v. E-mail Address _____
- vi. Phone Numbers: Business _____ Mobile _____

2. 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" Plan Set | 11" x 17" Plan Set | Adobe Acrobat Portable Document Format (.pdf) electronic Plan Set on a flash drive | Warranty Deed or Title Policy | List of adjoining property owners within 150' | Copies of reports (narrative, traffic study, drainage, etc.) |
|---------------------|--------------------|--------------------|--|-------------------------------|---|--|
| All Types | 1 | 1 | 1 | 1 | 1 | 1 |

3. 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. 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

