

Special Use by Review (SUR) Worksheet:

This worksheet was created to help applicants with their narrative and exhibit submissions

Simply answer each number as though it was an essay question.

Part II, Section 17, C, 2, a., 1

I. Narrative

1. What are the general concepts of the project?
 - a. What will you actually be doing?
 - b. Hours and days of operation?
 - c. How many truck trips a day?
 - d. What will it look like?
2. Zoning of Property Currently: _____
3. Proof of Ownership: "Ownership Deed" provided as attachment _____.
4. Proof of current taxes paid: Provided as attachment _____.
5. Describe in detail how this project will/can impact the surrounding property owners: dust, noise, traffic, smell, in the case of spill, anything you can think of no matter how insignificant or unlikely. Say what is likely and not likely.
6. How does this project fit in to the Elbert County Master Plan? Does it conflict with the general parameters of it?
7. Water: will this project need water? If it does need water does the project have access to water to be used legally in a commercial application?
8. Will there be bathrooms (permanent or port-a-johns). If portable who will you use and how often will they be serviced? If permanent how will you process your waste water?
9. Who is the fire department that will cover this property? Does the project need any added fire protections? If so what?
10. How will this project impact the environment? For example, truck traffic creates dust. How will you mitigate dust? Will this project affect any drainage? Are you grading and changing any slopes or drainage on the property? Is there wildlife present that will be affected? If so how will you mitigate that impact?

II. SITE PLAN EXHIBIT (This is the map and picture of what you are doing).

Following are ALL the elements that MUST be on the single sheet that is 24" high x 36 wide"

1. Scale must be 1" = 50 or 1" = 100,
2. The name of the proposal/project and phase if applicable at the top of the page.
3. Include the legal description of the property.
4. A north arrow and scale with clearly defines the development.
5. In a call out box include a vicinity map, maybe an area map too – this shows where the project sits in the greater surrounding area and where it sits relative to its neighborhood.

6. Drawing and dimensions of ALL existing and proposed structures (labeled as such) and anything else that is being installed.
7. Location and dimension of all required off-street parking and total number of spaces. Include any loading/unloading or staging areas with dimensions.
8. Delineate and identify all public and private roadway, right of way, street names, easements with name, points of access on the subject property or adjacent to the proposed site.
9. Indicate on your close up map insert all parcels surrounding the subject property, their uses and their zoning.
10. On the parcel map insert identify all drainage ways affecting the site and designation of 100 year floodplain if on or adjacent to the site and any existing flood/erosion control or water retaining structure.
11. The following signature blocks must be provided on the site plan – these fit well alone the right hand margin and must be clearly legible.

Applicants can use the Elbert County Assessor’s Maps online and applicants can use Google Earth tools to build their exhibit.

This Special Use by Review was review and recommended for approval by the Elbert County Planning Commission on the _____ day of _____ year _____, A.D.

 Chairman Planning Commission

This Special Use by Review was review and recommended for approval by the Elbert County Board of County Commissioners on the _____ day of _____ year _____, A.D.

 Chairman, Board of County Commissioners

Clerk and Recorder’s Certificate

Colorado)

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County of Elbert)

I hereby certify that in this Special Use Review exhibit was filed in my office on this _____ day of _____ year _____, A.D.

12. Payment of the appropriate fee. The SUR fee and the pre-application fees may be your only fees but on some projects an engineering review may be required and some referral agencies may also charge a review fee.
13. A completed form obligating the applicant to pay for REASONABLE additional engineering and or planning consultation when requested by Community and Development Services, the Planning commission or the Board of County Commissioners when they need more information to make their decision.
14. If applicable the applicant must address the affected environmental impact (1041). Most smaller SURs do not need to complete a 1041. A 1041 application will cover the impacts on (including but not limited to) climate, air quality, minerals & geology, paleontology, topography, soils, water, vegetation, wildlife, recreation, visual resources, economics & sociology, cultural, transportation, noise and reclamation potential.