

Conditional Use Permit 2021 Checklist



Please read the following Checklist and ensure that all required items have been submitted. Note that uploaded plans and documents not following the naming conventions established in the Checklist and Plan Template Instructions may be considered incomplete applications and returned for corrections.

1. Planning Document Set: Please upload this conditional use permit document set as a single file that meets all specifications listed in the Planning Set Instructions for the City of Brighton.
 - Document Name: Conditional Use Permit- Planning Set

I verify that I have reviewed the City of Brighton's technical requirements for Conditional Use Permit submittals and that my plans meet said requirements.

Link: [Conditional Use Permit Template Instructions \(Planning Set\)](#)

2. Proof of Ownership: Please upload the title, deed or other legal instrument which provides evidence of the ownership consent. Property reports from County agencies will not be accepted as proof of ownership. The entity listed as the owner of the property should match with the ownership information entered on the application.
 - Document Name: Proof of Ownership
3. Neighborhood Meeting Minutes: Please provide neighborhood meeting minutes including evidence of the notice, attendance, content and presentation, issues and discussion summary, and outcomes of the meeting. Refer to Section 2.01.D of the Land Use and Development Code for additional information.
 - Document Name: Neighborhood Meeting Minutes
4. Neighboring Property Owners: Please provide a list of all property owners within 300 feet of the application property shown by the records of the county assessor no more than seven (7) days prior to the date of application. For oil and gas applications, the distance for property owners shall be increased to 1,000 feet.

At the discretion of the Director, mailed notice to all property owners within 1,000 feet may be required and will be determined at the Preliminary Application Conference.

With this list, also include two sets of pre-printed address labels of each property owner and map demonstrating the neighboring property locations as related to the application property.

- Document Name: Neighboring Property Owners
5. Utility Memo: Please submit a Utility Memo showing the number of fixtures, anticipated demand, and recommended tap size based on the anticipated demand. If there is an existing tap then indicate what the tap size is and if it is sufficient. Irrigation demand should also be included.
 - Document Name: Utility Memo
 6. Improvement Location Certificate (ILC): Please provide an ILC that has been prepared and certified by a Professional Land Surveyor (PLS) registered in the State of Colorado, which demonstrates the location and size of all existing structures on the property (house, deck, shed, etc.). This is a document typically required by a lender or insurance company prior to any property ownership transfer.
 - Document Name: Improvement Location Certificate
 7. Traffic Analysis Report: Please see Section 162.01.03 of the City of Brighton, Public Works Department Standards and Specifications Manual, Current Edition for requirements. If a Traffic Analysis Report was already approved through another entitlement process, please include a letter, sealed by an engineer that states the Conditional Use is in compliance with the Traffic Analysis Report.
 - Document Name: Traffic Analysis Report

8. In cases where proposed structures, such as towers, or buildings exceed 50' in height, a perspective rendering from each

cardinal direction is required from the adjacent public right of way or property line or 100 feet at average grade, whichever distance is greater. Additional cross-sections or line of site perspectives may be required at the discretion of the Planning Division.

9. The Conditional Use Permit process requires review by the Development Review Committee before being scheduled for review by the Planning Commission. The Planning Commission will hold a public hearing and will make a final decision on the conditional use permit.

By checking this box, I acknowledge that I understand the above process.

10. **Please answer this question by clicking the "Add A Comment" button in the bottom right corner of this box:** Will this use require any new utility connections, additional drainage, water taps, etc.?
11. **Please answer this question by clicking the "Add A Comment" button in the bottom right corner of this box:** How many people will use the site? (i.e. employees, customers, etc.)
12. **Please answer this question by clicking the "Add A Comment" button in the bottom right corner of this box:** How many employees are expected to be at the site at one time?
13. **Please answer this question by clicking the "Add A Comment" button in the bottom right corner of this box:** What are the days and hours of operation?
14. **Please answer this question by clicking the "Add A Comment" button in the bottom right corner of this box:** What types and how many structures will be on-site?
15. **Please answer this question by clicking the "Add A Comment" button in the bottom right corner of this box:** What types of vehicles will access the site and how often?
16. **Please answer this question by clicking the "Add A Comment" button in the bottom right corner of this box:** How will off-street parking be handled?
17. **Please answer this question by clicking the "Add A Comment" button in the bottom right corner of this box:** How will impacts to neighboring properties be handled? (i.e. visual, noise, vibrations, air pollution, etc)
18. No hard copies are required at the time of project submission.
19. **I understand that by submitting a complete application including all electronic files to the City of Brighton Community Development Department by 5:00 PM (MT) on Tuesday, my application will meet the required deadline. If an application is deemed incomplete, it will not be accepted until all submittal items have been received. Any complete application submitted after the deadline will be officially accepted by the City of Brighton the following Tuesday.**