



Conditional Use Permit 2024 Checklist

Please read the following Checklist and ensure that all required items have been submitted. Please 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. Conditional Use Permit Plans: Please upload the Conditional Use Permit Plans that meet the technical requirements of the City of Brighton.

- Document Name: Conditional Use Permit Plans

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

A copy of the requirements for the City of Brighton concerning Conditional Use Permit Plan submittals can be found here:

- Conditional Use Permit Plan Template Instructions

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. Legal Description: Please upload a description of land recognized by law, based on surveys, spelling out the exact boundaries of the entire parcel of land. It should so thoroughly identify a parcel of land that it cannot be confused with any other.

- Document Name: Legal Description

4. Neighboring Property Owners: Provide a list of all property owners and mailing addresses within a 300 foot radius of the application property. 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. Property owner addresses should be acquired from current County records.

- Document Name: Neighboring Property Owners
5. Improvement Location Certificate (ILC): Please provide an ILC is 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. This will be included in the Civil Plan set.
 - Improvement Location Certificate
 6. 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 Impact Study was already approved through Final Plat or other entitlement process, please include a letter, sealed by an engineer that states the Downtown Plan is in compliance with the Traffic Impact Study.
 - Document Name: Traffic Analysis Report
 7. Soils & Geologic Report: Required for new construction. Please see Section 500 (City Street Construction) of the City of Brighton, Public Works Department Standards and Specifications Manual, Current Edition for requirements.
 - Document Name: Soils Report
 7. Cultural Resource Survey: Required if there are cultural resources on the property that are older than 50 years and potentially hold significance in architecture and social history. Cultural resource surveys for all resources on the property, as determined by City staff, shall be submitted.
 - Document Name: Cultural Resource Survey
 8. Water Resources Report (if applicable): In 2022, the City of Brighton made significant changes to the raw water dedication/fee-in-lieu payment requirements in Brighton Municipal Code Section 13-4-10. These changes may have an effect on any communication, both written and oral, that was previously had with the Water Resources Division of the Utilities Department. If you have any question at all related to the water dedication/fee-in-lieu payment requirements in Brighton Municipal Code, previous communications with Utilities staff or water resources requirements to develop in the City of Brighton, please reach out to us at 303-655-2239.

Please submit a Water Resources Report, per Section 13-4-10 of Brighton Municipal Code, for review. The linked policy below outlines the code requirements.

Policy Link

10. Color and Materials Board: If new structures are being built, please supply a color and materials board for the new structure with your application for review.

11. In cases where proposed structures, such as towers, or buildings exceeding 50' in height, a perspective rendering from each cardinal direction is required from the adjacent public row 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.

12. With a Conditional Use Permit application, Civil Plans may be required by the City of Brighton Community Development Department. Please contact the City (303.655.2059) to determine whether the Civil Plans will be required. If required, the City will provide standards and technical requirements for the Civil Plans.

13. Stormwater Facilities Maintenance Agreement: Required if a development agreement does not already address stormwater facilities management requirements for existing facilities that require modification for the new development or for any new facility. Please sign the [Stormwater Facilities Maintenance Agreement](#), add a property description to Exhibit 1, and add a Facilities Location Map to Exhibit 2.

Link: Exhibit 2 Template

14. 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.)

15. 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?

16. 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?

17. 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?

18. 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? 1

9. 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?

20. 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.)

21. Hard Copy Requirements:

1. One Sheet and a copy of the labels for mailing

Delivered to: One Stop, City of Brighton 500 S. 4th Avenue Brighton, CO 80601

22. I understand that by submitting all electronic files, required hard copy documents, and the application fee to the City of Brighton Community Development Department by 5:00 PM (MT) on Tuesday, my application will meet the required deadline. Any application submitted after the deadline will be officially accepted by the City of Brighton the following Tuesday.