



Development Assistance Packet

Site Plan

Version: 2019.03.29

This Packet Contains:

- Overall Development Review Process
- Site Plan Process/Flow Chart
- Cañon City Application Fee Schedule
- Application Submittal Checklist
- Land Use Application Form
- Notice Requirements for Public Hearings
- How To Write A Project Narrative.
- Glossary of Commonly Used Land Development Terms

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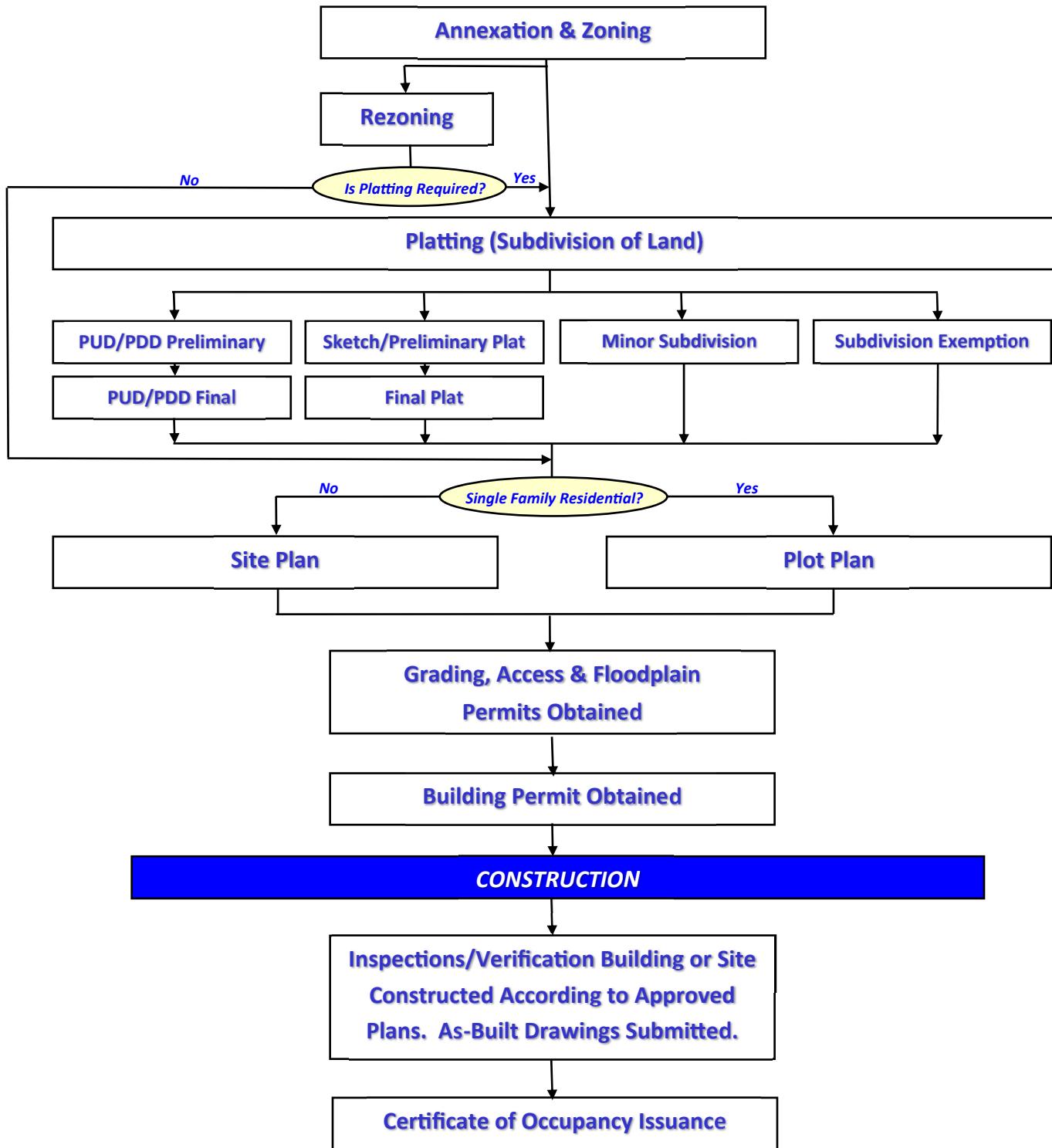
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City of Cañon City Community Development Department

City Hall: 128 Main Street/PO Box 1460, Cañon City, CO 81215-1460

Overall Development Review Process







City of Cañon City

SCHEDULE OF DEVELOPMENT & LAND USE APPLICATION FEES

TYPE OF APPLICATION	FEES
MAJOR SUBDIVISION	
Preliminary Plat	\$1,000 plus \$10 per lot
Final Plat	\$1,500
MINOR SUBDIVISION	\$1,000 plus \$10 per lot
SKETCH PLAN	\$400
SITE PLAN	\$350
Appeal of Site Plan Decision to City Council	\$100
SUBDIVISION EXEMPTION or LOT LINE ADJUSTMENT	\$250
VACATION OF RIGHT-OF-WAY OR EASEMENT	\$500
APPEAL OR VARIANCE TO BOARD OF ADJUSTMENT (17.36)	\$100
ZONE CHANGE OR CODE AMENDMENT (17.40)	\$150 + publication fee
SPECIAL REVIEW REQUEST (17.24)	\$200 + publication fee
TEMPORARY USE PERMIT (17.12, PERMITTED USES W/ PERMIT)	\$50 plus \$25 annual renewal
CONDITIONAL USE PERMIT (17.23)	\$100
SIGN PERMIT (17.30)	
Valuation of sign	
\$1 to \$500	\$15
\$501 to \$2,000	\$15 for the first \$500 plus \$2 for each additional \$100 or fraction thereof, to and including \$2,000
\$2,001 to \$25,000	\$45 for the first \$2,000 plus \$9 for each additional \$1,000 or fraction thereof, to and including \$25,000
\$25,001 to \$50,000	\$252 for the first \$25,000 plus \$6.50 for each additional \$1,000 or fraction thereof, to and including \$50,000
\$50,001 to \$100,000	\$414.50 for the first \$50,000 plus \$4.50 for each additional \$1,000 or fraction thereof, to and including \$100,000
EXPAND OR ESTABLISH MOBILE HOME PARK (17.12)	\$300 + \$5 per space
MOBILE HOME PLACEMENT AND SKIRTING PERMIT (17.12)	\$50
APPROVAL OF A TMU PROJECT PURSUANT TO CHAPTER 17.14	\$150 + publication fee
COMMUNITY MARIJUANA CULTIVATION FACILITY (5.60)	
Phase 1 Application Fee	\$250
Phase 2 Application Fee	\$1,250
License Fee	\$1,000
Late Fee - Renewal	\$500
Change in Financial Interest	\$100 min or actual cost if more than \$100
APPEAL OF A DECISION OF THE PLANNING COMMISSION REGARDING A TMU PROJECT, PURSUANT TO PARAGRAPH 1 OF SUBSECTION 17.14.070(H)	\$100 (refundable if the appellant is the prevailing party in the appeal) + publication fee (non-refundable)



City of Cañon City

Community Development Department

Planning & Zoning Division

Application Submittal Checklist

Site Plan

Please include this page with application submittal, so that staff can verify all required items have been included.

Included by applicant?	Staff Confirms	Submittal Item	Copy (Quantity)	Electronic	Electronic Files Should be Submitted as PDF Documents	Notes:
General Submittal Requirements						
		Application Form	1		Completed, signed and containing all required exhibits	
		Application Fees	1		Cash or Check (made out to City of Cañon City) only	
		Legal Description of Property	2	✓	Exhibit A to Application Form	
		Title Commitment/Policy	1	✓	Current to within 30 days, Exhibit B to Application Form	
		Notarized Letter of Authorization	1	✓	Exhibit C to Application Form, signed by Property Owner	
		Disclosure Letter	1	✓	Exhibit D to Application Form, signed by Property Owner	
		Vicinity Map for Project Site	5	✓	Exhibit E to Application Form	
		Public Notice Requirements Apply	n/a	n/a	Refer to Public Notice Matrix	
Specific Submittal Requirements (see NOTE, below)						
		Project Narrative	5	✓	Refer to Project Narrative Assistance Page	
		Site Plan Exhibit*	5	✓	24" by 36" format, coalated and folded to 9" by 12"	
		Materials & Samples Board	1		Ideal size: 9" by 12", but contact staff if you seek a different size	
		Schedule of Development	5	✓	1 to 2 sheets describing any potential phasing	
		Existing Conditions Map	5	✓	24" by 36" format, coalated and folded to 9" by 12"	
		Other Additional Information			As required by City Staff	
Reports & Studies						
		Utility "Will Serve" Letters	1	✓	1 each from regional utility providers	
		Traffic Impact Analysis			As required by City Staff	
		Drainage Report			As required by City Staff	
		Easements/Deeds/Agreements			Copies of any recorded documents against property	
		CDOT Highway Access Permit			If applicable, contact City Engineer	

NOTE: All Site Plan applicants must schedule a Pre-Application Meeting with City staff to ascertain what will need to be depicted or included on the various required documents. These requirements may vary with each application.

* Site Plan Exhibit must include the following:

Site Plan, including parking layout and internal/vehicular pedestrian circulation plan, Landscape Plan, Photometric Plan as well as Lighting Fixture Cut-Sheet, and color-rendered building elevations.

Fremont County Clerk & Recorder Recorded Documents Fee Schedule	
Letter Size Document:	\$13.00 for first page \$5.00 each additional page
Plats:	\$13.00 for first page \$10.00 for each additional page



City of Cañon City Community Development Department

Land Use & Development Application

128 Main Street, Cañon City, CO 81212

719.269.9011 (Phone) 719.269.9017 (Fax) <http://www.canoncity.org> (Website)

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INSTRUCTIONS

1. All applications must be typed or printed. Illegible applications may be rejected by the Community Development Department.
2. All applicable sections must be completed. The application must be signed by ALL parties of interest. Unsigned applications will be rejected.
3. All requisite Exhibit Attachments, and the application fee, must be included in order the application to be deemed complete.

APPLICATION TYPE	[Select All That Apply]
<input type="checkbox"/> Amendment to Comprehensive Plan	<input type="checkbox"/> PDD/PUD: Preliminary Plan
<input type="checkbox"/> Annexation & Rezoning	<input type="checkbox"/> PDD/PUD: Final Plan
<input type="checkbox"/> Appeal of Site Plan to City Council	<input type="checkbox"/> Rezoning, including amendments to PDD
<input type="checkbox"/> Conditional Use Permit [CUP]	<input type="checkbox"/> Site Plan
<input type="checkbox"/> Establish/Expand Mobile Home Park	<input type="checkbox"/> Special Review Use [SRU]
<input type="checkbox"/> Lot Line Adjustment/Replat	<input type="checkbox"/> Subdivision Exemption Plat
<input type="checkbox"/> MAJOR SUBDIVISION: Final Plat	<input type="checkbox"/> Temporary Use Permit
<input type="checkbox"/> MAJOR SUBDIVISION: Sketch/Prelim Plan	<input type="checkbox"/> Transitional Mixed Use [TMU] Project
<input type="checkbox"/> MINOR SUBDIVISION	<input type="checkbox"/> Vacation [ROW or Easement]
<input type="checkbox"/> Mobile Home Placement & Skirting	<input type="checkbox"/> Variance
	<input type="checkbox"/> Wireless Service Facility
	<input type="checkbox"/> Zoning Code Amendment
	<input type="checkbox"/> Community Marijuana Cultivation Facility
	<input type="checkbox"/> Phase 1 App Review
	<input type="checkbox"/> Phase 2 App Review
	<input type="checkbox"/> License
	<input type="checkbox"/> Late Fee: Renewal
	<input type="checkbox"/> Change in Financial Interest

SUBJECT PROPERTY

Address or General Location:				
<input type="checkbox"/> NW ¼ Section:	<input type="checkbox"/>	Subdivision:		
<input type="checkbox"/> NE ¼ Township:	<input type="checkbox"/>			
<input type="checkbox"/> SW ¼ Range:	<input type="checkbox"/>	Lot:	<input type="checkbox"/>	
<input type="checkbox"/> SE ¼		Block:	<input type="checkbox"/>	
			Filing:	<input type="checkbox"/>

Provide a Brief Summary of Requested Land Use Action:

Current Condition:	Proposed Condition:	Utility Providers:
Zoning:	Zoning:	Water:
If PDD, specify use:	If PDD, specify use:	San. Sewer:
Current Use:	Proposed Use:	Electricity:
Area/Size (in acres):	No. of Lots:	Gas:
Developed: <input type="checkbox"/> Yes <input type="checkbox"/> No	No. of Dwelling Units:	Telephone:
No. Dwelling Units:	Sq. Ft. Commercial:	Cable:
Sq. Ft. Commercial:		Fire Protection:

PROJECT CONTACTS

Note: Unless otherwise specified, all correspondence from the City will be directed to the specified Applicant

Property Owner of Record	Project Representative/Consultant No. 1
Name:	Name:
Company:	Company:
Address:	Address:
Phone:	Phone:
Fax:	Fax:
Email:	Email:
Applicant (If Different From Property Owner)	Project Representative/Consultant No. 2
Name:	Name:
Company:	Company:
Address:	Address:
Phone:	Phone:
Fax:	Fax:
Email:	Email:

Land Use & Development Application

continued

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ACCEPTANCE OF TERMS

By signing below, the Property Owner of Record, Applicant and Project Representative are indicating that each understands and agrees to the following terms:

- 1 Authorized personnel from the City of Cañon City are hereby granted the right to enter the subject property for the purposes of reviewing and processing the application.
- 2 The Property Owner of Record acknowledges and agrees that the City of Cañon City may file liens against the subject property for any unpaid financial obligation owed to the City related to reviewing and processing this application.
- 3 There are no known geologic or biologic hazards, nor any vicious animals present on the subject property except as indicated on the attached EXHIBIT D.
- 4 All requirements for submission of this application for reviewing and processing, by the City of Cañon City Community Development Department/Planning & Zoning Division, are made in accordance with the City's Zoning and Subdivision regulations, as amended, as well as any applicable City of Cañon City Ordinances and Resolutions.
- 5 Application fees must be paid in full at the time the application submittal is made to the City.
- 6 All information contained in this application, the attached EXHIBITS, and other materials submitted in connection with this application are true and accurate to the best knowledge of the applicant, Property Owners of Record and any Project Representative. It is clearly understood and agreed to that false or untruthful information may be grounds for the City to stop processing this application or withdrawing any approval, which was granted based upon such false or untruthful information.
- 7 The City of Cañon City is under no obligation to approve the request contained in this application. No promises or approval are conveyed with the acceptance of this application.

- 8 The schedule of EXHIBIT attachments, as described below, must accompany this application:

EXHIBIT A: Legal Description of Property

EXHIBIT B: Title Policy, Current To Within Thirty (30) Days of the date of signatures below

EXHIBIT C: Letter of Authorization from the Property Owner of Record, which allows the Applicant and Project Representative to act on the Property Owner's behalf, and accepting ultimate financial obligation for expenses incurred by the City of Cañon City as a result of the evaluation of this request.

EXHIBIT D: Disclosure of any Geologic, Physical or Biologic Hazard present on site, or any vicious animals in residence on the property

EXHIBIT E: Vicinity Map of Project Site

- 9 Refer to the Application Submittal Checklist for your specific application for a complete list of documents to be included.

SIGNATURES

Property Owner of Record

Print Name:

Signature:

Date:

Applicant, if Different from Property Owner of Record

Print Name:

Signature:

Date:

Project Representative/Consultant No. 1

Print Name:

Signature:

Date:

Project Representative/Consultant No. 2

Print Name:

Signature:

Date:

OFFICIAL USE ONLY

Project No.:

Application Reviewed by:

Application Accepted by:

Date:

Date:

Application Deemed Complete:

Application Fees:

Date:

Receipt No.:



City of Cañon City Community Development Department

John D. Havens City Hall Building
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www.canoncity.us [Web]

Public Notice Matrix

	Annexation/Rezoning	Rezoning	Sketch/Preliminary Plan	Final Plat	Minor Subdivision	Subdivision Exemption	Preliminary PUD Plan	Final PUD Plan	Special Review Use	Conditional Use	Vacation of ROW	TMU Project	Site Plan
First Class Mailing , 15 calendar days prior to scheduled Public Hearing, sent to all property owners within 300 feet of the property. Written Notice affidavit required prior to	●	●	●	●	●		●	●	●	●		●	
Sign Posting , 15 calendar days prior to scheduled Public Hearing, posted facing adjacent Rights-of-Way. A Photograph of posted sign must accompany the sign posting	● ●	● ●	● ●	● ●	● ●		●	● ●	● ●			●	
Published Notice , in the Cañon City Daily Record, at least 15 calendar days prior to a Public Hearing. The Daily Record will provide a Publisher's Copy of the notice after publication.	●	●	●	●	●			● ●					
Mineral Rights Notice , 30 calendar days prior to scheduled public Hearing. Notice is sent via USPS Certified Mail, return receipt requested, or by a nationally recognized overnight courier. <i>(If Applicable.)</i>	●	●	●	●	●		● ●						
Annexation Publication , published once a week for five (5) consecutive weeks. First publication must be at least 45 days prior to Council Hearing Date.	●												
Special District Mailing , sent to all Title 32 Special Districts at least 25 days prior to Council Hearing Date.	●												
Planning Commission Hearing Required	●	●	●	●	●		●	●	●			●	
City Council Hearing Required	●	●	●	●	●		●	●	●		●		

● For PC Hearing

● For CC Hearing



How To Write A Project Narrative

Introduction:

Even if you met with City Staff before making your land use application you likely will not have met everyone involved in the review of your project. A project narrative is your opportunity to inform to referral agencies outside of the city what your project entails. You will be directly communicating to special district and utility stakeholders your intentions and goals your land use proposal. These can also be very helpful attachments to mailed public notices, should your project be one which must proceed to Public Hearing before the City's Planning Commission and City Council.

Well written Project Narratives do not need to be multiple pages. In most cases, a concise but thorough summary of your project should only require one page, two at most.

What to say:

Essentially, the Project Narrative should begin with the basics of the proposal: what is the application type you are seeking approval for? Where is it located? What currently exists on the site (even if the site is currently vacant, does it have topography or native vegetation of note)? How is the site zoned, and how large is it? What uses exist on surrounding properties?

Next, you should describe the proposal itself. If this is a rezoning, what zone district is being requested, and why? If this is a subdivision, describe the end configuration of the subdivision in terms of number of lots, access, and uses internally. If this is a site plan, include specifics on the size and use of the building, parking requirements and where it is gaining access. And on discretionary uses, such as Conditional Use Permits and Special Review Uses, address any evaluative criteria specified in the City's Zoning Code for approval. Remember, this is your case to verbally describe your project.

Format:

Whether the Project Narrative is put on an official letterhead or not, the narrative should be composed in Microsoft Word (or a program compatible with Word,) or as a PDF document. Again, we recommend not going over one page in length.

As always, if you have questions, feel free to contact the City Planner's Office.



Glossary of Commonly Used Land Development Terms

Accessory Building or Use:

A building or use which:

1. is subordinate to, and serves a, principle building or use;
2. is subordinate in area, extent, or purpose to the principal building or use;
3. contributes to the comfort, convenience or necessity of occupants of the principal building or use; and,
4. is located on the same lot, or an adjacent lot within the same zoning district.

Annexation:

Annexation is the modification of the incorporated boundaries of a municipality to include a new parcel or property not previously a part of the municipality. By this boundary modification, a parcel changes the local government with which it is primarily served from a County to a City or Town. Consequently, a local police department will answer calls to the property, rather than a county sheriff's department. A local public works department will maintain public roadways adjacent to, or within the property, rather than a county public works department.

In Colorado, State Statutes establish the minimum standards which must be met before a property can be considered for Annexation. Among these:

- At least one-sixth (1/6) of its perimeter must be touching a current boundary of the municipality. This is called contiguity.
- It cannot be a "flag pole" *an annexation of a long roadway intended to run the municipal boundaries out to serve just a single parcel.)
- A "community of interests" exists between the particular parcel or property and the annexing municipality. There are a number of ways this "community of interests" can be established, such as the fact the annexation was contemplated as part of a resolution from the County waiving the requirement for an Annexation Impact Report, or the parcel was part of a Master Plan by the municipality, anticipating annexation of the property.
- The municipality is able to extend municipal services to the property being annexed, and thereby integrate the property into the annexing City or Town.
- There are no other municipalities which can annex the property, or, if there are other municipalities which annex, no proceeding for annexation has been commenced in any other jurisdiction.
- The annexation will not have the effect of extending the municipality's boundaries more than three miles.
- Petitions have been properly filed with the municipality by the legal owner(s) of the property, requesting annexation into the municipality.

Under Colorado Statutes, annexations are strictly boundary modifications to municipalities. As such, the annexation request itself is only considered by the policy making body – the elected Council for the

municipality – rather than an advisory Planning Commission. In the City of Cañon City, it must be understood that an annexation cannot occur without a concurrent request to rezone the property to a zoning district recognized by the City's Zoning Ordinance. The Zoning component will go to Public Hearing before the Planning Commission for recommendation. Afterwards, the Zoning Component will be heard at the same Public Hearing before City Council as the Annexation component.

Annexation Agreement:

Some large parcel annexation requests are associated with an Annexation Agreement which sets forth the terms, conditions and fees to be paid by the property owner upon annexation and initial development of the property. Specifically, these agreements will define developer responsibilities and acreages associated with open space, parks, schools, fire stations, trails and public improvements. Additionally, the agreement will identify specific fees associated with the development which may include school or park dedication in-lieu fees.

As each Annexation request is unique, the associated Annexation Agreement is tailored to the specific site based upon location, existing & proposed land use, existing & proposed roadway networks, Master Plan consistency and zoning. Annexation Agreements are prepared by staff, and only certain portions of the document which are not the standard form are negotiated with the applicant prior to the Public Hearings. Once the document is accepted by City staff, and signed by the applicant, the Public Hearing Notice requirements can begin if all other remaining issues relative to the application have been resolved.

Once approved in conjunction with the annexation and rezoning applications by City Council, the agreement is recorded and all future applications associated with the development are reviewed for consistency with the Agreement.

Conditional Use:

A type of discretionary use under zoning which can potentially create conflict with surrounding uses. In Cañon City, a permit to grant approval for a Conditional Use can be administratively granted, but may come with limitations on certain facets of the use to mitigate those land use conflicts.

Euclidean Zoning:

Zoning as defined within a Zoning or Land Use Code which explicitly lists uses by right, conditional uses, and special review uses. It also creates height and setback limitations, and will be specifically broken into a category of residential, commercial, industrial, park and open space character and intent. The term originates from a 1926 US Supreme Court Decision (*"Village of Euclid, Ohio v. Ambler Realty Company,"* 272 US 365) in which the Court held that zoning is a valid expression of local government's police powers for the protection of public health, safety and welfare.

Floor area ratio:

The ratio of floor area permitted on a zoning lot to the size of the lot. FAR provisions may be used in combination with other bulk regulations, such as bulk planes, open space, and building spacing requirements. When used alone, they give developers great flexibility in deciding whether to build a low building covering most of the lot or a high building covering only a small part of the lot or, in some places, a combination of buildings, so long as the total allowed is not exceeded.

Hardship:

An unusual situation on the part of an individual property owner that will not permit the full utilization of property that is given to others within the community. A hardship exists only when it is not self-created or when it is not economic in nature. A true hardship exists only when the literal interpretation of the requirements of the ordinance would place an individual in an unusual circumstance and would deny the right to use property for any purpose, or create an unnecessary burden, unless relief is granted. (This criteria is an essential requirement for granting a Variance request. See "Variance," below.)

Master Plan:

A comprehensive plan for the physical, social, economic, and environmental development of the municipality, including studies of land use, circulation, etc. and a report presenting the objectives, assumptions, standards, and principles that are embodied in the various interlocking portions of the plan. A master plan is usually a composite of one or more mapped or written proposals recommending development policies for the municipality which is adopted by the planning commission, either as a whole or in part, after public hearing. A master plan may include proposals for various stages in the future development of the community.

Mixed-use Zoning:

Zoning that permits a combination of usually separated uses within a single development. In Cañon City, Planned Unit Development (PUD) and Planned Development District (PDD) developments specify permitted combinations of various residential types and commercial or light industrial/office uses.

Planned Development District (PDD):

A type of zone district recognized in Cañon City in which a variety of different kinds of uses (residential involving various densities, park/recreation/open space, commercial retail and office, light industrial and community facility) can be organized on a large parcel. These provisions for use, including height limits, minimum setbacks and densities are unique and customized to the parcel being zoned. In that respect, they differ greatly from single purpose Euclidean zone districts.

PDD Zone Districts are adopted by ordinance and recorded, and require two components:

A map, indicating how the internal arrangement of land use areas are to be laid out, how they are to be accessed by collector and arterial classification roadways, linkages between internal active and passive recreational use areas, and a clear method for identifying each internal land use area; and,

A written guide which includes the instructions for each internal land use area pertaining to permitted, conditional and special review uses, height and setback limits, density or floor area ratio limits, and any design requirements to be imposed as a matter of zoning.

Planned Unit Development (PUD):

An overlay type of zoning for a specific parcel which also incorporates aspects of subdivision review into its process. In Cañon City, a PUD overlay can allow for different setbacks, modified street sections, minimum lot sizes, greater density and a broader mix of uses than would otherwise be allowed within the underlying Euclidean zoning. PUD applications are broken into Preliminary PUD, and Final PUD, both of which require approval as part of Public Hearings before Planning Commission and City Council. An approved PUD has a lifespan of 60 months (5 years) for a building permit to be issued, or the approval lapses, and the zoning reverts back to the Euclidean zoning the site held prior to the PUD approval.

Like the PDD zoning district (described above), the PUD overlay district will come with both a map/subdivision proposal, and a written guide providing instructions for how internal uses are to be organized and limited.

Principal Use:

The main use of land or structures as distinguished from a secondary or accessory use. A house is a principal use in a residential area; a garage or pool is an accessory use. Zoning ordinances will often establish a general rule that only one principal structure or use will be permitted on each lot.

Site Plan:

A plan, drawn to scale, of a non-Single Family Residential, Commercial, Light Industrial or Office project. This plan will show the locations of structures, vehicular and bicycle parking, internal vehicular and pedestrian circulation systems, access and egress locations to surrounding rights-of-way, landscaped areas, photometric evaluation, and the location of similar physical improvements on adjacent lots. The Site Plan also includes color elevation renderings for all buildings and structures proposed for a development including trash enclosure structures.

Special Review Use:

A type of discretionary use under zoning which requires the review and approval by both Planning Commission and City Council as part of a Public Hearing to ensure than any adverse impacts upon adjacent land uses, structures, public services and public facilities generated by the requested use can be, and are, mitigated.

Subdivision:

The process (and the result) of dividing a parcel of raw land into smaller buildable lots, blocks, streets, open space, and public areas, and the designation of the location of utilities and other improvements. Cañon City has several different types of subdivision processes depending upon the size of the property, the complexity of the proposal, the number of lots proposed for creation, and whether public improvements will be required to serve the subdivision.

Use-by-right:

Uses and development standards that are determined in advance and specifically authorized by the zoning ordinance. The ordinance, as a result, is largely self-enforcing because no flexibility is involved and no discretion occurs in its administration. Ex; a single-family zone would allow single-family detached residences as of right; so long as site development standards are met (height, yards, bulk) the zoning permit must be granted.

Variance:

A mechanism that grants a property owner relief from certain provisions of a zoning ordinance when, because of the particular physical surrounding, shape, or topographical condition of the property, compliance would result in a particular hardship upon the owner, as distinguished from a mere inconvenience or a desire to make more money. (See "Hardship," above.)

A variance may be granted to reduce minimum yard or setback requirements, or the number of parking or loading spaces, or to increase the permitted size of a sign. In Cañon City, authority to grant variances is vested in the Board Of Adjustment.

Zoning district:

A geographic area in which the designation of the zoning ordinance sets forth requirements dealing with all uses that may be conducted therein. A zoning district is a part of the community that has an indicated boundary on the zoning map and to which the provisions of the ordinance apply. The theory is that each property and each person within a given zoning district must be treated alike. There can be no discrimination between individuals within the district itself.