

**PARK COUNTY APPLICATION FOR  
DETERMINATION OF LOCATION AND EXTENT  
OF PUBLIC FACILITIES USE  
NON-REFUNDABLE APPLICATION FEE: \$700**

All applicants must submit one complete application and attend a pre-application conference with the Park County Planning Department Staff seven (7) to ten (10) working days prior to the application submittal deadline. Following the acceptance of the complete application the applicant must submit **twenty (20) collated copies, or electronic media as requested** to the Park County Planning Department on or before the application submittal date.

If you have questions regarding this form please contact the Planning Department by phone at (719) 836-4254, or e-mail [pcpd@parkco.us](mailto:pcpd@parkco.us), fax (719) 836-4351, or write to us at P.O. Box 1598 Fairplay, CO 80440.

**A. APPLICANT AND OWNERSHIP INFORMATION**

Applicant's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone (work) \_\_\_\_\_ (home) \_\_\_\_\_ (fax) \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone No. and Email Address: \_\_\_\_\_

**B. PROPERTY INFORMATION**

Complete Legal Description of Property Proposed for the Public Facility of Use (attach additional page, if necessary):

\_\_\_\_\_

Street Address of Property: \_\_\_\_\_

Property's Total Acreage: \_\_\_\_\_

Current Zone District of Property: \_\_\_\_\_

<b>For County Use Only</b> Planning Department Confirmation of Current Zone District: District: _____ _____ Print Full Name
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**Requirements for a Location and Extent Determination  
Article IX, Division 3, Section 9-302**

**For County  
Use  
Only:**  
Initial Receipt of  
the Required  
Information

**C. APPLICATION REQUIREMENTS**

1. Application Fee. An application fee in the amount of \$700 must be paid at the time of submission of the application. Make the check or money order payable to: Park County Planning Department. The fee pays for the typical cost to the County to process the application. Any additional costs that may occur are the applicant's responsibility. (1.)\_\_\_\_\_
  
2. Tax receipt showing payment of current taxes. This can be obtained at the Park County Treasurer's office. (2.)\_\_\_\_\_
  
3. Proof of ownership in the form of a recorded Warranty Deed. This can be obtained at the Park County Clerk and Records office. (3.)\_\_\_\_\_
  
4. A signed and notarized certification from the Applicant that proper notice has been provided to the mineral estate owner pursuant to C.R.S. § 24-65.5-103, or a certification that such notice is not required because the surface estate has not been separated from the mineral estate for the property described in the application. A form of certification is provided in Appendix B (attached). (4.)\_\_\_\_\_
  
5. A list of names and mailing addresses of all owners of adjacent property to the subject property. This information appears of record with Park County Assessor's Office. (5.)\_\_\_\_\_
  
6. A Location and Extent Plan and Report shall be prepared on 24" x 36" paper at a commonly used engineering scale sufficient to illustrate the necessary location and extent of the proposal. The plan shall include the following information as a minimum:
  - a. Name of proposed use/facility together with a narrative describing the purpose of the improvements, the range of impacts, and how these impacts are addressed; (6a.)\_\_\_\_\_
  - b. A complete legal description of the property containing the proposed use/facility prepared by a licensed and registered Colorado land surveyor; (6b.)\_\_\_\_\_
  - c. A vicinity map showing the location of the property in relation to commonly known features such as terrain and roads; (6c.)\_\_\_\_\_
  - d. Existing and proposed access to the site, including surfacing and width, all easements and drainages, all loading, parking and outdoor storage areas; (6d.)\_\_\_\_\_
  - e. Existing and proposed topography shown at two-foot (2ft) contour intervals, or another contour interval approved by the Planning Director or designee. Existing (6e.)\_\_\_\_\_

<b>For County Use Only:</b>
Initial Receipt of the Required Information
(6f.) _____
(6g.) _____
(6h.) _____
(6i.) _____
(7.) _____
(8.) _____
(9.) _____
(10.) _____

- contours shall be shown with dashed lines and proposed contours with solid lines; and,
- f. The location, dimensions (including height) and uses of all existing and proposed structures, and the location and type of all exterior lighting; and,
  - g. Source and availability of water and method of waste and wastewater disposal; and,
  - h. An illustrative landscape plan showing all proposed landscaping materials, fences, walls, planters and any other existing and proposed features; and,
  - i. All Utility lines and appurtenances.
7. A traffic study describing the transportation network and establishing the adequacy or inadequacy of the network to accommodate additional traffic generated by the proposed use/facility
  8. A proposal for the method of guarantee of financing (letter of credit or performance bond) and a timetable for construction of public improvements.
  9. The property must be clearly identified with the address and posted according to the Park County address requirements (attached).
  10. Additional information may be requested by the Planning Director or designee to ensure compliance with this or any other applicable regulation or statute. Any information required above may be waived by the Planning Director when deemed unnecessary.

***Note: Refer to Park County Land Use Regulations Article IX for requirements of Location and Extent Determination.***

**D. APPLICANT AND LANDOWNER SIGNATURES:**

The undersigned applicant and landowner hereby verifies and affirms that the information contained in this application is complete and accurate. The undersigned applicant and landowner understands and acknowledges that the submission of inaccurate and incorrect information may result in the denial or rejection of the application and/or result in the invalidation of any approvals issued by Park County, Colorado.

Applicant: Signed: \_\_\_\_\_

Print name: \_\_\_\_\_

If company, state Title/Position: \_\_\_\_\_

**E. VERIFICATION OF DATE OF DELIVERY OF APPLICATION**

This application was submitted to the Park County Planning Department on the following date and time:

\_\_\_\_\_, 20\_\_\_\_  
Month Day Year

Payment of the Applicant Fee was made by:

_____	Personal Check # _____	Amount \$ _____
_____	Cash	Amount \$ _____
_____	Other _____	Amount \$ _____

<p><b>For County Use Only:</b>  Verification of Date of Delivery and  County Receipt of Application  Date: _____  Print Name: _____</p>
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**APPLICANT MUST ATTEND THE HEARING. IF A REPRESENTATIVE ATTENDS THE HEARING ON BEHALF OF THE APPLICANT, A NOTARIZED LETTER OF CONSENT MUST ACCOMPANY THE APPLICATION.**

**ALL PLANNING COMMISSION HEARINGS WILL BE SCHEDULED FOR THE SECOND WEDNESDAY OF EVERY MONTH. IF A QUORUM IS NOT AVAILABLE, THE HEARING WILL BE SCHEDULED THE NEXT AVAILABLE DATE.**

**APPENDIX B**

**APPLICANT CERTIFICATION REGARDING NOTICE TO MINERAL ESTATE  
OWNER**

I, \_\_\_\_\_, submitted an application for land use approval from Park County generally described as:

- \_\_\_ Conditional Use Permit
- \_\_\_ Determination of Location and Extent of Public Facilities Use
- \_\_\_ Planned Unit Development with Rezoning
- \_\_\_ Special Use Permit; (Telecommunications, Wetlands)
- \_\_\_ Subdivision; (Major Preliminary Plan, Major Final Plat, Minor, Sketch, Combined)

I understand that state law, found at CRS 24-65.5-101 through 24-65.5-104, imposes specific legal requirements involving my providing written notice to the mineral estate owner of my application.

**I HEREBY CERTIFY** that I have complied with the notice requirements imposed upon me by CRS 24-65.5-101 through 24-65.5-104.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print Name

<p><b>For County Use Only</b></p> <p>Application Name/Case Number: _____</p>
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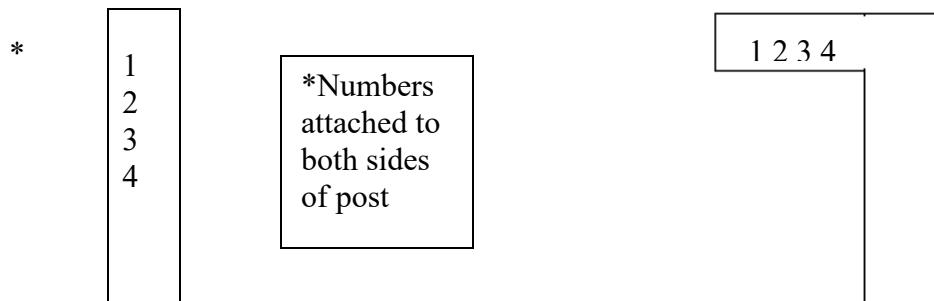
## **“POSTED” ADDRESS REQUIREMENTS**

### Park County Land Use Regulation Section 7-1207 Address Number Signage

Park County requires properties undergoing development to have a permanent address posted. This address post is permanent and is not just for the inspector but is for the use of the Fire Department, Sheriff and Emergency Services. The street address numbers need to be posted on the property prior to the preliminary inspection of the driveway.

- ❑ Numbers shall be attached to a 4” X 4” treated wood or redwood post.
- ❑ The post shall be placed at the driveway no further than 5 feet from the property line. **Note: The post must not be placed in the county road right-of-way.**
- ❑ The top of the post shall be installed, in a permanent fashion, a minimum of 48 inches above the ground. If the ground is frozen, place the post in a 5 gallon bucket filled with sand or rock until the post can be permanently installed into the ground.

The sign specifications are shown with the below two examples.

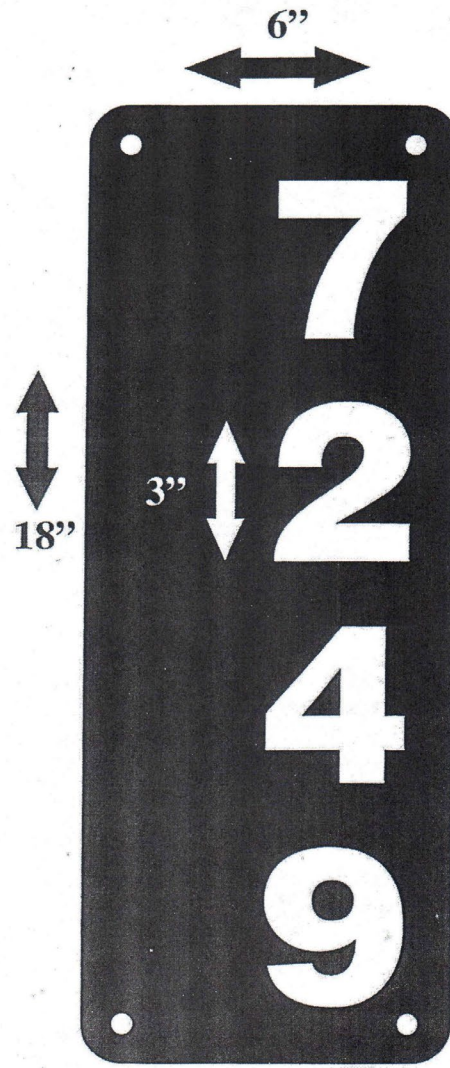


Note: Contact your local Fire Protection District for signage information  
Type of Sign specifications for numbers is attached.

# SIGN SPECIFICATIONS

Standard Size - 6" x 18"

Standard Color – Green Background with White Reflective Numbers



↑  
4 Holes for Easy  
Mounting

↑  
Rounded  
Corners  
For Safety