

# MINIMUM CONTENTS OF A DEVELOPMENT PERMIT APPLICATION

(TCLUR Chapter 3, Section 3.2)

**OVERVIEW** All applications for development in Teller County have specific submittal requirements. In nearly all cases, completion of the generic application form is only one of these requirements and additional materials are required. In some instances, submittal of particular additional materials may be waived or modified by the Planning Director.

**WHO MAY SUBMIT AN APPLICATION?** Any person, individual, firm, corporation, partnership, or other entity, whether public or private, owning a property or having a legal interest in that property. Applicant also includes the "Applicant's representative" or "agent."

- **Applicant's Representative or Agent.** If the property owner of record has designated a representative or agent, a signed and notarized statement authorizing that representative or agent to act on the owner's behalf is required.
- **Applicant is Not an Owner but a Legally Entitled Individual or Entity.** When the Applicant is not the property owner of record but has another legal interest in it, a letter, signed by the fee owner and notarized, consenting to the submission of the application is required.
- **Applicant is Not the Sole Owner.** If the Applicant is not the sole owner of the land, a letter -- signed by all other owners or an association representing the owners, and notarized -- consenting to or joining in the application is required.

**WHAT MAKES UP AN APPLICATION?** In general, the following make up an application:

- **The Application Form.** The Form asks for the following, among other, information:
  1. Name, address and telephone number of the legal property owner(s) and any professional assisting in preparing the application (for example, the surveyor).
  2. The legal description of the total property, including the County Assessor's tax parcel identification number (Plid), all or part of which may be the subject of the application.
  3. Specific legal description of that portion of the property which is the subject of the application, if different than the total property.
  4. Total acreage of the entire property and also that portion subject to the development permit application if not the same as the entire property.
  5. Existing zone district(s) and uses of the entire property.
  6. Existing zone district(s) and uses of the adjacent properties.
  7. Signatures of the legal property owners(s), legally entitled party, or authorized agent.

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- **The General Submittal Materials.** Unless modified by the Planning Director or the requirements for the specific application type, the following are to accompany the Application Form:
  1. A list of all legal property owners, and all mortgages, judgments, liens, easements, contracts and agreements that run with the land. This is most commonly in the form of a **Commitment for Title Insurance, Title Guarantee, Attorney's Title Opinion, or title Ownership and Encumbrance report.**
  2. The **names and addresses of all adjacent property owners** from the most recent County *ad valorem* tax rolls. An adjacent property is one that touches any part of the application property. If only part of a property legally described in various parcels is the subject of the application, property touching any part of the whole property is considered adjacent property. If the subject property borders a public road, trail, or right-of-way, railroad right-of-way, stream, or river, adjacent property is also the property on its opposite side.
  3. Evidence, on a form provided by Teller County, that **if required**, the Colorado Revised Statutes 30-day minerals interest notice has been sent **by Applicant**. The names and addresses of owners and lessees of all mineral interests in the property, if any, must accompany the minerals form returned to the County.
  4. Pre-addressed adhesive labels for all adjacent property owners, unless public notice to adjacent property owners is not required.
  5. A written statement or narrative describing the request and reason for it, and stating how the Standards for approval of the specific application type (and any Development Agreement, PUD Guide, or other document governing development of the property) are met.
- **Specific Submittal Materials.** Specific submittal materials are those things required to be submitted for the specific type of application. They are listed as "submittal requirements" in the Land Use Regulations for the type of application. Generally speaking, a report or study prepared for another application for the same site may be used provided (1) it was originally prepared by a qualified professional; (2) has been brought current by a qualified professional to address any change in conditions; and (3) the revision document supplements the original report or study by providing information or analysis currently required but not in the original. A copy of the original document, as well as a copy of the first page of the Staff Report for the application of which it was a part, should accompany the revised report or study.
- **Application Fee.** Application fees depend on the type of application, and are set by the Board of County Commissioners. Current application fees are paid when the application is submitted and prior to its processing.
- **Other Fees.** Applicant is responsible for any recording fee, engineering review fee, or third party review fee, as appropriate to the particular application. No final decision on an application can be made until all fees are paid.

## CONTACT US!

The information above is a **summary only**. The Land Use Regulations may require more or less than is stated in this brochure.

