



Special Use Review Application
Town of Paonia, Colorado

1. Applicant Information

- **Applicant Name:** _____
 - **Applicant Address:** _____
 - **Applicant Contact Information:**
 - Phone: _____
 - Email: _____
 - **Property Owner Name (if different):** _____
 - **Property Owner Address:** _____

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2. Property Information

- **Legal Description of Property:** _____

(Attach legal description, typically from a deed or survey.)
 - **Property Address:** _____

 - **Parcel Number(s):** _____

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3. Site Plan

The following details must be included in the site plan, which should be drawn to scale on **Mylar**:

- **Site Plan Requirements:**
 - Location of all buildings, structures, and other improvements** on the property.
(A building envelope may be used for flexibility in placement.)
 - Off-street parking and loading areas** with dimensions and number of spaces.
 - Ingress and egress points** (access points for buildings and parking).

- Service and refuse collection areas** (locations and type).
 - Major screening proposals** (type, location, and size of barriers or landscaping to minimize visual impact).
 - Signage details**, including size, shape, height, and character of all proposed signs.
 - Open space and recreational areas** (designated areas for public or private recreation, including their size and location).
 - Outdoor lighting details**, including type and placement of fixtures to avoid light pollution and impact on neighboring properties.
 - Landscaping plan**, including:
 - Type of plant material
 - Minimum size
 - Quantity of each species
 - Location of landscaping areas on the site plan.
 - Proposed stormwater management solutions**, including drainage plans and runoff control measures.
 - Handicapped access provisions** (per Town building code requirements).
 - Timeframe for project completion**, and phasing if applicable.
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4. Legal Agreement

An agreement will be placed on the original site plan with the following:

- A statement that the property will be developed **only according to the approved special review site plan** and in compliance with Town of Paonia zoning regulations.
 - **Signatures of all owners and lienholders** of the property, notarized.
 - **Designated party** responsible for implementation of the site plan and improvements.
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5. Title Policy

- **Title Policy Submission:** Provide a title policy indicating that the property is free of ownership disputes, liens, or encumbrances that would impair the use of the property. The policy must:
 - Be effective within **24 hours of Board approval**.
 - Confirm signatures of **all owners and lienholders** on the special review site plan.
 - Be submitted to the **Town Clerk within 7 days** of Board approval.

6. Supporting Documents

Attach the following documents:

- **List of Property Owners Within 200 Feet:** Provide names and addresses of all property owners within 200 feet of the subject property.
- **Additional Reports/Studies** (if applicable):
 - Traffic analysis
 - Soils or geological reports
 - Drainage or engineering studies
 - Environmental impact assessments
 - Noise studies
 - Air quality studies
 - Any other relevant information requested by the Town for further analysis.

7. Review Criteria and Performance Standards

In order for the Board of Trustees to approve the application, the following criteria must be met:

1. **Compliance with Zoning Code:**
The application must comply with the Town of Paonia Zoning Code and all applicable ordinances.
2. **Compatibility with Surrounding Area:**
The proposed use and site plan must be compatible with the character of the surrounding area.
3. **Need and Desirability:**
The proposed use should meet a demonstrated need for the community.
4. **Environmental Considerations:**
The application must address any potential adverse environmental impacts.
5. **Comprehensive Plan Compatibility:**
The proposed use must align with the Town's Comprehensive Plan policies and guidelines.
6. **Performance Standards for Commercial/Industrial Uses:**
 - **Lights and Signs:** No distraction to neighboring properties or motorists.
 - **Landscaping:** Provide energy-efficient landscaping, especially near public right-of-way.
 - **Storm Drainage:** Must prevent damage to adjoining properties.

- **Handicapped Access:** Required by law.
- **Commercial Use Screening:** Commercial and industrial uses abutting residential areas must provide adequate screening.
- **Environmental Performance:**
 - No dust, odor, gas, fumes, glare, or vibration beyond property boundaries.
 - No emissions of particulate matter above specified limits.
 - Noise levels must be kept below 75 decibels, with no sudden, shrill, or intermittent sounds.
 - No water pollution from the activity.
 - Restrictions on truck traffic and hours of operation for certain commercial/industrial zones.
- **Payment of Fees**
 - \$250 Application Fee for Special Use Reviews within zoning districts (Must be paid at time of filing).
 - Administrative Review billed at \$80 per hour in 15-minute increments if review takes longer than 1-hour (Not required at time of filing).
 - Attorney Review billed at \$235 per hour in 15-minute increments, if necessary (Not required at time of filing).

8. Signature of Applicant

By signing below, the applicant affirms that all information provided in this Special Use Review Application is true and complete to the best of their knowledge, and agrees to abide by the terms outlined in the application and related documents.

Applicant Signature: _____

Date: _____

Town Use Only

Received by: _____

Date Received: _____
