



Planning Division
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Conditional Use Permit Review Process Public Information Guide Checklist

Conditional Use Permit Application Submittal. The applicant shall submit a complete conditional use application to the Planning Division that includes the following items:

- Land Use Application Form.
- Development Review Fee \$1,750.00.
- Legal Description of property.
- Proof of Ownership (deed or title commitment). If the applicant is not the property owner, written documentation granting the applicant permission to apply for the CUP is required.
- List of names and mailing addresses for all adjacent property owners. This can be obtained at the Las Animas County Assessor's Office, 200 E. First Street, Trinidad, CO 81082.
- A written description of the precise nature of the proposed use, its operating characteristics and measures proposed to make the use compatible with other properties in the vicinity. The description should also include:
 - General description of the proposed use (ie. services provided, number of employees, business hours)
 - How any potential impacts to the environment, zone district and adjacent properties will be mitigated from the proposed use (ie. visual impacts/views, offensive noise, vibration, smoke, dust, odors, heat, glare, snow storage, etc.).
 - Project phasing/development sequence time line.
- Site Development Plan (drawn to scale)
 - Property boundary
 - Existing contours (2' Contour Intervals) and proposed site grading
 - Location of buildings and structures – existing and proposed
 - Off-street parking
 - Location, widths and names of adjacent streets and alleys
 - Existing and proposed utilities and utility easements
 - Floodplain boundary
 - Building elevations depicting general appearance, bulk/mass, materials, colors, etc.
 - Floor plans
 - Existing and proposed landscaping and screening

- Locations of staging, service and loading areas
- Details of any proposed fencing, walls and refuse enclosures
- Site lighting including location and exterior light fixture schedule

Applicants applying for a CUP within the Historic Preservation District are required to submit the following additional documents:

- Signage plan including location and design
- Exterior structure materials and colors