

APPENDIX 2

SPECIAL USE PERMIT SUBMISSION REQUIREMENTS

- A. An application for a special use permit shall include the following items.
1. The name, address, and phone number of the applicant on a completed application form supplied by the Town.
 2. Narrative description of the proposal.
 3. Names and addresses of all property owners adjacent to the subject property, disregarding any intervening public right-of-way. The source of such list shall be the records of the Morgan County Assessor, or an ownership update from a title or abstract company or attorney, derived from such records or from the records of the Morgan County Clerk and Recorder.
 4. Legal description of the property affected.
 5. Vicinity map.
 6. Site development plan drawing, 24 inches by 36 inches (24" x 36") with two foot (2') contours, as applicable. The plan (scale: 1 inch = 50 feet) shall show the location of all proposed buildings, fences, parking areas, ingress and egress, waste disposal areas, other construction features and landscaping, and measured distances to adjoining property lines, and improvements, including those across a road, street, right-of-way, easements or other narrow strip of property.
 7. Certified boundary survey, monumented with legal descriptions.
 8. Performance guarantee (as applicable).
 9. A written discussion explaining conformance with special use criteria, water and sewer system contemplated, and the street and circulation system contemplated and connections to off-site streets.
 10. Any other information deemed appropriate by the Administrator for complete review of the application.
 11. Appropriate filing fee amount.
 12. When required, a soil survey of the particular site.
 13. All plans or plat plans, supplemental information, as required, and fee must be submitted to the Zoning Administrator and Board of Trustees for study and recommendations at least 20 days prior to the public meeting of the Planning

Commission.

14. Any person who wishes to alter a structure or change a use or method of operation of any activity in a manner inconsistent with or not provided for by the original special review use permit shall first apply to the Town of Wiggins, Colorado, for a new special review use permit.
15. In addition, all applications must adhere to all state and federal land use or developmental regulations.