



Town of Mead

441 Third Street
P.O. Box 626
Mead, CO 80542

970-535-4477
www.townofmead.org

CONDITIONAL USE TECHNICAL CRITERIA FORM

Project Name _____

Project Address and Legal Description _____

Date Submitted _____ Fees Submitted _____

Please provide the following to the Town Clerk with this checklist form. For additional information, refer to 16-3-112 of the Mead Town Code.

1. Five (5) paper copies of the complete conditional use application package.
2. All maps, legal descriptions and surrounding property owner information on 3 CDs.
3. Current title commitment dated no more than thirty (30) days from the date of the application submittal.
4. Written statement and any graphics necessary to describe the precise nature of the proposed use, its operating characteristics and to illustrate how all conditional use review criteria have been satisfied.
5. A map showing the proposed development of the site, including topography, building locations, parking, traffic circulation, usable open space, landscaped area and utilities and drainage features.
6. Preliminary building plans and elevations sufficient to indicate the dimensions, general appearance and scale of all buildings.
7. Such additional material as the Town may prescribe or the applicant may submit pertinent to the application.
8. Land Use Application Form and Application Fee

9. Signed Fee Agreement Form and Deposit

10. A current list (not more than thirty (30) days old) of the names and addresses of the surrounding property owners (within three hundred (300) feet of the property), mineral estate owners and appropriate ditch companies in an Excel™ spreadsheet.

Applicant Certification

Sign in blue ink. Attach additional pages with certification language and signatures if more than two applicants.

I (We) certify this application and all submittals hereto are complete and accurate.

Applicant(s)

Date

Applicant(s)

Date

Staff Use Only

Upon acceptance of this application by the Town as a complete application, a copy of this form, with anticipated hearing dates, shall be provided to the applicant by the Town. Anticipated hearing dates may not be actual hearing dates depending upon referral comments received by the Town.

Application Accepted Date _____ By _____

Fees Accepted Date _____ Amount _____ By _____

Application Determined Complete Date _____ By _____

Planning Commission Hearing Date _____

Board of Trustees Hearing Date _____

- _____
- _____
- _____
- _____
- _____
1. Applicant submits forty-four (44) copies, nineteen (19) of which are bound in D-ring binders, of the application to the Town Clerk.
 2. Town Clerk sends notice of public hearing.
 3. Town Clerk publishes notice in a newspaper of general circulation.
 4. The applicant posts signs on property. A picture and affidavit of posting signed and dated by the applicant submitted to the Town Clerk.
 5. Applicant submits three (3) 24" x 36" mylars, one paper copy and an electronic CD of the conditional use map to the Town Clerk after Board of Trustee approval.