

LAND USE APPLICATION FORM

Project Name:	
Date Submitted:	Application Fee:

Type of Application:		
<input type="checkbox"/> Annexation Zoning and Concept Plan <input type="checkbox"/> Conditional Use <input type="checkbox"/> Plot Plan <input type="checkbox"/> Site Plan <input type="checkbox"/> Vacation	<input type="checkbox"/> Change of Zone <input type="checkbox"/> Final Plat <input type="checkbox"/> Planned Unit Development <input type="checkbox"/> Sketch Plan <input type="checkbox"/> Variance	<input type="checkbox"/> Certificate of Nonconforming Use <input type="checkbox"/> Minor Subdivision Plat <input type="checkbox"/> Preliminary Plat <input type="checkbox"/> Subdivision Exception <input type="checkbox"/> Waiver
Pre-Application Conference Was Held With:		
Date:		
Project Information:		
Applicant's Name:	Project Location:	
Address:	Existing Use:	
Phone/Fax:	Proposed Use:	
Email:	Existing Zoning:	
Relation to Property Owner:	Proposed Zoning:	
Is site within Town of San Luis Planning Area? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Legal Description of Property (location within section township and range):		
Total Acreage of Property Under Consideration:		
Number of Existing Residential Lots: _____	Number of Proposed Residential Lots: _____	
Number of Existing Commercial Lots: _____	Number of Proposed Commercial Lots: _____	
Number of Existing Industrial Lots: _____	Number of Proposed Industrial Lots: _____	

Additional Contacts	
Property Owner:	Consultant:
Address:	Address:
City/State/Zip:	City/State/Zip:
Phone:	Phone:
Fax:	Fax:
Email:	Email:
Property Owner:	Consultant:
Address:	Address:
City/State/Zip:	City/State/Zip:
Phone:	Phone:
Fax:	Fax:
Email:	Email:

PLOT PLAN TECHNICAL CRITERIA

Project Name:	
Applicant:	Date:

PLOT PLAN
<input type="checkbox"/> LAND USE APPLICATION FORM (submit original, signed form)
<input type="checkbox"/> PLOT PLAN - TECHNICAL CRITERIA FORM (submit _____ copies)
<input type="checkbox"/> APPLICATION FEE AND FEE AGREEMENT (submit check along with original, signed agreement)
<input type="checkbox"/> PLOT PLAN MAP (submit _____ 8-1/2"x 11" copies) <ul style="list-style-type: none"> <input type="checkbox"/> Title of project <input type="checkbox"/> North arrow, scale (1 inch = 20 feet or as approved by the Town) and date of preparation <input type="checkbox"/> Name, address and phone number of property owner <input type="checkbox"/> Lot number, block number and name of subdivision <input type="checkbox"/> Lot size (square footage) <input type="checkbox"/> Bearings and distances of all lot lines <input type="checkbox"/> Existing easements on the lot <input type="checkbox"/> Footprint of the proposed building or structure, dimensioned <input type="checkbox"/> Square footage of the proposed building and the footprint of the proposed building <input type="checkbox"/> Distance from the proposed building to structure to all lot lines <input type="checkbox"/> All existing buildings or structures on the lot <input type="checkbox"/> Driveway <input type="checkbox"/> Existing and/or proposed water and sewer service lines on the lot <input type="checkbox"/> Elevations of: <ul style="list-style-type: none"> The finished floor for the house and garage The ground 10 feet away from the house and garage The lot corners Height of all proposed buildings.
<input type="checkbox"/> COMMUNITY DESIGN PRINCIPLES DESCRIPTION (submit _____ copies). Provide a description demonstrating how the proposed structure is consistent with the Community Design Principles and Development Standards.
<input type="checkbox"/> DRAINAGE INFORMATION (submit _____ copies). Provide information on how the lot will drain.

TOWN STAFF ACTION - PLOT PLAN	
APPROVED: <input type="checkbox"/>	DATE:
DISAPPROVED: <input type="checkbox"/>	DATE:
CONDITIONALLY APPROVED: <input type="checkbox"/>	DATE:
COMMENTS:	
SIGNATURE OF AUTHORIZED STAFF REPRESENTATIVE	

LAND USE APPLICATION FORM (CONTINUED)

Land Use & Public Facilities	
Transportation:	Utility & Special Districts: Other:
Other Issues: Property in floodplain? <input type="checkbox"/> YES <input type="checkbox"/> NO Acequia or Ditches on property? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Current Zoning:	
Certification: I certify that I am the lawful owner of the parcel(s) of/and which this application concerns and consent to this action. Owner: _____ Date: _____ I certify that the information and exhibits I have submitted are true and correct to the best of my knowledge. In filing this application I am acting with the knowledge and consent of the property owners. I understand that all materials and fees required by the Town of San Luis must be submitted prior to having this application processed. Applicant: _____ Date: _____	

STAFF USE ONLY	
Application Accepted	
Date: _____	Hearing Date: _____
By: _____	Fee: _____
Fee: _____	Fee: _____
Fee: _____	Fee: _____

PROJECT EVALUATION WORKSHEET FOR PLOT PLAN APPLICATIONS

Project Name:	
Applicant:	Project Location:
Name of Reviewer:	Date:

PLOT PLAN REVIEW CRITERIA	
CRITERION	HAS CRITERION BEEN MET?
All of the information needed on the plot plan is shown.	<input type="checkbox"/> YES <input type="checkbox"/> NO Comments:
The lot size and lot dimensions are consistent with what is shown on the approved final plat.	<input type="checkbox"/> YES <input type="checkbox"/> NO Comments:
No buildings or structures infringe on any easements.	<input type="checkbox"/> YES <input type="checkbox"/> NO Comments:
The proposed site grading is consistent with FHA standards (if insured by FHA) otherwise it mettes the Town of San Luis approval.	<input type="checkbox"/> YES <input type="checkbox"/> NO Comments:
The density and dimensions shown conform to the Density and Dimensional Standards (Section 3.6) or the approved PUD requirements.	<input type="checkbox"/> YES <input type="checkbox"/> NO Comments:
Issues with Acequia or Ditches have been addressed—if any.	<input type="checkbox"/> YES <input type="checkbox"/> NO Comments: