



<https://logancounty.colorado.gov>

## **SPECIAL USE PERMIT REQUIREMENTS**

All Special Use Permits are subject to review and must remain in compliance with Logan County and the State of Colorado Regulations. All Permits must be reviewed and renewed every 99 years, unless otherwise stated on permit.

The application and required items must be received by the Planning and Zoning Department at least **20 days** prior to the regularly scheduled Planning Commission meeting. The Planning Commission meets the third Tuesday of each month. **NOTE: The Applicant, or a Representative, MUST be present at the Public Hearing and the Commissioner's Meeting. If no one is present, the request will be postponed until the next meeting.**

1. The following items must be provided with this application.
  - \$100.00 Application Fee
  - A plot plan, which shows location, proposed use on parcel, access, and adjacent uses.
  - A detailed narrative of what is being proposed.
  - A current copy of the deed, to determine if there are Mineral Estate Owners. If there are Mineral Estate Owners, the applicant must certify that notice requirements have been met, or provide a complete listing of names and addresses so they can be contacted.\*
  - A Certificate of Taxes showing all taxes applicable to such land for years prior to that year have been paid.
2. The Planning and Zoning Department will publish a Notice of the Public Hearing regarding the permit request in the Sterling Journal Advocate **14 days** prior to the hearing. The Applicant will be invoiced directly for the advertisement.
3. The Applicant will be required to post a Notice of Public Hearing Sign on the property, **14 days** prior to the hearing date. See attached sign requirements. \*
4. The Planning and Zoning Department will send written notice of the hearing to adjacent landowners within 500 feet. Failure to mail such notice shall not affect the validity of any hearing.
5. The Applicant is responsible for "Making his or her Case". It is not the responsibility of the Planning and Zoning Department. Visual representations are helpful in the review process. Additional maps, photographs, and other visual aids should be provided when possible.

\* Refer to Logan County Subdivision Regulations and Zoning Regulations for more details.  
A Pre-Application conference with the Logan County Planner is requested.

**LOGAN COUNTY SPECIAL USE PERMIT APPLICATION**  
AS REQUIRED BY THE LOGAN COUNTY ZONING RESOLUTION

**Applicant:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

**Landowner:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**Description of Property:**

Legal: ¼ Section \_\_\_\_\_ Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_

Address: \_\_\_\_\_ Access off CR or Hwy: \_\_\_\_\_

New Address Needed: Y or N Subdivision Name: \_\_\_\_\_

Filing \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_ Tract \_\_\_\_\_ Lot Size \_\_\_\_\_

**Current Zoning:** \_\_\_\_\_ **Current Land Use:** \_\_\_\_\_

Proposed Special Use:  
\_\_\_\_\_  
\_\_\_\_\_

Terms of Special Use:  
\_\_\_\_\_  
\_\_\_\_\_

Building Plans:  
\_\_\_\_\_  
\_\_\_\_\_

I, (We), hereunto submit this application for a Special Use Permit to the Board of County Commissioners, together with such plans, details and information of the proposed conditional use. I, (We), further understand that the Board of Logan County Commissioners may, in addition to granting a Special Use Permit, impose additional conditions to comply with the purpose and interest of the Logan County Zoning Resolutions and Zoning Map.

Dated at Sterling, Colorado, this \_\_\_\_\_ day of \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Signature of Landowner: \_\_\_\_\_

**LOGAN COUNTY SPECIAL USE PERMIT APPLICATION  
FOR COUNTY USE**

Application Fee: (\$100.00) Date: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Date of Planning Commission Meeting: \_\_\_\_\_

Recommendation of Planning Commission: \_\_\_\_\_ Approval \_\_\_\_\_ Denial

Recommended Conditions of the Special Use Permit:

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\_\_\_\_\_  
Chairperson  
Logan County Planning Commission

**COUNTY COMMISSIONERS ACTION:**

Conditions of the Special Use Permit:

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Date Granted: \_\_\_\_\_

Date Denied: \_\_\_\_\_

\_\_\_\_\_  
Mike Brownell (Aye) (Nay)

\_\_\_\_\_  
Joseph A. McBride (Aye) (Nay)

\_\_\_\_\_  
Jerry A. Sonnenberg (Aye) (Nay)

## **LOGAN COUNTY SPECIAL USE PERMIT APPLICATION SIGN REQUIREMENTS**

A sign must be posted when applying for any Land Use Application which involves a public hearing. The purpose of this requirement is to notify the public of the date, time and place of the Public Hearing and to inform the public of the Type of Land Use Application.

Sign requirements are as follows:

- The sign must be posted at least **14 days** before the Public Hearing date.
- The sign must be posted on a board such as plywood. The board must be **at least 3'x4'** and must be sturdy.
- The sign must be **4 feet above the natural grade** of the ground.
- The lettering must be at least **2 inches** in size.
- The sign must be posted in a conspicuous location on the property in question. **The sign must be visible from the public road.**
- The Applicant must provide the Planning Department with a **photograph of the sign** at the location where it is displayed.
- The photo of the sign can be emailed to: [quintr@logancountyco.gov](mailto:quintr@logancountyco.gov)

### **SAMPLE OF THE SIGN**

<b>PUBLIC HEARING</b> LOGAN COUNTY	
<u>PLANNING &amp; ZONING COMMISSION</u>	<u>BOARD OF COUNTY COMMISSIONERS</u>
DATE:	DATE:
TIME:	TIME:
PLACE: LOGAN COUNTY COURTHOUSE 315 MAIN STREET STERLING, CO 80751	
REQUEST: (A SPECIAL USE PERMIT APPLICATION FOR .....)	
Your Name	