

ZONING USE PERMIT (ZUP)

A. Application:

Application for a Zoning Use Permit (ZUP) shall be made to the Logan County Zoning Administrator for evaluation and decision on an official form provided by zoning authority office. The ZUP application shall only be accepted if there is authority to issue one in the zoning district for which the request is made. The applicant shall provide the Zoning Administrator a site drawing with dimensions, distance of structures from center of road ways, location of wells (with distances noted to other features), location of liquid waste systems to include trench lines, notation of any known surface drainage or flood retention areas, utility access points and driveway locations.

B. Staff Action:

When all information requested for an application for a ZUP is submitted to the Zoning Administrator, the administrator shall review the application for completeness, conformance with the Zoning Regulation and approve or deny the request. If approved the Zoning Administrator shall collect the appropriate fee and issue the ZUP. If denied the permit shall be so noted, dated and filed. The applicant shall be notified of their right of appeal to the decision in accordance with Section 9.6 of the Logan County, Colorado, 1990 Zoning Resolution.

C. Planning Commission Action:

The Zoning Administrator may determine the applicants request is questionable as to the authority granted in the zoning district. In such cases the Zoning Administrator shall request the Secretary of the Logan County Planning Commission to place the ZUP request on the next agenda for review by the Logan County Planning & Zoning Commission. There the Commission shall recommend approval, disapproval, or conditional approval of the application by means of a Resolution. Conditions attached shall be enumerated in the Resolution. The Commission decision shall be transmitted to the Board of County Commissioners in writing within seven (7) working days after a decision is made by the Planning Commission.

D. Board Action:

After the Commission decision is received by the Board of County Commissioners, the request shall be set for action by the Board at its next regularly scheduled meeting. The Board may affirm or reverse the action of the Logan County Planning & Zoning Commission decision or alter or add conditions. If the action of the Board is for approval or conditional approval, the Zoning Use Permit shall be in effect at once.

E. ZUP Authority:

The authority of a ZUP pertains to *a use only*. The ZUP does not alter the zoning district in which it is authorized. The ZUP does not grant a non-conforming status of use [i.e.: if issued for placement of a residentially designed manufactured home in an Agricultural District *the ZUP would be for that home only*. Replacement of the home would require a new ZUP]. ZUP's are an administrative tool to assist the public in obtaining authority for zoning uses in specific zoning districts. The ZUP may only be utilized if authorized in a specific zoning district by the zoning authority.

F. Re-Application:

No person shall apply for a Zoning Use Permit for the same use on the same plot or lots within a period of six (6) months from the date of final decision or denial of such previous application.

ZONING USE PERMIT (ZUP)

LOGAN COUNTY, COLORADO

Name of Landowner: _____

Address of Landowner: _____

Signature _____

Name of Applicant _____

(If different than landowner)

Address of Applicant _____

(If different than landowner)

Signature _____

Site Plan is attached. [Y] [N]

Site Plan is approved. [Y] [N] _____

(Signature of Staff)

Verification, Certificate of Ownership and Declaration of Restriction is properly signed and notarized on the reverse. [Y] [N]

APPLICATION DENIED

(Initial) (Date)

STAFF USE Application is complete as submitted from the applicant; Receipt has been made and noted here on; Staff portions of Application are complete and copy has been returned to Applicant; and Planning Commission Secretary has been or will be notified of application.

Signature _____ Date _____

APPLICATION FEE:

\$100.00

RECEIPT NO. _____

DATE: _____

Legal Description of Property: (Attach if lengthy)

_____.

ZUP Authority:

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VERIFICATION

STATE OF COLORADO)
) ss.
COUNTY OF LOGAN)

I do hereby certify upon my oath that I have read the above Application for “ZUP” and I know the contents thereof to be true and correct of the best of my knowledge.

Signature

SUBSCRIBED AND SWORN TO before this _____ day of _____, 201_____.

NOTARY PUBLIC

CERTIFICATE OF OWNERSHIP

I, the undersigned, do hereby certify that on this _____ day of _____, 201_____, I am the lawful owner of the following described property, to Wit:

Check here if legal is attached.

Signature

DECLARATION OF RESTRICTION

I hereby state as registered proprietor of land, if said application for “ZUP” is granted by the Logan County Planning Commission Staff of Logan County, Colorado that said use of land will be solely that which is authorized within the zoning classification, and recognize such conditions as set forth in the approval. And henceforth if said use is abandoned or change proposed, that the subsequent use shall be in conformance with the zoning restrictions then in effect as to the land, unless a notice of application for a change is filed and consent obtained by said Board of County Commissioners, Logan County, Colorado.

Signature

FOR COUNTY USE

Application Fee: One Hundred Dollars (\$100.00)

Date of Board of Adjustment Meeting: _____

Conditions of the Zoning Use permit:

Date Granted: _____

Date Denied: _____

Chairperson
Logan County Board of Adjustment

SIGN REGULATIONS

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.

The sign regulations 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.

SAMPLE OF THE SIGN

PUBLIC HEARING
LOGAN COUNTY PLANNING COMMISSION

DATE:

TIME:

PLACE: LOGAN COUNTY COURT HOUSE
 315 MAIN STREET
 STERLING, CO 80751

REQUEST: ZONING USE PERMIT FOR ...

Your Name