



CONDITIONAL USE Information Sheet and Checklist

In order to provide flexibility and help diversify uses within a zoning district, specified uses are permitted in certain districts subject to the granting of a use by special review. Because of their unusual or special characteristics, review of conditional uses require evaluation so that they may be located properly with respect to their effects on surrounding properties.

Conditional uses are reviewed on the following criteria:

- a. The conditional use will satisfy all applicable provisions of the zoning code and subdivision regulations unless a variance is being requested.
- b. The conditional use will conform with or further the goals, policies and strategies set forth in the Town of Berthoud Comprehensive Plan.
- c. The conditional use will be adequately served with public utilities, services, and facilities (i.e. water, sewer, electric, schools, street system, fire protection, public transit, storm drainage, refuse collection, parks system, etc.) and not impose an undue burden above and beyond those of the permitted uses of the district.
- d. The conditional use will not substantially alter the basic character of the district in which it is in or impair the development or redevelopment potential of the district.
- e. The conditional use will result in efficient on- and off-site traffic circulation which will not have a significant adverse impact on the adjacent uses or result in hazardous conditions for pedestrians or vehicles in or adjacent to the site.
- f. Potential negative impacts of the conditional use on the rest of the neighborhood or of the neighborhood on the conditional use have been mitigated through setbacks, architecture, screen walls, landscaping, site arrangement or other methods. The applicant shall, at a minimum, satisfactorily address impacts including: traffic; activity levels; light; noise; odor; building type, style and scale; hours of operation; dust; and erosion control.
- g. The applicant has submitted evidence that all applicable local, state and federal permits have been or will be obtained.

Application submittal checklist:

- Complete and sign Development Review Application**
- Payment of fees (application fee, development review deposit, sign deposit)**
See current Development Review Fee Schedule for amounts
*Please provide three separate checks
- Sign MOU** – “Memorandum of understanding for payment of review and development expenses incurred by the Town”
- CD or USB drive** – All documents and plans must be submitted in PDF format
- Title Commitment** – Dated no more than 30 days from submittal date
- Written statement/graphics** – Provide a statement and any graphics necessary to describe the precise nature of the proposed use and its operating characteristics. Explain how review criteria (listed above) have been justified.
- Vicinity Map** (8½ X 11) – Illustrate roads and significant natural features near the project site. Roads must be labeled so that the site can be easily found.
- Project plans, building plans, and elevations**
 - Two copies on 24"x 36" paper at a scale of 1"=50' or 1"=100'
 - One 11"x 17" paper copyThe plan should include the following items:
 - Name by which the proposed development is to be referred.
 - Date of preparation, the scale and a symbol designating true north.
 - Parcel size in net and gross acres.
 - Total number, type, and density per type of dwelling units.
 - Total floor area for non-residential uses and ratio of floor area to lot area, with a breakdown by type of land use.
 - Exact location and floor area of existing and proposed buildings.
 - Location and square footage of each area designated for passive and active recreational use.
 - Location and acreage of common areas and all public land uses, including public parks, recreation areas, and similar uses.
 - Proposed coverage of buildings and structures including the following;
 - Percentage and square footage of building coverage.
 - Percentage and square footage of driveways and parking.
 - Percentage and square footage of public street right-of-way.
 - Percentage and square footage of open space and landscaped area.
 - Topographic contours at 2-foot intervals.
 - Existing and proposed streets, designation of streets to be public or private. Limits of those private access ways to be dedicated as public utility and/or access easements.
 - Maximum building height.
 - Proposed treatment of the perimeter of the development, including materials and techniques uses, such as screens, fences, walls and detailed landscaping plans.

- Listing of specific uses being proposed.
- Architectural elevations and proposed building materials.
- A vicinity map of the area surrounding the site to a distance of at least one (1) mile, showing the following;
 - Zoning districts.
 - Traffic circulation systems.
 - Major public facilities.
 - Location of existing municipal boundaries.

- ☐ **Utility and Drainage Report, if applicable** – Plans should be prepared by a registered engineer and include: sanitary sewers, storm sewers, water, electric, gas, fire hydrant locations.
 - Two hard copies of plans

- ☐ **Development Agreement, if applicable**

- ☐ **Erosion Control Plan, if applicable** – Reference Chapter 30-10 of the Town of Berthoud Development Code for plan requirements.
 - Two hard copies of plans

- ☐ **Landscape Plan, if applicable** – Reference Chapter 30-2 of the Town of Berthoud Development Code for plan requirements.
 - Two paper copies of 24"x 36" at a scale of 1"= 50' or 1"= 100'
 - One paper copy on 11"x 17"

Other documentation as may be required by the Town staff for full and complete consideration of this application.