



2021 GENERAL APPLICATION (Revised 1/1/2021)

Project # Case # Fee(s): See City of Woodland Park Fees Sheet (Plus publication/recording fees, as applicable)

Type of Application (Check one or more as applicable)

- Site Plan Review Permitted Use Site Plan Review Conditional Use Conditional Use Permit Zoning Change Extension of Development Special Use Permit Planned Unit Development (PUD) PUD Amendment Appeal Variance Preliminary Plat Exemption Plat Final Plat Townhouse Plat Condominium Plat

1. Applicant Information

- a. Applicant Name b. Project Coordinator Property Owner c. Mailing Address d. E-mail Address e. Phone Numbers Home Work Mobile

2. Property Owner Information (if different from above)

- a. Name Project Contact? Yes No b. Mailing Address c. E-mail Address d. Phone Numbers Home Work Mobile

3. Site Information

- a. Site Address b. Lot Block Subdivision c. Property Zoning Lot Size Acres Square Feet

4. Project Information

- a. Project Name b. Brief Description of Project/Request c. Project Narrative (On a separate sheet provide additional project details and how the proposal complies with the applicable code requirements, which can be found in Section 8 of this application.)

**5. Consultant Information** (if applicable)

**a. Architect**

- i. Project Contact \_\_\_\_\_
- ii. Firm Name \_\_\_\_\_
- iii. Physical Address \_\_\_\_\_
- iv. Mailing Address \_\_\_\_\_
- v. E-mail Address \_\_\_\_\_
- vi. Phone Numbers: Business \_\_\_\_\_ Mobile \_\_\_\_\_

**b. Engineer**

- i. Project Contact \_\_\_\_\_
- ii. Firm Name \_\_\_\_\_
- iii. Physical Address \_\_\_\_\_
- iv. Mailing Address \_\_\_\_\_
- v. E-mail Address \_\_\_\_\_
- vi. Phone Numbers: Business \_\_\_\_\_ Mobile \_\_\_\_\_

**c. Planner**

- i. Project Contact \_\_\_\_\_
- ii. Firm Name \_\_\_\_\_
- iii. Physical Address \_\_\_\_\_
- iv. Mailing Address \_\_\_\_\_
- v. E-mail Address \_\_\_\_\_
- vi. Phone Numbers: Business \_\_\_\_\_ Mobile \_\_\_\_\_

**d. Surveyor**

- i. Project Contact \_\_\_\_\_
- ii. Firm Name \_\_\_\_\_
- iii. Physical Address \_\_\_\_\_
- iv. Mailing Address \_\_\_\_\_
- v. E-mail Address \_\_\_\_\_
- vi. Phone Numbers: Business \_\_\_\_\_ Mobile \_\_\_\_\_

**e. Other** (specify role) \_\_\_\_\_

- i. Project Contact \_\_\_\_\_
- ii. Firm Name \_\_\_\_\_
- iii. Physical Address \_\_\_\_\_
- iv. Mailing Address \_\_\_\_\_
- v. E-mail Address \_\_\_\_\_
- vi. Phone Numbers: Business \_\_\_\_\_ Mobile \_\_\_\_\_

**6. Submittal Requirements**

The following items must be included at time of submittal (in addition to items on the submittal checklists) or the application will not be processed (additional copies may be requested).

Type of Application	24" x 36" Plan Set	11" x 17" Plan Set	Adobe Acrobat Portable Document Format (.pdf) electronic Plan Set on a flash drive	Warranty Deed or Title Policy	List of adjoining property owners within 150'	Copies of reports (narrative, traffic study, drainage, etc.)
All Types	1	1	1	1	1	1

**7. Applicable Code Sections**

The following are the applicable code sections by type of application and are for assisting applicants in completing the required project narrative. The City of Woodland Park’s Municipal Code can be found at [www.city-woodlandpark.org/Charter&Code](http://www.city-woodlandpark.org/Charter&Code). Subdivision requirements are in Title 17 and Zoning is in Title 18 of the Municipal Code.

Type of Application	Applicable Code Sections
Site Plan Review Permitted Use	Chapters 18.34, 18.33 and 18.39
Site Plan Review Conditional Use	Chapters 18.34, 18.57, 18.33 and 18.39
Conditional Use Permit	Chapter 18.57 plus applicable site plan regulations
Zoning Change	There are no specific standards, but the applicant should provide supporting argument for a zoning change, including how it complies with the Comprehensive Plan
Special Use Permit	Chapter 18.61 plus applicable site plan regulations
Planned Unit Development	Chapters 18.30, 18.33, 18.39, Sections 17.20.070, and 17.20.080
Appeal	Chapter 18.54
Variance	Chapter 18.60
Preliminary Plat	Chapter 17.20 plus applicable subdivision sections
Exemption Plat	Section 17.52.030 plus applicable subdivision sections
Final Plat	Chapter 17.24 plus applicable subdivision sections
Townhouse Plat	Chapter 17.32 plus applicable subdivision sections
Condominium Plat	Chapter 17.32 plus applicable subdivision sections

**8. Certification of Ownership**

I (We) do hereby declare and affirm that I (we) am (are) the exclusive owner(s) and title holder(s) of the above described property.



\_\_\_\_\_  
Owner Date



\_\_\_\_\_  
Owner Date

**9. Certification:** The undersigned applicant certifies under oath and under penalties of perjury that the information found in the application is true and accurate to the best of their knowledge.

I certify that I understand that the proposed development is in accordance with all provisions of the City of Woodland Park’s Municipal Code and other applicable regulations.



\_\_\_\_\_  
Applicant Date

**City Use Only**

1. Submission \_\_\_\_\_, 20\_\_\_\_, taken by \_\_\_\_\_  
Fee Received \_\_\_\_\_, 20\_\_\_\_, taken by \_\_\_\_\_
  
2. Application is deemed complete – OR – deemed incomplete and returned to applicant to complete on \_\_\_\_/\_\_\_\_/\_\_\_\_.
  
3. Public Hearing Notice  
Published \_\_\_\_\_, 20\_\_\_\_  
Posted \_\_\_\_\_, 20\_\_\_\_  
Adjacent Property Notification \_\_\_\_\_, 20\_\_\_\_.
  
4. Planning Commission Public Hearing \_\_\_\_\_, 20\_\_\_\_.  
Board of Adjustment Public Hearing (when applicable) \_\_\_\_\_, 20\_\_\_\_.
  
5. City Council First Reading of Ordinance (if applicable) \_\_\_\_\_, 20\_\_\_\_.  
City Council Public Hearing \_\_\_\_\_, 20\_\_\_\_.  
Notes \_\_\_\_\_  
\_\_\_\_\_
  
6. Letter of Approval/Denial to applicant sent \_\_\_\_\_, 20\_\_\_\_.
  
7. Additional Information  
\_\_\_\_\_  
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