

## CHERRY HILLS VILLAGE

COLORADO

2450 E. Quincy Avenue  
Cherry Hills Village, CO 80113  
[www.cherryhillsvillage.com](http://www.cherryhillsvillage.com)

Village Center  
Telephone 303-789-2541  
FAX 303-761-9386

### Conditional Use Checklist

1. Supplemental information. The conditional use permit application shall also include the existing land use and a written description of the proposed use detailing the nature of the proposed structure, including its function and, where appropriate, hours of operation and traffic generation. Other requirements as specified in the official application form shall be provided to enable thorough and accurate analysis of the request.
2. Fees. Persons applying for a conditional use permit shall pay for planning and engineering review services and other consultant fees, including, without limitation, legal fees and other direct expenses incurred on behalf of the City and made necessary as a result of said application. The applicant shall pay an initial fee of five hundred dollars (\$500.00) and make an initial deposit of three thousand dollars (\$3,000.00) into a non-interest-bearing escrow account held by the City at the time the application is filed with the City. The City shall have the right and authority to make disbursements from said escrow account at its sole discretion to cover the City's cost for planning and engineering review services, attorney and other consultant fees and other direct expenses incurred with regard to said application. Any balances remaining in the escrow account at the conclusion of said application, such as approval, denial or withdrawal, shall be returned to the applicant without interest. In the event said funds are exhausted before completion of said application, the applicant will make a supplemental deposit to said escrow account in an amount determined by the Community Development Director. Failure to make necessary supplemental deposits shall cause the application process to cease until the required deposits are made.
3. Site plan. In addition to the official permit application form, the applicant shall submit a site plan. The site plan shall show all contiguous real property ownership or interests of the applicant. For purposes of this Section, public rights-of-way shall not be considered to interrupt this requirement. A site plan shall include, at a minimum:
  - a. An area map showing existing ownership of the subject property and all abutting property; and showing existing zoning and land use of the subject property and all property lying within five hundred (500) feet;
  - b. Historic, existing and proposed contours expressed in one-foot increments based upon the USGS datum;
  - c. Location of existing improvements, within one-tenth (0.1) foot of actual location;
  - d. Location of proposed improvements;
  - e. Location of existing and proposed streets and City rights-of-way within one-tenth (0.1) foot of actual location;
  - f. Location of existing easements of record within one-tenth (0.1) foot of actual location;
  - g. Adjacent lots;
  - h. Professional land surveyor stamp;
  - i. Landscaping; and
  - j. Parking.
4. Architectural drawings. Typical elevation drawings of each structure included within the site, showing: the architectural style; the general dimensions and gross floor area of each; the specifications of all exterior building materials to be used on each structure, including types of siding and roofing materials and their textures and color; and the location of all mechanical equipment and an indication as to how such equipment will be screened from adjacent properties.

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5. Materials required to accompany permit application. If no subdivision of the proposed development site is required, and if it is determined by the Community Development Director to be in the best interest of the City, one (1) or more of the following may be required:
  - a. A soils report.
  - b. An agreement between the applicant and the City that provides the City with whatever it deems necessary to assure that the proposed facility will be constructed as proposed and that the future operation and maintenance of the facility is properly provided for both as to management and funding. Such agreement may require approval of covenants, escrow deposits, performance and payment bonds or any other method of assurance required by the City.
  - c. Any other information pertinent to the application that addresses issues raised during the review process, or which the applicant feels is necessary.
6. For wireless communication facilities, any of the information required in CHV Municipal Code Chapter 20 Article 2, as applicable.
7. Additional material required. Additional written and graphic materials may be required by the Community Development Director to accurately establish conformity of an application with the intent and standards of this Article, other applicable provisions of this Code and the Master Plan.
8. Where an applicant for a proposed conditional use permit also requests a variance to a standard imposed by Chapter 16, the applicant shall include with the application all information and materials identified in Section 16-7-520 sufficient to permit the Planning and Zoning Commission and the City Council to review the request for a variance for conformance with the criteria of Section 16-7-520 (b)(1-9) of this Chapter.