

Guide to Administrative Use by Special Reviews

INTRODUCTION

The Douglas County Department of Community Development is committed to providing open, transparent application processes to the public. This Guide is provided to assist anyone interested in the procedures and expectations involved in amending an approved use by special review (USR) through an administrative review process. The information in this packet is a summary of Section 26A of the Douglas County Zoning Resolution (DCZR).

WHAT IS AN ADMINISTRATIVE USR PROCESS?

An administrative amendment is a revision to a special use that has already been approved by the Board of County Commissioners. This amendment may be approved administratively if the change does not substantially increase the intensity of the use or impacts to the neighborhood, and is in accordance with the approval standards.

WHEN IS AN ADMINISTRATIVE USR NECESSARY?

An administrative USR process is necessary for anyone proposing to amend an approved USR. The Director of Community Development may approve an amendment of the approved USR.

IN THIS PACKET

- Who Needs This Packet.....1
- Step-by-Step Guide and Fees.....2
- Sample Site Improvement Plan Exhibit...3-4

Step 1

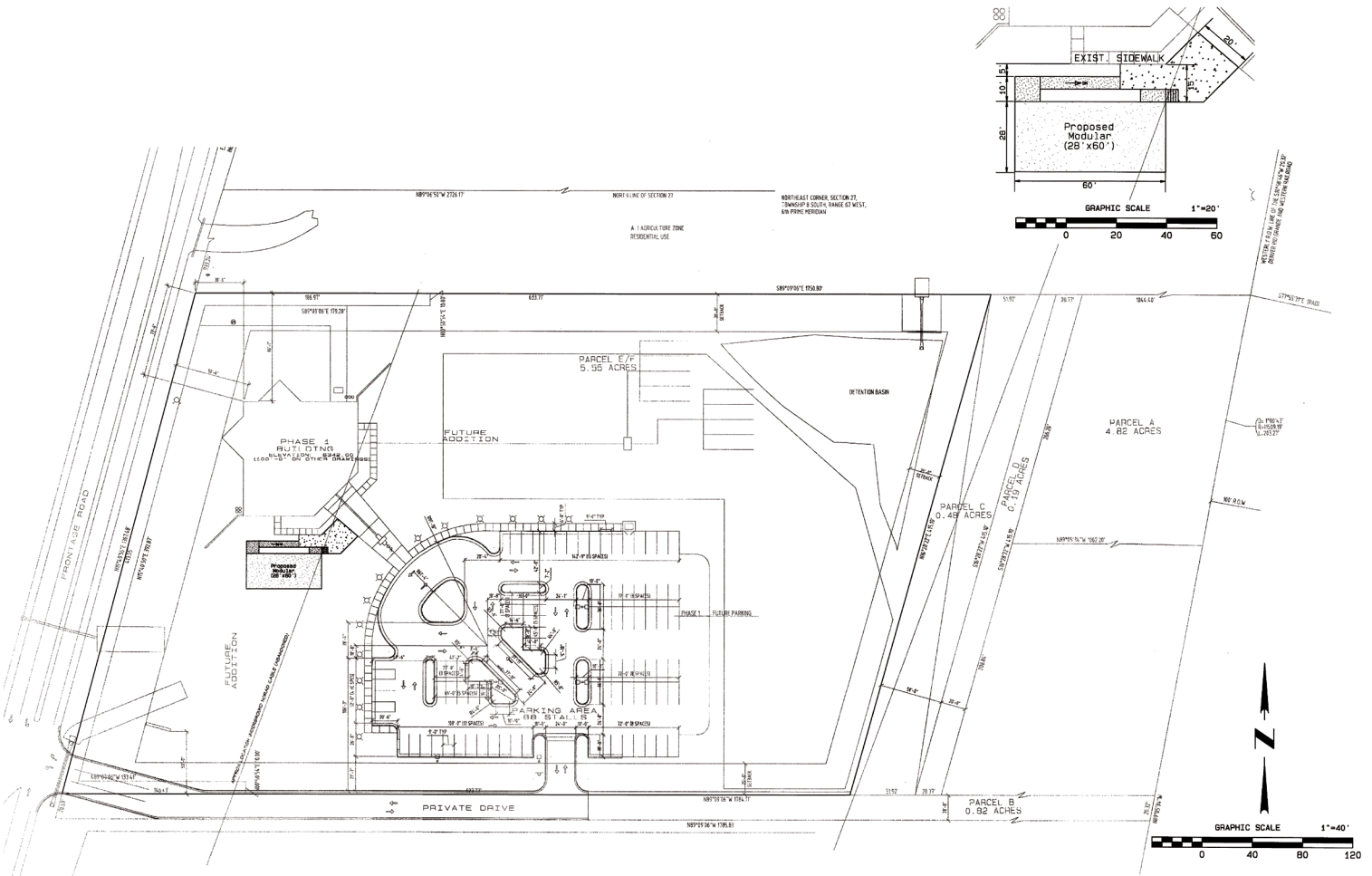
Presubmittal Review

Step 2

Submittal

Step 3

Approval/Denial



Steps 1-3 of the Administrative USR Process

Presubmittal Review

STEP

1

COUNTY STAFF'S GOAL FOR COMPLETION: 1-2 DAYS

The presubmittal review is the initial review of a proposal to identify potentially significant issues and submittal requirements. While Planning Services staff strives to identify critical issues at presubmittal, additional issues may be identified during the formal application review and referral process.

A streamlined presubmittal review process is available for an administrative USR. The applicant may drop-off, mail-in, or e-mail the required presubmittal materials and the proposal will be discussed among staff once received. Written comments from the presubmittal review are typically provided to the applicant within two days. Presubmittal comments are valid for one year from the date of the presubmittal review.

Submittal

STEP

2

COUNTY STAFF'S GOAL FOR COMPLETION: 2 DAYS

The applicant must submit the following items to Planning Services for processing:

Submittal Checklist (summarized from Section 26A of the DCZR)

- Completed Land Use Application form
- Application fee
- Explanation of the amendment and the resulting impacts
- Amended site plan, as required (see example on page 3)

The Director may require the submittal of a new USR application if a substantial change to the approved USR is proposed.

Approval/Denial

STEP

3

COUNTY STAFF'S GOAL FOR COMPLETION: 2 DAYS

The Director may approve or deny the application. If an application is denied, the applicant may appeal to the Board of Adjustment in accordance with Section 26A of the DCZR.

ADMINISTRATIVE USR FEES

Administrative Amendment - No plan required	\$275
Administrative Amendment - Plan Required	\$750
Administrative Horse Boarding	\$165

- Make checks payable to Douglas County

- Depending on the project, additional fees may apply

Sample SIP Exhibit - Cover Sheet

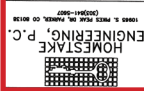
Approval Certificate

APPROVAL CERTIFICATE
ENGINEERS INITIALS: <i>CS</i>
PLANNING INITIALS: <i>[Signature]</i>
OWNER INITIALS: _____
DATE: 5/18/09
PROJECT: NDB SUBDIVISION L004
OWNER: _____

Legal Description

NDB Subdivision L004, 1st Revision
 In Section 16, Township 6 South, Range 65 West,
 6th P.M., Douglas County, Colorado
 Total/Permit Area - 9.99 acres
 USR-SITE IMPROVEMENT PLAN-US08-004 (Revision of US85-015)

SITE PLAN PROPOSED CONDITION

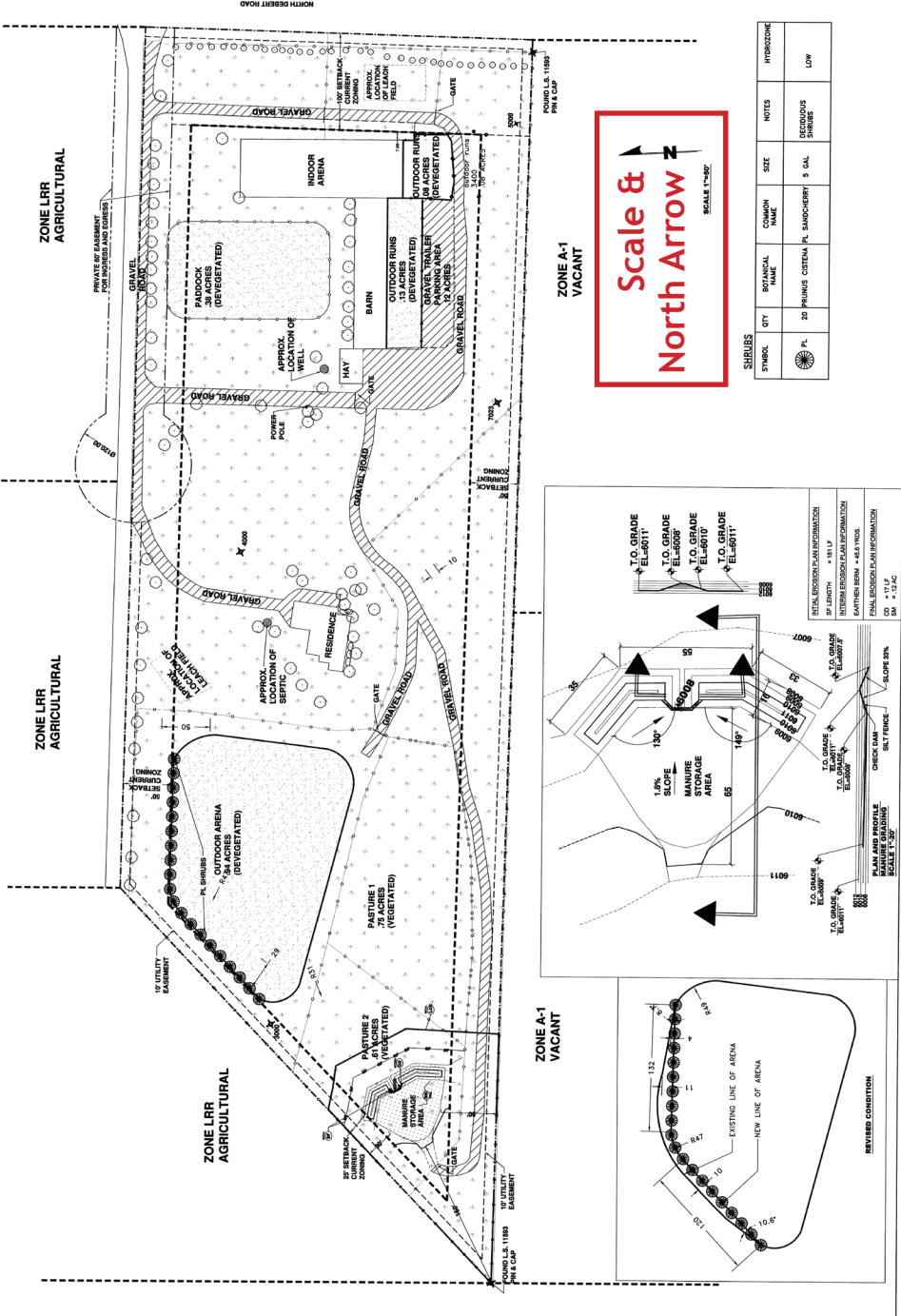


DATE: 5/18/09
 DRAWING NO.: NDB-004
 PROJECT: NDB SUBDIVISION L004
 SHEET NO.: 7/10/08
 REPORT NO.: _____

DEVEGETATED CHART

VEGETATION	
1	NON-RECYCLED SHIRTS
2	RECYCLED SHIRTS
3	UTILITY GUARDRAIL
4	SEWERAGE
5	SEWERAGE
6	EXISTING BRACKEN SET DATED 1988
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NOISE ID	Node	North-Top	Existing	Elevation
3000	64435	22837	59928	
4000	15395	28404	599425	
5000	-27743	-1451	59859	
7023	-017	029	59951	



Information Block