



## CONDITIONAL USE

### APPLICATION OVERVIEW AND SUBMISSION MATERIALS

A Conditional Use application will be reviewed in accordance with the procedures and requirements as outlined in Chapter 16, Article 15 of the Edgewater Municipal Code.

Conditional uses may be permitted subject to such conditions and limitations to ensure that the location and operation of the conditional uses will be in accordance with the conditional use criteria. The scope and elements of any conditional use may be limited or qualified by the conditions applicable to the specific property.

The City of Edgewater's Municipal Code, Chapter 16 can be found online at the following website address: ([https://www.municode.com/library/co/edgewater/codes/municipal\\_code?nodeId=18011](https://www.municode.com/library/co/edgewater/codes/municipal_code?nodeId=18011)).

Conditional Use applications require a public hearing before Planning Commission for a recommendation to City Council, and a public hearing before City Council with City Council having the final decision-making on conditional uses.

#### FEE

A non-refundable fee is required and is to be paid once an application has been submitted. A development review deposit may be required.

**ALL PLANNING APPLICATIONS ARE ACCEPTED THROUGH EDGEWATER'S ONLINE PORTAL.**

*Note: A preapplication meeting with the City is required prior to the submission of a Conditional Use application.*

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## USE THE CHECKLIST BELOW AS A GUIDE OF ELEMENTS TO INCLUDE IN YOUR APPLICATION

- Written List of All Adjacent** property owners with mailing addresses

*"Adjacent properties means properties that share a common lot line or any single point of their respective lot lines, as well as properties separated by a public street or alley, and properties situated diagonally from the subject property, even where separated by a street or alley, which would otherwise be adjacent to the subject property."*

- Letter of Intent**

The letter must describe the intent and any graphics necessary to: a) describe the precise nature of the proposed use and its operating characteristics; b) describe the possible impacts of the use, both positive and negative; and c) illustrate how all conditional use review criteria (listed below) are satisfied by the proposal:

- The use is compatible with the general purpose, goals and policies of the Comprehensive Plan;
- The use will not be detrimental to the general health, welfare, safety and convenience of persons residing or working in the neighborhood nor injurious to property or improvements in the community.

- The 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 will not impose an undue burden above and beyond those of the permitted uses of the district.
- The use will comply with the regulations and conditions specified in the City's Code for such use.
- The use is compatible in function and design with surrounding land uses.
- The use will result in efficient on- and off-site traffic circulation which will not have an adverse impact on the adjacent uses or result in hazardous conditions for pedestrians or vehicles in or adjacent to the site.
- Potential negative impacts of the use on the rest of the neighborhood, such as those caused by traffic, activity levels, light, noise, odor, building type or scale, hours of operation and erosion, have been mitigated through setbacks, architecture, screen walls, landscaping, site arrangement or other methods.

**Additional information** as determined necessary for proper review and evaluation of the application, including but not limited to:

- Certified and Stamped Survey
- Site Plan, on a minimum of 8 1/2" x 11" paper, including:
  - a. Location of all existing and proposed structures, including distance to all lot lines, and the specific use of each;
  - b. Location and dimensions of all existing streets, alleys, easements, drainage areas, floodplains, floodways and other significant features within or adjacent to the site;
  - c. North arrow;
  - d. Elevation views of the structures to be constructed or altered, including height;
  - e. Description of materials and colors to be used;
  - f. Parking and traffic circulation;
  - g. Non-vehicular circulation, including size and type (including surface material) of pathway and points of connection;
  - h. Landscape plan for the property and adjacent rights-of-way;
  - i. For new principal structures, indicate by the use of arrows the direction of flow of runoff water after final grading. Runoff must flow to the street or alley and cannot flow onto adjacent properties; and
  - j. For new principal structures, elevations of structures on adjacent properties. Elevation Drawings
- Parking and/or Shared Parking analysis/study
- Engineering reports/studies
- Other: \_\_\_\_\_

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*\*This checklist is meant to facilitate applicants in land use review procedures, submittal requirements, and overall process for evaluation development applications. However, it is not a complete summary of the City of Edgewater's development codes nor is it intended to be. Applicants are highly encouraged to familiarize themselves with the requirements of the City's development codes and all amendments thereto.*