

CONDITIONAL USE PERMIT FOR FLOOD AREAS

APPLICATION OVERVIEW AND SUBMISSION MATERIALS

A Conditional Use Permit application will be reviewed in accordance with the procedures and requirements as outlined in Chapter 16, Article 23 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). Conditional Use Permit applications require a public hearing before Board of Adjustment for final decision-making.

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 Permit application.

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

- Development Application Form**
All applications must have existing and proposed project details.

- Application Fee**
A non-refundable fee submitted with the application. Major revisions to the original submittal may require an additional fee.

- Development Review Deposit and Cost Agreement Form**

- Written list of all adjacent property owners (include physical addresses and 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 explain the following:
 - The probability that materials would be swept onto other properties to the injury of persons or property in time of flood.
 - The susceptibility of the proposed use to flood damage.
 - The importance of the proposed use to the community.

LETTER OF INTENT CONTINUED

- The availability of safer and practical alternative locations for the proposed use.
- The compatibility of the proposed use with the Master Plan and any applicable floodplain management program.
- The access to the property in time of flood for ordinary and emergency vehicles. The height, velocity, duration, rate of rise and debris transport capability of the floodwaters which would occur at the site in times of flood.
- The cost of providing governmental services to the property during and after a flood, including maintenance and the repair of public utilities and facilities such as sanitary sewer, gas, electrical and water utilities, and streets and bridges.

PDF (electronic) file of Conditional Use Permit application and materials

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

- 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.

Floodproofing details and plans

Engineering reports/studies

Other

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

**GENERAL TIMELINE
FOR DEVELOPMENT APPLICATIONS REQUIRING PUBLIC
HEARINGS & MEETINGS**



City of Edgewater, City Planning, 1800 Harlan Street, Edgewater CO 80214

FINAL PLAT – CU – CUP IN FLOOD AREA – VARIANCE (approximately 44 days[^])

- Application/materials submitted[^]
 - Submittal completeness check (typically up to 1 week)
 - Review application materials
 - Applicant to submit any additional application materials, if necessary

- Send out to Review Agencies & conduct 1st review (typically 1 weeks)
 - Send out to Review Agencies for comments
 - Perform zoning review

- Staff compiles agency comments/creates memo of agency and zoning comments & send to applicant (typically up to 4 days)
 - Applicant resubmits required info and changes

- Send out to Review Agencies & conduct 2nd review (typically 3 days)
 - Send out to Review Agencies for comments
 - Perform zoning review
 - If required, applicant resubmits required info and changes & is notified of new subsequent tentative hearing/meeting date **OR**

- Application is “deemed complete” for hearing (1 week)
 - Staff compile staff report for City legal review
 - Formal notice to applicant & mailed notification to neighbors (15 days prior to hearing per code)
 - Posting of property & publish hearing notice in paper (10 days prior to hearing per code)

- Final staff report & associated application materials compiled, board/council hearing packet created with copy to applicant (typically 1 ½ weeks)

- Public hearing or meeting held on development application (regularly scheduled agendas)**
- ****IF City Council approval required, timeline for hearing dates depends on the month and meeting dates.**

[^]Depending on the development application type, pre-application meetings may be required and/or are highly encouraged with the City prior to submission of an application.