



Boulder County  
Land Use Department  
Publications

# Limited Impact Special Use Review Requirements

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## Limited Impact Special Use Review Requirements

The purpose of this checklist is to assist applicants in preparing a Limited Impact Special Use Review application. The planner at your Pre-Application Conference will guide you through this checklist and clarify what information is required for your specific project type and location.

### Steps for Submittal

#### Step 1: Gather Requested Information

Items required for the application will be detailed by the pre-application planner on the Submittal Requirements Checklist in the Submittal Requirements section of this packet. Some of these items will require multiple copies for inclusion in referral packets.

#### Step 2: Organize Referral Packets and Prepare Mailings

Referral Packet Mailing Guidelines is an overview of how to prepare referral packets. The Referral Agencies section of this packet includes a list of agencies and interests (to be completed by the planner at the Pre-application Conference) for whom Applicants are required to organize referral packets.

#### Step 3: Submit the Application

Complete applications can be delivered to the Land Use Department. Be sure to include the \$400.00 Filing Fee, the \$25 Public Notice Sign Deposit, and signed Fee Agreement with the materials. Once an application is deemed complete, staff will send out referral notices and schedule a hearing in front of the Board of County Commissioners approximately six weeks in advance (depending on hearing date availability).

#### Step 4: Stake Property

Proposed improvements must be staked within one week of submitting the application so that County staff can clearly identify project improvements.

- A. Stake proposed structure(s), accessory structures, driveway, septic, well and other proposed improvements — use brightly colored and labeled (i.e., NW corner of house) stakes.
- B. Proposed driveways are to be staked at the centerline every 20 feet — include dimensions of parking areas and, if the project is located in the mountains, the dimensions of the emergency turn-out and/or turn-around.
- C. Stakes must protrude at least 4 feet above the ground — during the winter months to clear snow cover. Applications may be placed on hold if stakes are not visible.
- D. If your proposal is on an undeveloped parcel — please mark the location for the driveway entrance in a manner which is clearly visible from the access road.

#### Step 5: Prepare for the Public Hearing

During the public hearing in front of the Board of County Commissioners, Applicants will have an opportunity to make a presentation to the Board. This presentation is made after staff's recommendation, but before public comment, and should be no more than 20 minutes in length. At this hearing, the County Commissioners may either make a decision on the project, or table the hearing for more information.