

SPECIAL REVIEW USE

ADMINISTRATIVE REVIEW PROCESS

APPLICATION PACKET

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Special Review Use

Administrative Review

Overview

Ordinance No. 1583, Series 2010 (codified in Section 17.40 of the Louisville Municipal Code) allows the Department of Planning and Building Safety staff of the Planning Division to complete an administrative review of Special Review Use (SRU) requests.

The ordinance established a set of seven (7) criteria to be met and a review process to be followed before the requested project can be reviewed administratively. See the two sections (Criteria and Review Process) for the specific details.

Special Review Use

Administrative Review

Pre-Application Conference

**A SPECIAL REVIEW USE – ADMINISTRATIVE REVIEW APPLICATION
WILL NOT BE ACCEPTED WITHOUT A PRE-APPLICATION
CONFERENCE**

**PLEASE CALL THE PLANNING DIVISION TO SCHEDULE
(303.335.4592)**

A Pre-application Conference is required by Louisville Municipal Code (LMC) prior to submitting any special review use – administrative review application. (LMC Section 17.40.105)

A Pre-application Conference is intended to assist an applicant in becoming acquainted with the review criteria and procedures. The meeting will be with a Staff Planner and other City Staff, as necessary. An applicant will be informed of relevant ordinances and design standards and guidelines during this meeting, as well as minimum application submittal requirements.

The applicant is expected to present a sketch site plan of the proposal for discussion. Additional information / plans may also be required.

NO formal or binding decisions are made during the Pre-application Conference.

At the conclusion of the Pre-application Conference the applicant should have a clear understanding of ALL required documents to be submitted.

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Criteria Louisville Municipal Code Section 17.40.

CRITERIA: A special review use application meeting all of the following criteria may be approved through an administrative review process:

1. The property upon which the proposed use is located is not contiguous to any residentially zoned property. Public right of way and private streets or alleys will not be considered when determining contiguity;
2. New building construction associated with the proposed special review use, whether for a new building or an addition to or expansion of an existing building, does not exceed 200 square feet;
3. The proposed use is consistent in all respects with the spirit and intent of the comprehensive plan and of this chapter, and is not contrary to the general welfare and economic prosperity of the city or the immediate neighborhood;
4. That such use/development will lend economic stability, compatible with the character of the surrounding established areas;
5. That the use/development is adequate for the internal efficiency of the proposal, considering the functions of residents, recreation, public access, safety and such factors including circulation, storm drainage facilities, solid waste, sewage and water facilities, grades, dust control and such other factors directly related to public health and convenience;
6. That external effects of the proposal are controlled, considering compatibility of land use; safe and efficient movement of vehicles, bicycles, and pedestrians; services, including arrangement of signs and lighting devices as to prevent the occurrence of nuisances; landscaping and other similar features to prevent the littering or accumulation of trash, together with other factors deemed to effect public health, welfare, safety and convenience;
7. That the proposal provides for an adequate amount and proper location of pedestrian walks, malls and landscaped spaces to prevent pedestrian use of vehicular ways and parking spaces and to separate pedestrian walks, malls and public transportation loading places from general vehicular circulation facilities.

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Review Process Louisville Municipal Code Section 17.40.

REVIEW PROCEDURE: The procedures for reviewing administrative special review use applications are as follows:

1. The applicant shall submit five copies of a complete application and any other application materials the director may require at the pre-application conference (such as specific site design criteria). Upon receipt of a complete application, the copies shall then be distributed to referral agencies for their review during a 21-day referral review period.
2. Upon receipt of a completed application, the Planning Division shall mail notification of the application to property and business owners within 500 feet of the subject property. The applicant shall submit to the Planning Division stamped envelopes with the names of such owners, for the Planning Division's use. Property owners shall be identified by the Boulder County Tax Assessor's database. Business owners shall be identified by the City of Louisville's Business Registration database. A public notice of the application shall be posted on the property, and also on the City's web-site, at the Police Station, Public Library, City Hall, and Recreation Center. The notice shall advise the public of the filing of the application and the opportunity to submit comments on the application to the Planning Division.
3. Comments from the public will be accepted for a period of 15 days from the date of the public notice. Public comments must be in writing and sent via hand delivery, US mail, email, facsimile, or other technology, to the director or director's designee, who is the case manager for the application. If a valid objection to the application is received by the director or case manager within 15 days from the date of public notice, the application shall be processed through the special review use public hearing procedures described in sections 17.40.040 to -.070 of this chapter. A "valid objection" is one demonstrating a reasonable likelihood that the application cannot satisfy one or more of the criteria established in subsection A of this section 17.40.105.

4. Within 21 calendar days of receipt of a complete application, the director shall provide written comments to the applicant setting forth any modifications or conditions required to bring the proposal into compliance with city requirements, including without limitation modifications or conditions addressing the development features set forth in section 17.40.100.B.
5. If the director is satisfied that the application, with or without modifications or conditions, meets all the criteria in section 17.40.105.A and has further determined that no valid objection to the application has been received, then the application may be approved administratively by the director. However, the director shall have the authority to require that any special review use application eligible for administrative review be processed through the special review use public hearing procedures described in sections 17.40.040 to -.070 of this chapter.
6. If the application is approved administratively, the applicant shall submit two complete sets of plans on photographic mylar media, along with applicable recording fees to the director. This plan set shall comply with all previously required modifications and conditions.
7. Building permit applications will be accepted only after all the above requirements have been met.
8. If the director determines that one or more of the criteria in section 17.40.105.A have not been met, that a valid objection to the application has been received, or that the application should not be administratively reviewed, the applicant shall be required to submit the application to the planning commission and city council through the special review use public hearing procedures described in sections 17.40.040 to -.070 of this chapter.
9. All determinations relating to administrative review of special review use applications shall be made by the director or the director's designee who is the case manager for the application.

Special Review Use

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Submittal Requirements

The list of submittal documents (see below) is intended to serve as a guide only. The final list of submittal documents will be determined during the required Pre-Application Conference.

For the application to be considered complete the applicant must submit five (5) copies of each of the requested documents identified during the pre-application conference.

At a minimum, the following items will be included as part of the complete application.

- 1) Land Use Application Form, with original signatures.
- 2) Letter of intent describing the proposed project.
- 3) Payment of application fee either by check or credit card.
- 4) The City will prepare mailing labels of the property owners and business owners within 500' radius of the subject property. The applicant will arrange with the Planning Division (303.335.4592) a time to pick up the labels prior to submittal of the application.
- 5) Business size (#10) envelopes with the address labels affixed. There should be no return address on the envelope.
- 6) First class postage affixed to each envelope.
- 7) Any additional documents determined by the Case Manager and the applicant during the pre-application conference.

	FEE	Project types requiring a public hearing will also pay a publication fee of \$85.00 for each required public notice.
ANNEXATION & ZONING		
Annexation & initial zoning **	\$6415	
Rezoning **	\$3810	
Zoning Map Amendment **	\$480	
PLANNED UNIT DEVELOPMENT		
PUD – preliminary review (< 7 acres) **	\$2590	
PUD – final review (< 7 acres) **	\$2590	
PUD – preliminary review (> 7 acres) **	\$3165	
PUD – final review (> 7 acres) **	\$2590	
PUD – amendment **	\$1715	
Administrative PUD amendment	\$515	
SUBDIVISION		
Preliminary plat (< 15 acres) **	\$1240	
Preliminary plat (> 15 acres) **	\$3240	
Final plat (all) & Final agreement(s) (with final PUD) **	\$965	
Final plat (not accompanied by a PUD) **	\$1775	
Minor subdivision **	\$1775	
SPECIAL REVIEW USE		
Special Review Use (SRU) **	\$1110	
SRU amendment **	\$910	
SRU (use only, no development) **	\$420	
SRU administrative amendment (70% cost of SRU no development)	\$335	
Day Care (Neighborhood 6 – 12 children) **	\$345	
Planned Community Zone District		
PCZD (< 100 acres) **	\$4920	
PCZD (> 100 acres) **	\$6525	
Minor PCZD amendment **	\$760	
TEMPORARY USES		
Temporary use permit (administrative)	\$185	
Temporary use permit (public review) **	\$260	
Temporary sign permit	\$90	
CMRS FACILITY		
Public review **	\$6515	
Administrative review	\$2790	
OTHER LAND USE FEES		
Louisville Municipal Code Amendment **	\$420	
Easement or right-of-way vacation **	\$1785	
Floodplain development permit **	\$395	
Historic Preservation Commission – Major Demo Permit Review	\$445	
Historic Preservation Commission – Minor Demo Permit Review	\$50	
Variance or Appeal of the Zoning Administrator Decision	\$725	
Variance – After the fact **	\$975	
Oil & gas production permit **	\$1225	
1041 Permit **	\$1225	
Vested Right Request **	\$1540	
LP Gas Sales and Exchange	\$565	

These fees are adopted pursuant to City of Louisville Ordinance No. 1291, Series 1998 and Ordinance No.1603, Series 2011. Signed and ordered this day, December 17, 2013:

Malcolm Fleming

Malcolm Fleming, City Manager

LAND USE APPLICATION

CASE NO. _____

APPLICANT INFORMATION

Firm: _____

Contact: _____

Address: _____

Mailing Address: _____

Telephone: _____

Fax: _____

Email: _____

OWNER INFORMATION

Firm: _____

Contact: _____

Address: _____

Mailing Address: _____

Telephone: _____

Fax: _____

Email: _____

REPRESENTATIVE INFORMATION

Firm: _____

Contact: _____

Address: _____

Mailing Address: _____

Telephone: _____

Fax: _____

Email: _____

PROPERTY INFORMATION

Common Address: _____

Legal Description: Lot _____ Blk _____
Subdivision _____

Area: _____ Sq. Ft.

TYPE (S) OF APPLICATION

- Annexation
- Zoning
- Preliminary Subdivision Plat
- Final Subdivision Plat
- Minor Subdivision Plat
- Preliminary Planned Unit Development (PUD)
- Final PUD
- Amended PUD
- Administrative PUD Amendment
- Special Review Use (SRU)
- SRU Amendment
- SRU Administrative Review
- Temporary Use Permit: _____
- CMRS Facility: _____
- Other: (easement / right-of-way; floodplain; variance; vested right; 1041 permit; oil / gas production permit)

PROJECT INFORMATION

Summary: _____

Current zoning: _____ Proposed zoning: _____

SIGNATURES & DATE

Applicant: _____

Print: _____

Owner: _____

Print: _____

Representative: _____

Print: _____

CITY STAFF USE ONLY

- Fee paid: _____
- Check number: _____
- Date Received: _____