



Planning & Development
11701 Community Center Drive
Northglenn, CO 80233
P: 303-450-8739
F: 303-450-8708
northglenn.org

SPECIAL USE PERMIT

Application Guide

OVERVIEW

A Special Use Permit is a mechanism for the City to evaluate proposed development and land uses that have unique or widely varying operating characteristics or unusual site development features to ensure compatibility with surrounding areas. This procedure is intended to evaluate the potential impacts of such uses on surrounding properties and to ensure that such uses are compatible with surrounding property and to mitigate the impacts of those uses. Section 11-3-3 of the city's Unified Development Ordinance (UDO) includes a table of uses and outlines those uses requiring a Special Use Permit. Special Use Permits require approval by the Planning Commission.

SUBMITTAL REQUIREMENTS

The following application package must be submitted to the Planning and Development Department to commence review. Submittals should be electronic, or one (1) paper copy will also be accepted. Any missing information may cause the application to be incomplete and, therefore, rejected.

- Completed **Application Form**.
- Application Fee** of \$500.
- Proof of Ownership**
- Project Description/Justification Letter** that summarizes the proposed use in sufficient detail, also including the effect of operation in producing air pollution, water pollution, odor, noise, glare, fire danger, other safety hazards, and traffic congestion.
- Site Plan**, that shows the location of all existing and proposed buildings, architectural elevations of such buildings, parking areas, vehicular and pedestrian circulation, drainage facilities, waste disposal areas, landscaping, and lighting. Additional information may be required to review zoning and development requirements and will be communicated through the Pre-Application meeting process.
- Mitigation Plan**, for any public utility impacts.
- Information on the **Number of Employees**.
- Additional Information**, as may be required by the Planning staff or if applicable to the proposed Special Use Permit request.

PROCESS

- Prior to submittal of an application, it is required to schedule a Pre-Application Meeting in accordance with Section 11-6-3(b) of the UDO. Contact the Planning and Development Department at 303-450-8739 to schedule a Pre-Application Meeting.
- Following the Pre-Application Meeting, a formal application can be submitted. Applications can be submitted electronically to development@northglenn.org or with Planning and Development Department staff at City Hall (11701 Community Center Drive).
- Upon receipt of an application, the Planning staff will review the application package for completeness. If the application is deemed complete, then the Special Use Permit submittal will be referred out to the city's Development Review Committee, which consists of various city departments, including Planning, Building, Engineering, Public Works, North Metro Fire Rescue, and any other agency/department that might have an interest in the application.



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- The Planning and Development Department will compile all comments from the various city departments and other agencies and provide a written review letter within fifteen (15) business days of submittal. If a resubmittal is required, it will be requested in the review letter. Any resubmittals will follow this same procedure.
- Once an application has completed the staff review, it can be scheduled for public hearing before the Planning Commission.
- In order for a Special Use Permit to be approved, it must meet the approval criteria outlined in Section 11-6-5(b)(3)(E) of the code, which is further described later in this guide. Approvals may include conditions which must be adhered to.
- Planning Commission meetings are scheduled the first and third Tuesdays of the month at 7:00 p.m. in the City Council Chambers at City Hall (11701 Community Center Drive). The exact date and time for your meeting will be coordinated with you upon determination of a complete application.
- The Planning and Development Department will notice the Planning Commission public hearing in accordance with code requirements, meaning that a sign will be posted on the subject property at least fifteen (15) days before the public hearing date. Additionally, staff will publish notice of the public hearing in the local newspaper and send mailed notices to all property owners within 300 feet of the request. Please note that the public hearing sign shall remain on the property until after the public hearing date. If a replacement sign is required, please contact the Planning and Development Department.
- Any decision on a Special Use Permit made by the Planning Commission may be appealed to the City Council in accordance with Subsection 11-6-7(d) of the UDO.
- If a Major or Minor Site Plan is required, both applications can be processed concurrently. However, a separate application will be required for the Site Plan.

CODE REQUIREMENTS

Section 11-6-5(b) of the Unified Development Ordinance (UDO) addresses the requirements for a Special Use Permit. The following references are only excerpts pertaining to the Special Use Permit review process. Additionally, site plan applications shall be in compliance with all applicable development standards and zoning district regulations identified in the UDO. Please refer to the city's Municipal Code for a complete listing of all requirements outlined in the UDO.

Section 11-6-5(b)(3)(E). Planning Commission Review and Action

- (i) **Special Use Permit Review**
The Planning Commission shall review and approve, approve with conditions, or deny the special use permit application in accordance with Subsection 11-6-3(f). The Planning Commission may also remand the application back to the Director for further consideration.
- (ii) **Special Use Permit Approval Criteria**
In reviewing a proposed special use, the Planning Commission shall consider whether:
 - (a) The use is compatible with the surrounding area;
 - (b) The use has minimal impacts on future development of the area;
 - (c) The use meets all other standards of the UDO and all other applicable codes;
 - (d) Adequate mitigation of any impacts associated with access, traffic, emergency services, utilities, parking, refuse areas, noise, glare, and odor have been provided;



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- (e) The use is in conformance with the Comprehensive Plan;
- (f) The use is consistent with any applicable Urban Renewal Plan; and
- (g) The use adversely impacts the health, safety, and welfare of the inhabitants of the area and the City of Northglenn.

Section 11-6-5(b)(3)(F). Post-Decision Actions and Limitations

Post-decision actions and limitations in Subsection 11-6-3(h) shall apply, with the following modifications:

- (i) **Expiration of a Special Use Permit**
Unless substantially acted upon within two years following the date of approval, a special use permit shall automatically expire. This shall include demonstrated use of the property, construction, or some other measureable development activity.
- (ii) **Permit Cancellation**
The Planning Commission may cancel permits for violation of any regulations of the City of Northglenn or conditions imposed by the Planning Commission. Prior to cancellation, the Commission shall provide written notice to the permittee at least 30 days prior to the scheduled public hearing at the address contained in the permit. The notice shall describe the allegation of the violation and directing the permittee to appear at a public hearing to discuss the nature and extent of the alleged violation. Following the public hearing, the Planning Commission may cancel or revoke the permit issued to the permittee, require corrective measures to be taken, or direct the City to enter onto the premises and take corrective measures required by the Commission. Costs of such corrective measures shall be assessed to the permittee.
- (iii) **Expansion or Enlargement**
 - a. Any expansion or enlargement of a special use shall require a new application.
 - b. Expansions or enlargements may be approved by the Director provided that:
 - 1. The expansion or enlargement is not expected to increase potential negative impacts to surrounding property or the City; and
 - 2. The expansion or enlargement will not require adjustments to any standards greater than allowed through the administrative adjustment procedures in Subsection 11-6-7(b).
 - c. Any expansion or enlargement of a special use that does not meeting the criteria for Director approval shall require approval by the Planning Commission.
- (iv) **Transfer of Special Use Permit**
A special use permit may be transferred to another person to operate the same use, in the same building(s), on the same property, and under the same terms of the permit. Such transfer shall require approval of a written request to the Director.
- (v) **Appeal to City Council**
The decision on a special use permit may be appealed to the City Council in accordance with Subsection 11-6-7(d), *Appeal*.

Please note that a Special Use Permit must comply with all applicable requirements outlined in the Northglenn Unified Development Ordinance. The city's UDO can be found at www.northglenn.org/municode.



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SPECIAL USE PERMIT APPLICATION

Planning and Development Department

PROJECT INFORMATION

General Description of Request: _____

Attach a Project Description Letter that describes in detail the request.

Property Address or Location: _____

Legal Description: _____

Zoning District _____ Lot area: _____

PROPERTY OWNER(S) INFORMATION

Name: _____

Company (if applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

AUTHORIZED AGENT (If other than owner)

Name: _____

Company (if applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

OWNER(S) & AGENT CERTIFICATION

I hereby depose and state under the penalties of perjury that all statements, proposals and/or plans submitted with/or contained in this application are true and correct and the application is complete to the best of my knowledge and belief.

Agent's Signature: _____ Date: _____

Owner(s)' Signature(s): _____ Date: _____

STAFF USE ONLY:

Case Number:

Date Application Received:
