



Saguache County Land Use Department
 PO Box 326
 Saguache, CO. 81149
 Phone: 719-655-2321
 saguachecounty.colorado.gov
 Office Hours: Monday – Friday 8am to 4pm

Conditional Use Application

Note: Failure to progress in construction and operation of a facility shall result in denial of license renewal, within one year of approval.

PROPERTY MUST BE POSTED WITH ADDRESS NUMBER, AND CUP PERMIT SIGN A MINIMUM OF 30 DAYS PRIOR TO SCPC MEETING DATE.

ALL APPLICATIONS MUST BE TYPED OR PRINTED

Present use of Property _____

Intended use of Property _____

Submitting the Application:

Follow the steps listed in this checklist and supply the requested information. Be sure to include:

- Application Fee of **\$2,500.00 PER APPLICATION** (for additional costs contact Land Use Office)
- Certified mailing fees @ Amount of mailings X \$4.57 – mailed to adjoining landowners within 2500 ft. radius
- Certificate of Taxes Due - \$20.00
- GPS Fee - \$17.50

TOTAL OWED \$

Make checks payable to Saguache County Land Use.

Note: The Application Fee for a Conditional Use application is **NON-REFUNDABLE.**

Please review the Saguache County regulations for complete information at Saguachecounty.colorado.gov . Applicants should carefully read all local regulations prior to submission. Any local licenses issued under these regulations shall be valid for a period of one **(1)** year from the date of issuance. Applications for renewal shall be processed in the same manner as new licenses under these regulations.

Incomplete applications will be returned with general instructions as to which documents are required for Completion. Failure to provide the documents deemed necessary by the authority in sufficient detail to Determine full compliance with State and Local regulations shall be grounds for denial of the application.

TABLE OF CONTENTS

For **ALL** Conditional Use Application request – **ALL PAGES MUST BE NUMBERED**

ALL APPLICATION REQUESTS MUST BE IN THIS ORDER

EACH SECTION MUST HAVE A TITLE PAGE

1. Saguache County Application
2. Landowner authorization notarized form
3. Ownership deeds/lease contracts
4. Detailed Letter of Intent
5. Comprehensive site plan – **to scale**
6. Water information plans and letters
7. Sewage disposal plan
8. Response time letters – Sheriff – EMS (if applicable)
9. Legal status of business entity – proof of registration with, or certificate of good standing from the State of Colorado Secretary of State
10. Valid sales tax license for business, if applicable
11. Map and list of adjoining landowners showing full address of landowner
12. Letters from adjoining landowners – pros and cons

Eight (08) copies required – BOUND BUT NOT BINDED

NOTE: ALL APPLICATIONS MUST BE IN THE ABOVE ORDER or they will NOT be accepted.

1. Location

Physical Address of Proposed Facility: _____

Parcel Number: _____ **Intended Use:** _____

Total Amount of Acreage to be Used: _____

Please confirm with the Saguache County Land Use Department the correct use of the proposed business Locations (s) prior to the submission of this application.

Applicant		
Mailing Address		Email Address
City		Phone Number
State	Zip Code	Fax Number

2. Business Information:

Legal Name of Business		Date of Business Establishment	
Trade Name or Business (dba)			
Mailing Address			
City		State	Zip Code
Phone Number	Fax Number	Email Address	

If the applicant is a business entity, provide the following information:

- Legal status of entity and proof of registration with, or certificate of good standing from the **Colorado Secretary of State**
- Evidence of a valid State sales tax license for the business

3. Property Owner (s) information: Provide the name, address, and signature of the property owner (s).
 If there are multiple owners, please include this information for all owners.

Property Owner(s)	
Owner's Address	Phone Number
City	Email Address
State Zip Code	Fax Number
Signature of Property Owner(s)	Date

If the applicant is not the owner of the proposed licensed premises, provide the following information:

- Notarized statement from the owner of the property authorizing the use of the property for Conditional use. **(See Attached)**
- Copy of any deed, lease, contract, or other document reflecting the right of the applicant to possess the proposed business, along with conditions of occupancy of the premises.

4. Business Owner (s) Information: Provide the name, address, and signature of the business owner (s), Or applicable LLC information. If there are multiple business operators, be sure to include information For all business owners. **Use an additional sheet if necessary.**

Business Owner(s)	
Business Owner Address	Phone Number
City	Email Address
State Zip Code	Fax Number
Signature of Business Owner(s)	Date

5. Pre-Existing Business: If the application is for a pre-existing business, provide the date the business was established, and submit evidence of establishment, such as leases or sales tax receipts. **(as attachments)**

6. Nearby Facilities: The applicant shall provide a map and detailed list showing the following facility uses that are located within **2,500 feet** of the proposed licensed premises: all licensed child care facilities, educational institutions, halfway house or correctional facility, schools, colleges or universities **(public or private)**, public park, public pool, or recreational facilities **(public or private)**.

Nearby Facilities within 2,500 feet:

7. Vehicle Trips: Provide the number of vehicle trips per day expected to be generated by the proposed business. Keep in mind that one vehicle produces two trips, **(arrival and departure)**.

Amount of Employees
Road to be used

8. Water and Wastewater Information: Provide information detailing the source of water at the proposed business, include level of water use. This information must also have both the business, as well as the entire parcel and should be given in gallons per day. Wells cannot be used for commercial use unless the well permit states so specifically. **See notes below**

Expected Source of Water
Expected Level of Water Usage (gal/day)
Expected Wastewater Discharge (gal/day)

Attach any additional permits or other applicable documentation related to well use, septic system use, and/or water sanitation.

9. Access Information:

Provide copies of any driveway permits, easements, and/or CDOT access permits as applicable.

10. Comprehensive Business Operation Plan:

Please provide a business plan for the proposed establishment to address, at a minimum, the following components:

- A. Phasing plan, outlining progress of construction and operations.
- B. Signage plan and narrative
- C. Odor and noise.

11. Comprehensive Site Plans:

Please include the following plans and maps (**made to scale**) for the business to include north sign, legend.

Attached drawings to be 8.5" x 14" in size. **NO SMALL MAPS WILL BE ACCEPTED**

- A. Plot plan of the parcel showing the location of all existing and proposed structures (**including height, square footage**), roads, streets, and easements, septic tank and leach field (**if applicable**), wetlands, watercourses. This must include distance from property lines etc.
- B. Building layout showing how the floor space will be utilized. This includes all entry ways and exits, loading zones, and the dimensions and use of every room. Please include details as to what floor area will be devoted to manufacturing infused products, cultivation operations, and/or dispensing operations.
- C. Parking plan for the business. This includes parking for the entire parcel, if there are additional businesses etc.
- D. The nature and location of any proposed/existing lighting and signage. If proposing signage, please include information for the entire parcel. This may be accomplished with photos or diagrams and must include dimensions and elevations. Lighting and signage must comply with all applicable State laws.

- **Name of Project**
- **Size of Property (in acres)**
- **Use of Land & Structures**
- **Exact footage for each location of each structure from property line**
- **Address of Proposed Location**
- **Lot Dimensions of Property**
- **Preparation Date**
- **North arrow**

Certification:

I certify that I am signing this application form as the owner of record of the business included in this Application. I certify that the information and exhibits I have submitted as part of this application are true and correct to the best of my knowledge. I certify and understand that this application gives the County the right of entry to inspect the parcel and all building on the parcel related to the marijuana Business for compliance with regulation codes pursuant to this license application.

Print Name of Property Owner

Sign Name of Property Owner

Date

Print Name of Applicant

Sign Name of Applicant

Date

This section is reserved for use by County Staff



Staff Notes:



AUTHORIZATION FROM PROPERTY OWNER

I/we, the undersigned, grant _____ the
REPRESENTATIVE/AGENT

Authority to act as my/our representative/agent to submit documents related to any Development Permits

Application Type

Legal description: _____

Physical address: _____

Print Name of Owner

Owner Signature

Date

State of _____

County of _____

Acknowledged before me this _____ day of _____ by

Witness my hand and seal.

My commission expires: _____

Notary Public

LAND USE OFFICE CHECK LIST

- 1. Saguache County Application
- 2. Landowner authorization notarized form
- 3. Ownership deeds/lease contracts
- 4. Detailed Letter of Intent
- 5. Comprehensive site plan, showing set-backs from property lines – **to scale**
- 6. Water information plans and letters
- 7. Sewage disposal plan
- 8. Response time letters – Sheriff – EMS (if applicable)
- 9. Legal status of business entity – proof of registration with, or certificate of good standing from the State of Colorado Secretary of State
- 10. Valid sales tax license for business, if applicable
- 11. Map and list of adjoining landowners showing full address of landowner
- 12. Letters from adjoining landowners – pros and cons

