



USE BY SPECIAL REVIEW SUBMITTAL CHECKLIST

Municipal Code
Chapter 16, Sec. 16-92

PO Box 351
50 S Beech Street
Hudson, CO 80642

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Project Name: _____

REVIEW PROCESS
1. Complete application received by Town.
2. Public Notification begins; applicant may be requested to post a sign on the property
3. Planning Commission Public Meeting; may have required plan revisions
4. Town Council Meeting; may have required plan revisions.

APP. INITIALS	STAFF INITIALS	DATE	SUBMITTAL REQUIREMENT
			Transmittal letter listing items included in the application and describing in general terms the proposed use.
			Complete Land Use application form.
			Review Fee Deposit: _____.
			Evidence of current ownership, acceptable to the Town Attorney, such as a copy of an updated title policy or commitment, current within thirty (30) days, or lease agreement.
			Stamped envelopes addressed to owners of all property within 500' and all mineral owners. Statement of source(s) of addresses.
			Use by Special Review map if required by staff to adequately describe the proposal: <ol style="list-style-type: none"> 1. One (1) paper copy of full-size, 24 inch x 36 inch paper map, properly folded. 2. One (1) copy of plat, reduced to 11" x 17". 3. Digital copy.
			Written narrative describing the proposal.
			Sign posting Affidavit received.
			Additional documents or fees as required.

Comments: _____
