

TOWN OF BUENA VISTA SPECIAL USE PERMIT APPLICATION

FACT SHEET

What is a Special Use Permit?

A Special Use Permit means a permit for a use that is not appropriate generally or without restriction throughout a zone district but which, if controlled as to number, area, location or relation to the neighborhood, would promote the public health, safety, welfare, morals, order, comfort, convenience, appearance, prosperity or general welfare.

What is the fee?

The initial fee to process a Special Use Permit is currently \$550.00.

This is a flat fee that includes Town staff services to process the application, obtain comments/approvals from various agencies, produce a staff report for both the Planning and Zoning Commission and Board of Trustees and, if approved, resolution recordation fees with Chaffee County Clerk and Recorder's Office.

Are there any additional fees?

Depending on the circumstances there could be charges that exceed the initial fee. Each applicant is required to sign an agreement stating that they will reimburse the Town for such charges. These cases are the exception and rarely occur.

What is the process?

Pre-application conference with the Town Planner
Application completion and fee submission
Staff Reports
Hearing before the Planning and Zoning Commission
Notice of Public Hearing publication
Public Hearing before the Board of Trustees
Board of Trustees Resolution
Recordation

How long does this process take?

Depending on the complexity and completeness of the application, the entire process can be completed in approximately 6 weeks.

****Note** - A Special Use Permit must be substantially acted upon within one (1) year from the date of approval.

**The Town of Buena Vista Staff are available to
answer your questions and assist you throughout the process.**