

certified letters to adjacent property owners, and 3) by posting the notice on the subject parcel. The list of adjacent property owners must be acquired by contacting the Gunnison County Assessor's Office. "Adjacent" property includes properties directly across the street and diagonally.

Stage 5: Review by Decision-Making Body

Hearing Procedure. At a scheduled meeting, the decision-making body will hear a presentation of the findings and recommendations of Planning staff, hear a presentation by the applicant, hear testimony from all members of the public in attendance, and hear responses from the applicant and City staff. The decision-making body has the right to ask questions of any person presenting testimony at the hearing. The burden is on the applicant to demonstrate compliance with applicable provisions of the Code.

After hearing testimony, the decision-making body will make its decision and findings, have them entered into the minutes, and will, through written action, forward its findings to the applicant.

Please be aware that more than one decision-making body may be involved in hearing an application.

Stage 6: Actions Following Approval

Following approval of the development application, the applicant must submit, to Planning Staff, all documents required as a condition of approval of the application. Staff will review the documents prior to any required recordation and may

City Engineer, or any other agency or organization for technical assistance during the review. If revisions must occur prior to recordation, staff will return the document(s) to the applicant.

Before the applicant may obtain a building permit or change any existing use, Planning staff shall verify that the development or change of use complies with the standards of the Code.

Useful Numbers:

- **Building Department**
(building permits, sign permits, floodplain information)
(970) 641-8151
- **Fire Marshal**
(970) 641-8153
- **Public Works Department**
(water, sewer, electric, stormwater management, streets)
(970) 641-8020
- **Gunnison County Assessor's Office**
(property ownership, tax records)
(970) 641-1085
www.gunnisoncounty.org
- **Line Locate:**
1-800-922-1987

Disclaimer

This brochure was developed for general informational purposes only. All applicants should consult the City of Gunnison Land Development Code for application information specific to their development proposals.

City of Gunnison, Colorado



Overview of the Development Review Process



Community Development Department
201 W. Virginia Avenue
P.O. Box 239
Gunnison, CO 81230

970-641-8090
Fax: 970-641-8051
www.cityofgunnison-co.gov



Stages of the City of Gunnison Development Review Process

Case Management: The Community Development Director (Director) or other assigned case manager will be your primary contact for information about your development review application/proposal. The Director will manage the details of the review, referrals, staff report preparation, schedule of public hearing, and public notice.

Each development application has its own submittal requirements that can be found in the appropriate application information sheet and checklist and in the *City of Gunnison Land Development Code*. Please be aware that your case manager can request any additional information or analyses deemed necessary and appropriate to complete the review. Consult with your case manager for specific application submittal requirements.

Generally, the six stages of the development review process are:

Stage 1: Pre-application

The pre-application conference is required prior to filing a sketch or preliminary subdivision or Planned Unit Development (PUD) application, and is optional, but recommended, for all other development application types.

The pre-application conference allows the applicant to informally review proceed with the intended development before substantial commitments if time and money are made. Items to be discussed may include:

- Application contents
- Conformance of the development proposal with the City's *Land Development Code* (Code).
- Review standards

- Decision-making bodies
- Public notice requirements
- Approximate time required for processing
- Applicable fee

The conference is not a design service. Comments made during the pre-application conference do not provide the applicant with a commitment by the City as to the outcome of the formal development review process.

Stage 2: Submit Application

Certain development applications may only be submitted by, or on behalf of, the owners of real property. Be sure to check the *City Code*.

Development applications must be submitted in the form required and must include all information and materials specified for the particular type of development application (Article 12). All development applications must include:

- Name, mailing address, telephone number, and Authorization of Agent (if the applicant is not the owner of the property).
- Legal description of the development parcel.
- Disclosure of ownership or other encumbrances on the parcel.
- Vicinity map locating the subject parcel within the City of Gunnison.
- Written description of the development proposal and written, graphic, or model demonstration of how the proposed development complies with applicable review standards.
- Names and addresses of adjoining property owners.
- Applicable fee.

Note: some applications may require additional materials, please consult with your case manager.

Stage 3: Application Review

Completeness Review. Within 7 days of receipt of the application, Planning staff will determine whether the application is complete. "Completeness" is not a determination that an application complies with the substantive standards of the *Code*.

- *Incomplete applications*—Planning staff will inform the applicant of deficiencies in writing and no further actions will be taken on the application until deficiencies are remedied.
- *Complete applications*—Planning staff will certify the application as complete, affix the date of application acceptance, and assign the application with an agenda date with the appropriate review body.

Staff Review. Within 30 days from the date of the completeness determination, Planning staff will review the application to determine its conformance with the requirements of the *Code*. Planning staff may solicit the professional analysis and recommendations of any other governmental entity, utility company, special districts, City staff, or technical consultants deemed appropriate and necessary to complete the development review.

Report. Planning staff shall compile a written report setting forth how the application complies, or does not comply, with the applicable standards of the *Code*. Copies will be distributed to the applicant and the review body, and the report shall be made available to the public.

Stage 4: Public Notice Provision

Development applications considered at a public hearing must be given public notice coincident with the time that staff is reviewing the development application as specified in Chapter 15-12-5 (Table 12-1).

Public notice is given by: 1) placing legal notice in the local newspaper of record, 2) by mailing