



**City of Victor**  
 500 Victor Avenue  
 Victor, CO 80860  
 719-689-2284  
 cityofvictor.com

## CONDITIONAL USE PERMIT CHECKLIST

Only **complete** applications will be accepted. Please use the following Checklist to complete your application.

Applicant √	City √	Checklist Items (Requirements for Submittals May Be Adjusted At Pre-Application Meeting)
		<b>Pre-application</b> meeting with City Staff held on:
		<b>Zoning Application Form</b>
		<b>Completed Checklist</b> (this form)
		<b>Letter of Authorization</b> (if applicant is not the property owner)
		<b>Documentation</b> of legal interest in the property
		<b>Written statement</b> generally describing the proposed use, its operation and compliance with conditional use criteria of 16-11-40 of the VMC
		<b>Fees</b>
		Application Fee (Non-Refundable): See Fee and Fine Schedule
		Recording Fee: TBD
		<b>Submittals</b>
		Names and Addresses of all property owners within 300 feet of property
		Site Plan (max. 24"X36") (includes parcel boundaries, location of existing and proposed improvements, setbacks and other details per City of Victor Development Plan Manual)
		Vicinity Map
		Other details per City of Victor Development Plan Manual
		<b>Other Documents:</b> Provide a copy of any special agreements, easements, conveyances, restrictions or covenants governing the property
		<b>Additional material/information</b> as requested by City staff
<b>Note:</b>		<b>Additional copies</b> will be required for: <ul style="list-style-type: none"> <li>▪ Resubmittals</li> <li>▪ Outside agency referrals</li> <li>▪ Public Hearing</li> </ul>