PO Box 128
19750 County Road 31
Gilcrest, CO 80623
lori@townofgilcrest.org

(970) 737-2426
www.townofgilcrest.org

TOWN OF GILCREST LAND USE APPLICATION FORM

PROJECT NAME:	
DATE SUBMITTED:	APPLICATION FEE:

TYPE OF APPLICATION		
″ Annexation, Zoning and Concept Plan	″ Change of Zone	″ Certificate of Nonconforming Use
″ Conditional Use	″ Final Plat	″ Minor Subdivision Plat
″ Plot Plan	″ Planned Unit Development	″ Preliminary Plat
″ Site Plan	″ Sketch Plan	″ Subdivision Exemption
″ Vacation	″ Variance	″ Waiver

PRE-APPLICATION CONFERENCE WAS HELD WITH: Date:

PROJECT INFORMATION

Applicant's Name:	Project Location:
Address:	Existing Use:
	Proposed Use:
Phone/Fax:	Existing Zoning:
Relation to Property Owner:	Proposed Zoning:

Is site within Gilcrest's Planning Area? ″ Yes ″ No

Legal Description of Property (location within section, section, township and range):

Total Acreage of Property under Consideration:

Number of Existing Residential Lots:	Number of Proposed Residential Lots:
Number of Existing Commercial Lots:	Number of Proposed Commercial Lots:
Number of Existing Industrial Lots:	Number of Proposed Industrial Lots:

ADDITIONAL CONTACTS

Property Owner:	Consultant:
Address:	Address:
City/State/Zip:	City/State/Zip:
Phone/Fax:	Phone/Fax:
Property Owner:	Consultant:
Address:	Address:

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City/State/Zip:	City/State/Zip:
Phone/Fax:	Phone/Fax:

TOWN OF GILCREST LAND USE APPLICATION FORM (CONTINUED))

COMPREHENSIVE PLAN MAP DESIGNATIONS:	
LAND USE & PUBLIC FACILITIES Land Use Designations: Public Facilities:	IMAGE AND DESIGN Gateway: " Yes " No Important Connection: " Yes " No
TRANSPORTATION Street Connections:	UTILITY AND SPECIAL DISTRICTS Water: Sewer: Fire Protection: Other:
PARKS, OPEN SPACE AND RECREATION Proposed park and/or trail:	ENVIRONMENTAL ISSUES Property in floodplain: " Yes " No Sensitive wildlife habitat area: " Yes Soil Type: " No
SUBSIDENCE AND OIL AND GAS Subsidence area: " Yes " No Oil and/or gas wells: " Yes " No	TOWN PATTERN PLAN Land Use Designations:

CERTIFICATION
I certify that I am the lawful owner of the parcel(s) of land which this application concerns and consent to this action.

Owner:_____ Date:
I certify that the information and exhibits I have submitted are true and correct to the best of my knowledge. In filing this application I am acting with the knowledge and consent of the property owners. I understand that all materials and fees required by the Town of Gilcrest must be submitted prior to having this application processed.

Applicant:_____ Date:

STAFF USE ONLY

APPLICATION ACCEPTED:
Date:_____ Hearing Date:
By: _____ Fee: _____
Fee: _____ Fee: Fee:
Fee:

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LETTERS OF SUPPORT AND COMMITMENT TO SERVE TABLE

As part of the preliminary plat, site plan and vacation of right-of-way/easement applications, applicants are required to provide the Town with letters of support and commitment to serve. In order for the review agencies to properly review the application and be able to provide applicants with a letter of support and commitment to serve, the applicant will need to provide the agencies with some information about the proposed development. The following table outlines which documents should be submitted to each review agency for these four types of applications. Each document has been identified using the following system of numbers.

1. Land Use Application Form
2. Subdivisions - Technical Criteria Form
3. Context/Vicinity Map
4. Plat
5. Drainage Plan and Report
6. Grading Plan
7. Master Utility Plan
8. Open Space Plan
9. Ecological Characterization
10. Soils Report and Map
11. Geologic Report
12. Site Plan Map
13. Vacation of Right-of-Way/Easement Map
14. Traffic Report
15. Notice of Public Hearing

Unless otherwise directed by a representative from the Town, the following table should be used to determine which agencies to contact and what information to provide them based on the type of application you are submitting.

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Referral Agency \ Type of Application	Preliminary Plat	Final Plat	Minor Plat	Zoning Variance and Appeals
Adjacent Property Owners within 100 feet of property	1,15	15		15
Cable Company (US Cable)	1,4		1,4	
Gilcrest Recreation District	1,4			
Central Weld County Water District	1,4,7			
Colorado Department of Transportation	1,4,14			
Colorado Geological Survey	1,4,10,11			
Platteville/Gilcrest Fire Protection District	1,4			
Gilcrest Post Office	1,4			

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Referral Agency / Type of Application	Preliminary Plat	Final Plat	Minor Plat	Zoning Variance and Appeals
Atmos Energy	1,4,7		1,4	
Xcel Energy	1,4,7		1,4	
Soil Conservation Service	1,4			
Northern Colorado Water Conservancy District	1,4			
Weld County RE-1 School District	1,4			
Town of Platteville	1,4			
Town of LaSalle	1,4			
Qwest Communications	1,4,7		1,4	
US Army Corps of Engineers	1,4,5,6,8,10			
Weld County Attorney	1,4			
Weld County Commissioners	1,4			
Weld County Department of Planning	1,2,4			
Weld County Health Department	1,4			
Weld County Library District	1			
Platte Valley Soil Conservation District	1,4			
Ditch Company	1,4,5			
Anyone with legal interests in the property	1,4			
All mineral rights owners and/or lessees	1,4,15	15		
All oil and gas owners and/or lessees	1,4		1,4	