

Date Received _____
Initials _____



City of Montrose

LARGE RETAIL SITE DEVELOPMENT APPLICATION

It is the applicant's responsibility to submit the required materials. Failure to provide such information may delay the review process. No application will be accepted until all required materials are submitted and the application fee is paid in full. Checks shall be made payable to *City of Montrose*. The application fee is non-refundable and is no guarantee that the proposed action will be approved.

Please contact Planning Services at (970) 240-1407 for assistance.

ADDRESS OF PROPERTY _____

ZONING _____

CURRENT LAND USE _____

PROPERTY OWNER	APPLICANT OR REPRESENTATIVE
NAME:	NAME:
MAILING ADDRESS:	MAILING ADDRESS:
CITY, STATE, ZIP:	CITY, STATE, ZIP:
PHONE:	PHONE:
EMAIL:	EMAIL:

REQUIRED APPLICATION MATERIALS

This list is intended to be a guide and may not be a complete list of all the requirements that may be necessary.

- \$1000 NON-REFUNDABLE APPLICATION FEE
- RECORDED WARRANTY DEED WITH LEGAL DESCRIPTION OF THE PROPERTY
- 2 COPIES OF TITLE POLICY DATED WITHIN 90 DAYS OF APPLICATION
- PDF COPY OF SITE PLAN
- PHOTOS OF THE PROJECT AREA (OPTIONAL)
- 1 COPY OF THE FULL-SIZED SITE PLAN WITH BUILDING ELEVATIONS (24" X 36")
- 2 REDUCED COPIES OF THE SITE PLAN (8 ½" X 11" OR 11" X 17")

SITE PLANS MUST INCLUDE:

- DATE, A NORTH ARROW, AND A SCALE
- FOOTPRINT AND LOCATION OF EXISTING AND PROPOSED STRUCTURES.
- SETBACKS FROM ALL PROPERTY LINES FOR EXISTING AND PROPOSED STRUCTURES
- STREET NAMES FOR ALL EXISTING AND PROPOSED STREETS
- WIDTH AND LOCATION OF ALL EXISTING AND PROPOSED PUBLIC AND PRIVATE EASEMENTS
- VEHICULAR ACCESS AND OFF-STREET PARKING AREAS
- BUILDING ELEVATIONS THAT MEET MINIMUM STANDARDS FOR INCORPORATION OF CONTRASTING MATERIALS, ARCHITECTURAL ELEMENTS, AND ROOFLINE VARIATIONS

IMPORTANT NOTES

- Approval of this application DOES NOT constitute approval of any other City of Montrose permits or application reviews.
- By signing, you certify that you have read and understood the submittal requirements, and that you understand omission of any listed items may cause delay in processing the application. The undersigned acknowledges that the information supplied in this application is as complete and accurate as possible.

Owner's Signature

Date

Applicant's or Representative's Signature

Date