Escrow $:_____

Land Use Application
Use by Special Review

All applications for a Use by Special Review shall comply with the requirements of Chapter 19.44 of the City of Evans Municipal Code and all applicable regulations, standards and plans. Please allow for a 60 day approval period following a complete and accepted submittal. This includes two public hearings and meetings with the Planning Commission and City Council.

Project Name: _____ Acres:_____ Current Zoning: _____

Property Address: _____

Proposed Use (brief description):

Land Owner Name: _____Telephone: _____Email:_____

Mailing Address: _____

*Applicant Name: _____Telephone: _____Email:_____

Mailing Address: _____

*The applicant listed herein will serve as the sole source of contact for any information and updates on the project. Only correspondence from the applicant will be considered official project correspondence.

SUBMITTAL CHECKLIST

The following items will need to be submitted for review of a Use by Special Review Application. Incomplete applications will not be accepted.

Applicant Initials	Submittal Documents Required to be Accepted for Review by City	City Staff Initial if Complete
	Pre Application Submittal and meeting with City Completed	
	Electronic copy of all required forms (see below)	
	Use by Special Review Fee of $205.00 (check or credit card)	
	Legal description of the property	
	Letter indicating why the use should be allowed. (See Section 19.44.020 B 1-7 for necessary information)	
	A site plan or master plan drawing of the location and use	
	Photos of the site in question	
	Photos showing the proposed use (if appropriate)	

	An aerial map of the location	
	Any other documentation that would support the request	
	A list, in Excel format, of all land owners within 500' of the proposed use	
	If above list is provided by the City, a $25 fee will be added	
	Other:	
	If a mini storage unit, all additional information required in 19.44	
	If a car wash, all additional information required in 19.44	
	If an oil well, please refer to 16.28 of the Evans Municipal Code for additional requirements and submit at a minimum:	
	A landscaping plan	
	A letter detailing the information in 16.28.070 including a full description of the intended use, site improvements, and characteristics of installation, operation, maintenance, site restoration, and abandonment;	
	Evidence of leasehold, resource ownership, or owner's authorization;	
	The name and address of each owner of an interest of record in the oil and gas leases under which such well is to be drilled, operated, maintained or abandoned;	
	The name and address of the person or firm in charge of the operation and maintenance of such well;	
	The name and address of the person or firm in charge of the work to be done under such permit;	
	A true and accurate listing of the names and addresses of the owners of all real estate situated within 500 feet of the proposed well, accessory equipment, and structure site, according to County Assessor records current at the time of the application;	
	Evidence of satisfaction of the bond requirement (see Sections 16.28.08 and 16.28.090);	
	Evidence of satisfaction of the insurance requirement (see Section 16.28.100);	
	Conceptual restoration plan (see Section 16.28.130)	
	Specification and graphic representation of the equipment to be used and the improvements to be made. Specific attention shall be given to the intended measures of noise mitigation and ensuring the public safety;	
	Certification that the owners of the leasehold interest and the persons in charge of the drilling, operation maintenance, or abandonment of such well are familiar with the ordinances of the City and will abide by the provisions thereof;	
	Waste and storage plan (see Section 16.28.140).	

I certify that to the best of my knowledge this Use by Special Review Application meets all of the criteria listed above and all the appropriate documentation has been submitted as requested:

_____

Land Owner Signature **Date**

Applicant Signature **Date**

For City Staff Use Only

Date Submitted:_____

Date Reviewed:_____ Reviewer Name:_____

Corrections Needed? ___ Yes ___ No

Date Returned as Incomplete to Applicant and Owner: _____

Date Accepted as Complete: _____

Planning Commission Date:_____

City Council Date:_____

Additional Comments:

Formal comments will be found in the L:drive under Community Development/USR/ (name of application)