



City of Cortez
 Community & Economic Development Department
 Division of Planning & Building
 123 Roger Smith Avenue
 Cortez, Colorado 81321

File Number: _____
 Application/Permit Number: _____
 Date Application Received: _____
 Received by: _____

LAND USE APPLICATION

I. OVERVIEW

This form provides the basic information about a project proposal. This application form is only one of the items required for a complete project submittal. It is the responsibility of the applicant to clearly demonstrate through narrative, visual representations, and other materials submitted. It is also the responsibility of the applicant to clearly demonstrate through narrative, visual representations, and other materials that the proposed activity complies with the City of Cortez Land Use Code. Incomplete or substandard applications may cause delays. All applications shall include digital files as well as hard copy unless otherwise determined by staff.

II. PROJECT TYPE (select 1 or more):

- | | | |
|--|---|--|
| <input type="checkbox"/> Administrative Adjustment (6.03.20) | <input type="checkbox"/> Encroachment Permit (6.03.16) | <input type="checkbox"/> Planned Unit Development (3.05.1) |
| <input type="checkbox"/> Annexation (6.03.17 CC) | <input type="checkbox"/> Final Plat (6.03.7) | <input type="checkbox"/> Site Plan, Major (6.03.12) |
| <input type="checkbox"/> Appeal (6.03.18) | <input type="checkbox"/> Formal Interpretation (6.03.1) | <input type="checkbox"/> Site Plan, Minor (6.03.12) |
| <input type="checkbox"/> Comprehensive Plan Amendment (6.03.4) | <input type="checkbox"/> LUC Text Amendment (6.03.2) | <input type="checkbox"/> Special Exception/Minor Deviation (3.01.2b + 5.01.2b) |
| <input type="checkbox"/> Conditional Use Permit (6.03.13) | <input type="checkbox"/> Major Subdivision Plat, Preliminary (6.03.6) | <input type="checkbox"/> Temporary Use Permit (6.03.14) |
| <input type="checkbox"/> Condominium Subdivision (6.03.9) | <input type="checkbox"/> Minor Subdivision Plat (6.03.8) | <input type="checkbox"/> Variance (6.03.19) |
| <input type="checkbox"/> Easement/ROW Vacation (6.03.11) | <input type="checkbox"/> Plat Amendment/Replat (6.03.10) | <input type="checkbox"/> Zoning Map Amendment (6.03.3) |
| <input type="checkbox"/> Other: _____ | | |

III. CONTACT INFORMATION

PRIMARY CONTACT: Owner Applicant/Agent Other: _____

APPLICANT/AGENT	PROPERTY OWNER <i>(if different than applicant)</i>
Contact Name: _____	Owner's Name: _____
Mailing Address: _____	Mailing Address: _____
Phone: _____	Phone: _____
Email: _____	Email: _____

QUESTIONS? Call (970) 565 – 3402, email: clindquist@cortezco.gov
HAND DELIVERY or MAIL: Please submit application and plans in person to:
 Planning & Building, Cortez City Hall, 123 Roger Smith Avenue, Cortez, CO 81321
ONLINE: <https://www.cortezco.gov/186/Building-Permits-Applications>



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IV. SITE/PROPERTY INFORMATION

Property Address: _____ Parcel ID Number: _____
 Current Zoning: _____ Proposed Zoning (if applicable): _____
 Current Use: _____ Proposed Use (if applicable): _____
 Legal Description: _____

V. ACKNOWLEDGMENT AND AUTHORIZATION

I hereby certify that I am the owner or the owner’s duly authorized agent and have read and understand this application, and all City regulations that pertain to my project. I acknowledge that all information included in this application is accurate and true. I also acknowledge that by signing this agreement, City officials may enter my property for inspection and other official business related to this application. Where possible notice will be given to the applicant ahead of time. I also understand that if plumbing or electrical work is to be performed that I am required by Colorado State Law to employ the services of a licensed plumber and/or electrician if the property or residence is intended for resale, rental, or is a commercial structure. I understand that I am responsible for following all Federal laws, guidelines, and regulations, as well as those set forth by the State of Colorado and the City of Cortez.

Applicant Signature: _____ Date: _____
 Property Owner Signature (if different): _____ Date: _____

VI. DEPARTMENT USE ONLY

Fee Required: \$ _____ Date Paid: _____ Receipt #: _____
 Application Accepted as Complete for Processing on: _____
 Planning & Zoning Commission date: _____
 City Council date 1: _____ City Council date 2: _____

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