

## USE BY REVIEW – SPECIAL USE PERMIT APPLICATION ASSISTANCE

### Special Use Permit Application Fees:

- **Application Fee-\$500**
- **Public Notice Fees: approximately \$50**
  - Postcards- postcards are sent to all property owners within 100-feet of the property requesting a variance. Each postcard costs \$2.
  - Poster- **The property must be noticed with a Zoning Board of Appeals poster. Each poster costs \$3.**
  - Legal Notice- **Legal notice published in the newspaper is calculated based on the length of the notice and divided by the number of cases being heard that month. This cost varies.**

### HOW TO APPLY:

Apply online using this link:

<https://www.pueblo.us/PLACE>

You will need to create a login, which you will use each time you submit an application in Pueblo PLACE, so please make sure to **save your login** information. Try to include as much information as possible in your application, this will assist the Planner in completing their staff report. Upload all required documents as **PDF's**, in the "Attachment" portion of the application. Once you have completed the application, you can pay by credit card or e-bank check online (fees apply) or you can pay in person at our office, 211 E. D Street.

### JUSTIFICATION OF FACTS:

#### PLEASE ADDRESS EACH ITEM WHEN FILLING OUT THE ONLINE APPLICATION

Before any use by review shall be permitted, the Board shall make written findings certifying compliance with the items listed below. The applicant must demonstrate that provisions and arrangements have been made concerning the following items, where applicable:

- a. (Access) Ingress and egress to property and proposed structures thereon with particular reference to automotive and pedestrian safety and convenience, traffic flow and control, and access in case of fire or catastrophe.
- b. Off-street parking and loading areas where required, with particular attention to the items in Subparagraph a above and the economic noise, glare, or odor effects of the use by review on adjoining properties and properties generally in the district.

- c. Refuse and service areas, with particular reference to the items in Subsections a and b above.
- d. Utilities, with reference to the location's availability and compatibility.
- e. Screening and buffering with reference to type, dimensions and character.
- f. Signs, if any, and proposed exterior lighting with reference to glare, traffic, safety, economic effect and compatibility and harmony with properties in the district.
- g. Required yards and other open space.
- h. General compatibility with adjacent properties and other properties in the district.

*Source, Pueblo Zoning Code, section 17-5-33*

Application deadlines, meeting dates and times, agendas and minutes of the **Zoning Board of Appeals** are available online at:

<http://pueblo.us/zba>