



SPECIAL USE PERMIT APPLICATION FORM

The Planning Division is here to assist you with your Special Use Permit Application ("Application") pursuant to Special Use Permit (Sec. 5-E-2) in the Unified Development Code (UDC). Applications are administratively and legislatively reviewed and approval is required. The Application will be reviewed in accordance with the procedures and requirements outlined in Sec. 5-E-2 in the UDC.

This publication outlines the Special Use Permit Application process and submittal requirements.

All submittal items shall be submitted in PDF format in accordance with the Site Development and Permit Decision File Naming Conventions to permits@wpgov.com. Ensure your application is complete by checking each of the required submittal (RS) boxes below.

1 Required Items			
Plan Sheet(s)	RS*	Item #	Submittal Items
	☐	1.	Special Use Permit Application Form. Executed.
	☐	2.	Land Use Review Application Form. Executed.
	☐	3.	Letter of Authorization. A letter of representation, signed and notarized by the property owner(s), for any applicant that is not a property owner.
	☐	4.	Narrative. Shall include the following: A. Project name. B. Street address. C. Name, address, email and telephone number of owner, applicant, HOA, project manager, architect, engineer, surveyor, and land planner (as applicable). D. Legal description. E. Zoning district. F. Lot size (acreage and sq. ft.). G. All proposed special uses and confirmation if the proposed special use is subject to any of the specific standards outlined in § 2-B-3(F), <i>Specific Standards for Special Uses</i> . H. Number of dwelling units (if applicable). I. Number of bedrooms per dwelling unit (if applicable). J. Size of residential and nonresidential space (sq. ft.). K. Number of existing and proposed off-street parking spaces. L. Justification for how the request complies with the Town's Comprehensive Plan. M. Justification for how the request complies with the review criteria outlined in § 2-B-3(D) and (E), <i>Review Criteria Applicable to All Limited and Special Uses</i> and <i>Review Criteria Applicable to All Special Uses</i> . N. Present and future effect on public facilities and services such as fire, police, water, sanitation, roadways, parks, schools, etc. O. Proposed hours of operation.
	☐	5.	Improvement Location Certificate (ILC). Shall conform with requirements described in the ILC/ISP Survey and Certification Standards document (here under "Resources").
	☐	6.	Project Drawings. Shall contain project name, legal description, date of preparation, north arrow, legend, and vicinity map. Shall be sized ARCH D (24"x36"). Shall be oriented so that north is up.

☐	6A. Site Plan. Shall have a minimum scale of 1"=20'. All elements listed below shall be dimensioned. A. Building coverage ratio table. Shall include area (sq. ft. and acreage) of the following: building footprint (including roof overhangs, decks, porches, balconies, and patios); drives, sidewalks, and parking areas; easements; areas to be designated open space; the site's total acreage; and percentage of building coverage to open space. B. Easements, proposed and existing, public and private. Type and location. If existing easements, provide reception numbers on file with the Grand County Clerk and Recorder's Office. C. Environmental features. Includes riparian buffers, floodplains, floodways, and floodway fringes, wetlands, forests and woodlands, slopes greater than twenty percent (20%), slopes greater than thirty percent (30%), and geologic hazard areas. D. Other improvements. Retaining walls, berms, trash receptacles, trash enclosures, fencing, signage, fire features, water features, hot tubs, pools, affixed barbeque grills, outdoor kitchens, sculptures, etc. E. Parking spaces. Dimensioned and counted. F. Property lines. G. Setback distances as required by zoning district. From all property lines. H. Setback distances from all existing and proposed structures, including retaining walls. Draw a line to tie the structure to a point on the property line. I. Snow storage areas. J. Street ROW, proposed and existing, public and private. Type, location, and name. K. Structures, proposed and existing. L. Traffic circulation patterns. For all adjacent street ROW. M. Utilities, proposed and existing. For mains and service lines. N. Walkways and paths.
☐	6B. Building Elevations. If utilizing an existing building(s), photos showing the entire front, side, and back profiles of the building(s) will suffice. If utilizing a proposed building(s), drawings shall be submitted, which shall have a minimum scale of 1/8"=1'. See Article 3.A, <i>Lot and Building Standards</i> .
☐	6C. Floorplans. Shall have a minimum scale of 1/8"=1'. All plans shall be black and white, at the same scale, and shall align with one another. Shall include a roof plan.
☐	7. Outdoor Lighting Tabulation. See "Outdoor Lighting Tabulation" below. See Article 3.K, <i>Outdoor Lighting</i> .
☐	8. Bufferyard Tabulation. See "Bufferyard Tabulation" below. See Article 3.I, <i>Landscaping, Buffering, and Screening</i> .
☐	9. Renderings. Shall be 3D, in color, and accurate in scale.
☐	10. Traffic Impact Study (TIS) or Traffic Impact Analysis (TIA). As applicable.
☐	11. Ability to Serve Letter. Indicating adequate evidence that a water supply sufficient in terms of quality, quantity, and dependability will be available. Shall be obtained from applicable water and sanitation district.
☐	12. Letter of Evidence from Developer. Testifying that the site plan meets all requirements in the UDC.
☐	13. Surrounding Property Owner Mailing for Public Notice Affidavit Form. See Sec. 5-B-8, <i>Public Notice Requirements</i> . Shall be submitted to the Community Development Director no later than eight (8) days prior to the required public hearing or final decision confirming such notification has been provided.
☐	14. File Naming Conventions. All Special Use Permit Applications shall be submitted pursuant to the Site Development and Permit Decision File Naming Conventions.
Required Submittal (RS*) = ☐	

Landscape Unit Compliance Worksheet (If applicable)

STEP 1 – Landscape Unit Requirement

Calculation	Value
Limit of Disturbance (SF)	
Required Landscape Units (1 LU per 100 SF of Disturbance)	
Total Landscape Units Provided	

STEP 2 – Landscape Unit Calculation

Tabulate the total Landscape Units (LU) provided by existing vegetation to remain and proposed landscape improvements.

Plant Material	Existing LU	Proposed LU	Total LU
Evergreen Trees			
Deciduous Trees			
Large Shrubs			
Small Shrubs			
TOTAL LANDSCAPE UNITS PROVIDED			

STEP 3 – Landscape Unit Distribution

Landscape Units shall be distributed throughout Structure Ignition Zones 1–3, where appropriate, in accordance with Article 3-I. Zone 1 shall incorporate ignition-resistant plant species identified in Appendix C and should not rely exclusively on hardscape.

Structure Ignition Zone	Landscape Units Provided
Zone 1 (0–5')	
Zone 2 (5–30')	
Zone 3 (>30')	
TOTAL LANDSCAPE UNITS	

Zone 1 Ignition-Resistant Plant Species:

Landscape Compliance Certification

I hereby certify that the accompanying Landscape and Defensible Space Plan has been prepared in accordance with Article 3-I of the Town of Winter Park Unified Development Code and, to the best of my knowledge, complies with the applicable landscape, defensible space, and planting requirements, including:

- ☐ Required Landscape Unit requirements
- ☐ Structure Ignition Zone (Zones 1–3) requirements
- ☐ Appendix C – Recommended Plant List, including ignition-resistant plant requirements within Zone 1
- ☐ Revegetation of disturbed areas in accordance with Article 3-I, where applicable

Date: _____

[illegible]

 ZONE 1 (0-5')
 ZONE 2 (5'-30')
 ZONE 3 (30'+)

Outdoor Lighting Tabulation

See Article 3.K, *Outdoor Lighting*, for requirements. Ensure each fixture's cut sheet contains the International Dark Sky Association (IDA) Approval Symbol.

Fixture Name	Proposed # of Fixtures	Proposed Lumens	Proposed CCT (in Kelvin)

2 Process for Approval – See Sec. 5-E-2, *Special Use Permit*.**3 Fees – See Sec. 5-B-6, *Application Fees*. An invoice will be sent once the planning file has been created.**

A. \$150.00

4 Applicant's Certification Statement

I, _____, as Applicant and duly representative of the owner, hereby certify that the information included upon the attached submittal items are true and accurate; and that the development of the site will occur in accordance with the submittal items.