



<https://logancounty.colorado.gov>

ZONING USE PERMIT (ZUP) APPLICATION REQUIREMENTS

The Zoning Use Permit (ZUP) does not alter the zoning district in which it is authorized. The ZUP pertains to use only and does not grant a non-conforming status of use (i.e. if issued for placement of a residentially designed manufactured home in an Agricultural District the ZUP would be for that home only. Replacement of the home would require a new ZUP). Zoning Use Permits are an administrative tool to assist the public in obtaining authority for zoning uses in specific zoning districts. The ZUP may only be utilized if authorized in a specific zoning district by the zoning authority.

This application and required items must be received by the Planning and Zoning Department at least **45 days** prior to the regularly scheduled Board of Adjustment Hearing. The Board of Adjustment meets the third Tuesday of each month. **NOTE: The Applicant, or a Representative, MUST be present at the Board of Adjustment Hearing. If no one is present, the request will be postponed until the next meeting.**

The following items must be provided with this application.

- o \$100.00 Application Fee
 - o A site plan with dimensions, distance of structures from center of road ways, location of wells (with distances noted to other features), location of liquid waste systems to include trench lines, notation of any known surface drainage or flood retention areas, utility access points and driveway locations.
 - o A current copy of the deed, to prove ownership.
 - o A Certificate of Taxes showing all taxes applicable to such land for years prior to that year have been paid.
1. The Planning and Zoning Department will publish a Notice of the Public Hearing regarding the Zoning Use Permit request in the Sterling Journal Advocate, **30 days** prior to the hearing. The Applicant will be invoiced directly for the advertisement.
 2. The Applicant will be required to post a Notice of Public Hearing Sign on the property, **14 days** prior to the hearing date. * See Attached sign requirements.
 4. The Planning and Zoning Department will send written notice of the hearing to adjacent landowners within 500 feet. Failure to mail such notice shall not affect the validity of any hearing.
 5. The Applicant is responsible for "Making his or her Case". Visual representations are helpful in the review process. Additional maps, photographs, and other visual aids should be provided when possible.
 6. No person shall apply for a Zoning Use Permit for the same use on the same plot or lots within a six (6) month period from the date of final decision or denial of such previous application.

* Refer to Logan County Subdivision Regulations and Zoning Regulations for more details.
A Pre-Application conference with the Logan County Planner is requested.

LOGAN COUNTY ZONING USE PERMIT APPLICATION

Applicant:

Applicant: _____

Signature: _____ Date: _____

Landowner:

Landowner: _____

Signature: _____ Date: _____

Description of Property:

Legal: ¼ Section _____ Section _____ Township _____ Range _____

If Deed is recorded in General System: Book _____ Page _____

Current Zoning: _____ Current Land Use: _____

Proposed use of each parcel: _____

Reason for request: _____

[illegible]

Signature

NOTARY PUBLIC

Signature

Signature

**LOGAN COUNTY ZONING USE PERMIT APPLICATION
COUNTY USE ONLY**

Application Fee: (\$100.00) Date: _____ Receipt #: _____

Date of Board of Adjustment Meeting: _____

Recommendation of Board of Adjustment: _____ Approval _____ Denial

Recommended Conditions of the Zoning Use Permit:

Chairperson, Board of Adjustment



Applicant Personal Information

Date

Full Name

Home Phone

Cell Phone

Cell Phone

Address

City

State

ZIP Code

Email Address

Owner Information

Owner Name

Owner Address

Owner Home Phone Number

Owner Cell Number

LOGAN COUNTY ZONING USE PERMIT APPLICATION SIGN REQUIREMENTS

A sign must be posted when applying for any Land Use Application which involves a public hearing. The purpose of this requirement is to notify the public of the date, time and place of the Public Hearing and to inform the public of the Type of Land Use Application.

Sign requirements are as follows:

- The sign must be posted at least **14 days** before the Public Hearing date.
- The sign must be posted on a board such as plywood. The board must be **at least 3'x4'** and must be sturdy.
- The sign must be **4 feet above the natural grade** of the ground.
- The lettering must be at least **2 inches** in size.
- The sign must be posted in a conspicuous location on the property in question. **The sign must be visible from the public road.**
- The Applicant must provide the Planning Department with a **photograph of the sign** at the location where it is displayed.

SAMPLE OF THE SIGN

PUBLIC HEARING
LOGAN COUNTY

BOARD OF ADJUSTMENT

DATE:

TIME:

PLACE: LOGAN COUNTY COURTHOUSE
315 MAIN STREET
STERLING, CO 80751

REQUEST: (A ZONING USE PERMIT FOR)

Your Name