
SUBMISSION DATA REQUIREMENTS

- ___ 1. Completed application, including statements of consistency with the applicable review standards.
- ___ 2. Base Application Fee (See Fee Schedule). The base fee is the minimum fee for the type of review. The actual fee will be computed by the Planning Department based upon a staff hourly rate determined by the Town Planner to be an estimate of the fully allocated hourly cost of review of the application by the Town staff, plus the actual costs incurred by the Town in employing consultants, including attorneys & engineers performing services for the Town directly related to the application. The applicant shall reimburse the Town for such amounts in excess of the base fee as determined by the Town Planner. Snowmass Village Municipal Code, Section 16-1.
- ___ 3. Certificate of title and letter of consent from the owners in fee simple of the property to be revealed.
- ___ 4. Affidavit of mailing and posting, copy of information mailed and the names and addresses of the owners to whom said information was mailed.
- ___ 5. Improvement Survey prepared by a license surveyor within the last two years.
- ___ 6. Site plan, including existing features, contours at 2' intervals, existing improvements, setbacks, building envelopes, property lines, general location of vegetation.
- ___ 7. Development plan including proposed improvements, access, parking, landscaping, property lines, walkways, etc.
- ___ 8. Building and floor plans, sections, elevations and roof plans.
- ___ 9. Verification that the proposed improvements are not in primary constraint areas.
- ___ 10. If rezoning is being requested, a petition in favor of the rezoning signed by either real property owners representing 80% of the land area included in the application, or certified board of directors of homeowners association representing the interests of the property(s) in question.

ADDITIONAL INFORMATION MAY BE REQUESTED BY THE PLANNING DEPARTMENT TO MAKE A FAIR AND WELL INFORMED DECISION. NO APPLICATION WILL BE PROCESSED UNTIL ALL REQUIRED INFORMATION IS PROVIDED.

RULES OF PROCEDURE

Prior to formal submission of a request, the applicant shall meet with the Planning Department Staff in order to review the nature of the submission and the procedures that will be required in order to process the application.

PUBLIC HEARING NOTICE

1. Upon receipt of the completed application and application fee, the Planning Office shall set a public hearing date to be held before the Town Council.
2. The Planning Department shall publish notice of the public hearing in the Snowmass Sun at least thirty (30) days prior to the hearing.
3. The applicant shall mail notice of the hearing at least thirty (30) days in advance of the public hearing to all property owners within three hundred (300) feet of the affected property. The notice shall contain the following information:
 - a. A description of the proposed action with reference to the appropriate section of the Code pursuant to which the application will be processed.
 - b. A description of the property affected.
 - c. Any drawings or plans that detail the proposed action.
 - d. A vicinity map showing the location of the property in Town.
 - e. A Notice of Public Hearing from the Planning Department.
 - f. If the proposed action is a rezoning, the notice shall indicate what the present zoning is and what the new zoning will be and shall set forth the area and bulk requirements for the proposed zone as set forth in the area in Section 16 of the Code. Such notice shall also indicate the increase or decrease in gross residential density proposed and the increase or decrease in commercial space proposed.
 - g. If the proposed action is for approval of a subdivision, the notice shall contain a description of the types of uses proposed and shall specify the gross residential density proposed.
4. The applicant shall submit to the Planning Department an affidavit of mailing and posting, copy of information mailed and the names and addresses of the owners to whom said information was mailed.

DETERMINING PROPERTY OWNERS FOR THE PURPOSES OF PUBLIC HEARING NOTICE.

The party responsible for such mailing shall utilize as the source of names and addresses of such owners the most current list of property owners on file with the Pitkin County Tax Assessor or an official list of owners maintained by condominium and homeowners association which is current within 30 days prior to mailing, or such other sources as approved in advance by the Town Planning Department. If any party responsible to give such notice follows the indicated procedures in good faith, the failure of any particular property owner or owners to receive actual notice shall not affect the validity of proceedings which require such notice.

POSTING OF PROPERTY

Posting of a public hearing notice shall be made by the applicant. A sign noticing the public hearing date, time, location, purpose, and address and telephone number of the Planning Department, shall be located in a conspicuous place on the property. The sign shall be made of suitable waterproof material, shall not be less than twenty-two (22) inches wide by twenty –six (26) inches high, and shall be composed of letters not less than one (1) inch in height.

REVIEW AND ACTION

1. Upon receipt and review of the complete application by the Planning Department Staff, the Planning Department shall then submit the complete application to the Planning Commission for review. The Planning Commission shall review the proposed amendment and make a recommendation for approval, approval with conditions, or denial prior to the public hearing.
2. Following receipt of the Planning Commission's recommendations, Town Council shall either adopt an ordinance on first reading approving or approving with conditions of the PUD or SPA amendment, or adopt a resolution denying the amendment request citing specific reasons therefore.
3. Prior to second reading and final adoption of an ordinance, the Town Council shall hold a public hearing. The PUD or SPA amendment ordinance shall be introduced for final adoption on second reading no later than sixty (60) days after the receipt of the Planning Commission's recommendations. Failure of the Town Council to act shall constitute approval.
4. A proposed change that is not consistent with the Final PUD Land Use Plan and the Town Council findings require shall be subject to both conceptual and final plan review and approval.

REVIEW STANDARDS

IN RECOMMENDING APPROVAL BY THE PLANNING COMMISSION AND IN GRANTING APPROVAL BY THE TOWN COUNCIL, EACH MUST FIND:

1. Circumstance relevant to the request have changed, or were unknown, since final planned unit development plan approval;
2. The amendment will not increase any of the maximum limits or decrease any of the minimum limits established in Section 16-175 of the Code;
3. The proposal is consistent with the efficient development and preservation of the entire PUD and does not affect in a substantially adverse manner either the enjoyment of the land abutting upon or across the street from the property in question or the public interest; and
4. The amendment, if granted, will not alter the essential character of the locality.