



Special Events, Temporary Uses, Administrative Review, Class I PROJECT NARRATIVE GUIDANCE

The following items are required within a Project Narrative for determination of a complete application. The Project Narrative must correspond to a provided Site/Plot Plan per the following criteria:

1. Site/Plot Plan: to meet criteria set forth within the Site Plan Checklist

All Projects: Property Info and Proposal (Sec. 82-71)

1. Name(s) of the property owner(s) and, as applicable, business owner(s), and land use agent
2. Location of subject property (address, parcel number(s), section/township/range)
3. Total acreage of subject parcel(s)
4. General description of the proposed use

Special Event Projects (Sec. 82-13.I.B)

1. Proposed potable water source
2. Proposed sewage disposal method
3. Proposed access and documents providing legal access (provide documents with application)
4. Proposed parking facilities, traffic control, other transportation methods (buses, etc.)
5. Proposed solid waste collection, disposal, and refuse controls
6. Proposed setup and tear-down/clean-up for event (time, structure removal, trash removal, etc.)
7. Existing structures, proposed temporary structures, and location of structures from lot lines
8. Potential noise impacts and mitigation
9. Potential lighting impacts and mitigation
10. Daily duration of event, and length of event

Temporary Use Projects (Sec. 82-13.II)

1. Proposed potable water source (provide well permit if using a well)
2. Proposed sewage disposal method (provide septic permit, if onsite waste water system proposed)
3. Proposed parking facilities, traffic control, other transportation methods (buses, etc.)
4. Existing and proposed traffic and parking to handle the event
5. Length of the temporary use (consecutive days or non-consecutive days)
6. Existing structures and infrastructure
7. Proposed new, temporary structures and facilities
8. Describe how the temporary use is consistent with the comprehensive plan (<http://lpcds.org/cms/One.aspx?portalId=1942050&pageId=2512429>)
9. Describe how the temporary use will not be unduly burdensome to police, fire, trash removal, or other public services.

Administrative Review Boundary Adjustments, Lot Consolidations, Plat Modifications (82-11, 82-15.III)

1. Proposed/existing water source (if well used, provide well permit)
2. Proposed/existing sewer system (if onsite waste water system used, provide permit)

3. Proposed/existing access (if new access proposed, provide CDOT or County Public Works access permit)
4. Description of the proposed change/reason for change
5. Current acreage of the parcel(s) and the proposed acreage of the parcel(s) (or current sq. ft. of the existing building envelope and the proposed sq. ft. of the proposed building envelope)
6. Description of how the proposal conforms with the zoning or planning district classification.
 - a. District Plans: <http://lpcds.org/cms/One.aspx?portalId=1942050&pageId=9149762>

Administrative Review Accessory Uses (82-5.III)

1. Location and square footage of the use on the property
2. Square footage of exterior storage and proposed screening
3. Number of proposed employees, agents, assistants, or other individuals related to the use that are not the resident of the dwelling unit
4. Description of the proposed use (what is the proposed business, how are services provided to customers, how do customers find the business, etc.)
5. Types and amount of traffic anticipated by the use (deliveries, shipments, etc.)
6. Types of vehicles used by the business that are parked onsite

Class I Accessory Uses (82-5.IV)

1. Location and square footage of the use on the property
2. Square footage of exterior storage and proposed screening
3. Number of proposed employees, agents, assistants, or other individuals related to the use that are not the resident of the dwelling unit
4. Description of the proposed use (what is the proposed business, how are services provided to customers, how do customers find the business, etc.)
5. Number of customers that will be visiting the property for sales, classes, demonstrations, etc. per day
6. Types and amount of traffic anticipated by the use per day (deliveries, shipments, customers, etc)
7. Location, number, and size of proposed signage for the use
8. Types of vehicles used by the business that are parked onsite

Class I Additional Dwelling Units (82-37.III)

1. Proposed and/or existing water source (if well used, provide well permit, if central system proposed provide written documentation from the provider that the system as capacity to adequately handle the second dwelling unit)
2. Proposed and/or existing sewer system (if onsite waste water system used, provide permit, if central system proposed provide written documentation from the provider that the system as capacity to adequately handle the second dwelling unit)
3. Proposed and/or existing access
 - a. CDOT access permit or La Plata County Driveway permit
 - b. Legal access documents (easements, ROW, deeds, etc.)
 - c. Road width
 - d. Right-of-way width
 - e. Grade (if known)
 - f. Shoulder width (if known)