CITY OF CAÑON CITY
PLANNING & ZONING DEPARTMENT

CONDITIONAL USE PERMIT (CUP) PROCESS

PER CHAPTER 17.23 OF THE CAÑON CITY MUNICIPAL CODE • PUBLIC NOTICE IS REQUIRED

Allow a minimum of 90-120 days for processing.

1 PRE-APPLICATION

A pre-application meeting occurs with applicant, their representative(s) and staff.

2 SUBMIT APPLICATION

Applicant submits CUP application, including all required items and quantities in hard copy and electronic files.

3 DETERMINE COMPLETENESS

Staff determines whether the application is complete (does it contain all of the required components?) If application is not complete, deficiencies are provided to the applicant by the City. No further processing of the application occurs until the application is complete.

4 PUBLIC HEARING

Notice is mailed to all property owners within three hundred feet (300') of the proposed conditional use. Recipients are given fifteen (15) calendar days to respond with comments or concerns.

5 REFERRAL & REVIEW

Staff refers (sends) the application details to municipal departments, outside agencies, and utility providers for their review and comment. City staff reviews the request against the criteria specified in Section 17.23.040 of the Cañon City Municipal Code.

6 COMMENTS & DISCUSSION

Staff and the applicant meet to discuss comments from municipal departments, outside agencies, and nearby property owners. The intent of this discussion concerns any conditions and/or limitations (including approval period) to be imposed on the Conditional Use Permit.

7 C.U.P. ISSUANCE

The Conditional Use Permit (CUP) is issued with the appropriate conditions and approval duration to avoid conflicts with surrounding land uses. CUP will be signed by the City's Zoning Administrator.

APPLICANT & CITY | APPLICANT | CITY

December 2020