

Application for Review and Renewal of Conditional Use Permits

Municipal Code Sections 16.105.010 and 16.105.015



Staff Use Only
Date Application Submitted: <hr/>
Deposit Paid: <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit Card
Receipt # _____

The Town of Granby has established policies and procedures for the approval and renewal of Conditional Use Permits in the Town. The purpose of the process of approval and oversight of these permits is to preserve the health, safety, and welfare of the community, provide for compatibility between the subject use and the surrounding neighborhood, mitigate impacts from development and operations on a property, and preserve property values. The following provide links to these two sections of the Town’s code pertaining to Conditional Use Permits.

- [GMC 16.105.010: Conditional Use Permit – Review Process](#)
- [GMC 16.105.015: Conditional Use Permit – Renewal or Extension](#)

Applications for review of Conditional Use Permits require the payment of a non-refundable fee of \$750 plus \$30 per acre. Applications for the renewal of Conditional Use Permits require the payment of a non-refundable fee of \$450. Both applications require the signing of a reimbursement agreement with the Town, covering the costs of any outside consultants required to review the application for a Conditional Use Permit.

Applications must be made online and via email:

Online: <https://us.cloudpermit.com/gov/login>
+ Email: planning@townofgranby.com

Payments of fees can be submitted in three ways:

In-Person: Town Hall, Zero Jasper Street, Planning & Zoning
Online: <https://www.townofgranby.com/onlinepayments>
USPS: Town Hall, Planning & Zoning, PO Box 440, Granby, CO 80446-0440

Applicant Information	
Applicant’s Name:	Applicant’s Mailing Address:
Phone Number:	Email:

Submittal Requirements Checklist (Section 16.105.10)

The application for review of a Conditional Use Permit shall include the following:

- (1) Application cover sheet and description of the conditional use
- (2) The applicant shall execute a reimbursement agreement with the Town.
- (3) Site plan drawing at appropriate and legible scale showing legal parcel dimensions and structure and use locations.
- (4) Landscape and impact buffering plans
- (5) Descriptions of the plan to mitigate any negative impacts created by Conditional Use Permit (such as noise, smell, light, etc.)
- (6) The applicant shall provide to the Town Clerk or their designee proof of posting mailing by the applicant of the notice regarding the Conditional Use Permit application and the date and time of the hearing with the Board of Trustees to the appropriate surface owners, mineral owners and lessees of mineral rights, and owners of land within 300 feet of the parcel property line as their names appear upon the plats and records in the Grand County clerk and recorder’s office, within two business days of the date of mailing of the notice
- (7) Development schedules
- (8) Any other information required by the Town to review the application

