

**Town of Encampment**  
**CONDITIONAL USE PERMIT APPLICATION**

Date: \_\_\_\_\_

Applicant: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Location: Address of Conditional Use Permit: \_\_\_\_\_

Legal Description ( if unplatted): \_\_\_\_\_

or Lot: \_\_\_\_\_ Block: \_\_\_\_\_

Size of Lot(s) \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Current Use: \_\_\_\_\_

Zoning Within 300 Feet: \_\_\_\_\_

Land Use Within 300 Feet: \_\_\_\_\_

Purpose for which the property is proposed to be used: \_\_\_\_\_

A. Size of Building: \_\_\_\_\_

B. No. of Occupants or Employees: \_\_\_\_\_

C. No. of Office Spaces: \_\_\_\_\_

Site Plan: A Site Plan of the property showing the proposed location of buildings, off-street parking spaces, routes for ingress and egress, and fencing and screening, if any and the following information:

1. Lot size and dimensions.
2. Size and location of all buildings, water, sewer, electrical, etc.
3. Number and location of off-street parking spaces.
4. Routes for ingress and egress.
5. Internal traffic control systems proposed.
6. Fencing, screening, landscaping, and open space proposed.
7. Signs and lighting.

Prior restrictions (if any) placed on the property by the Town Council or other Entities or Commissions:

\_\_\_\_\_  
\_\_\_\_\_

Owner Signature: \_\_\_\_\_

FEE: \$250.00 (non-refundable) (Costs will cover advertising and notification costs)

Applications for Conditional Use Permit must be submitted to the Town at least thirty (30) days prior to the Public Hearing in which action is considered.

**RESOLUTION NO. 2009-14**

**(Amended April 12, 2018; Amended December 12, 2024)**

**A RESOLUTION OF THE TOWN OF ENCAMPMENT GOVERNING BODY TO  
ESTABLISH A FEE SCHEDULE FOR APPLICATIONS RELATED TO THE TOWN OF  
ENCAMPMENT ZONING ORDINANCE OF 2009.**

**WHEREAS**, The Town of Encampment Zoning Ordinance of 2009 section 17.52.020 (c) establishes authority to set application fees, and

**WHEREAS**, The Town of Encampment wishes to establish these fees in accordance With this authority, and

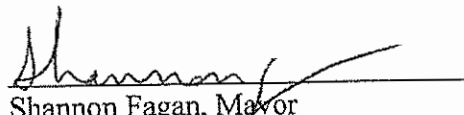
**WHEREAS**, The Town of Encampment governing body and the Town of Encampment Planning Commission have established these fees as fair and necessary,

**NOW, THEREFORE BE IT RESOLVED**, the governing body of the Town of Encampment hereby sets these fees as follows:

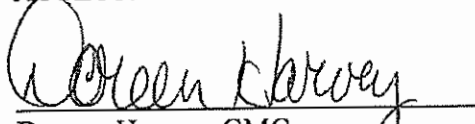
- Applications for fences, signs and projects up to an estimated cost of \$15,000.00 will be \$25.00 per application.
- Building Permit application fee for projects over \$15,000.00 shall be 2/10th of 1% of estimated construction cost with a minimum of \$50.00 per application.
- Conditional Use Permit application fee shall be \$250.00 per application.
- Application for a Variance shall be \$250.00 per application.

**PASSED, APPROVED AND ADOPTED** this 12<sup>th</sup> day of December, 2024.

Town of Encampment

  
Shannon Fagan, Mayor

ATTEST:

  
Doreen Harvey, CMC  
Clerk/Treasurer

## **Chapter 17.60**

### **CONDITIONAL USE PERMITS**

#### **Sections:**

- 17.60.010 Authority**
- 17.60.020 General**
- 17.60.030 Purpose**
- 17.60.040 Procedure**
- 17.60.050 Revocation**

#### **17.60.010 Authority.**

The Town Council shall have the power to grant permits for conditional uses listed in any zoning district and for other uses not specifically listed as a allowed or conditional use in the zoning district assigned to the property under consideration. Conditional uses will be evaluated based on the compatibility with the intent and purpose of the zoning district and compatibility with surrounding land uses.

#### **17.60.020 General.**

The Planning Commission shall hear the conditional use request. Upon determination that the request is not contrary to the public interest, the request is recommended to the Town Council. The Town Council has the power to approve a conditional use.

#### **17.60.030 Purpose.**

The purpose of a conditional use is to allow more intensive uses in zoning districts provided that surrounding properties are protected and the character of the area is preserved. Uses that may be allowed as conditional uses are specified under each zoning district. The Planning Commission and Council may approve uses temporarily, permanently or for a specific time interval.

“Other Uses” not specifically listed as either an allowed or conditional use in the zoning district under consideration (“other uses”), may be considered provided they are not specifically excluded from the district as a listed use in another zoning district.

#### **17.60.040 Procedure.**

Requests for a conditional use permit shall be filed with the Planning Commission on a form supplied by the town personnel. The complete application and the filing fee must be submitted before the request is scheduled for a public hearing.

The application shall be legally noticed by the posting of a sign by a designated town official on the subject property at least fifteen (15) days prior to the date of the hearing and one publication of a notice by the Town in a newspaper of general circulation available in the Town not less than fifteen (15) days prior to the public hearing before the Planning Commission.

Notice of the hearing shall be given to the parties involved, including the applicant, town personnel, Planning Commission, affected agencies, and property owners within three hundred (300) feet of the subject property.

Planning Commission meetings are open to the public. The Planning Commission shall keep minutes of its proceedings showing the vote of each member upon each question or if the member was absent or failed to vote. The Planning Commission shall also keep records of its examinations and other official actions. All minutes are public records and shall be filed in the Town Clerk's office.

In rendering its decision, the Planning Commission shall consider and place such conditions as are necessary to ensure the use is compatible with the intent of the

applicable zoning district, the character of the neighborhood and surrounding uses. Conditions may include, but are not limited to, restrictions or provisions for signage, off-street parking, noise reduction, and limitations on the number of employees, equipment, and hours of operation.

The Town Council shall have final authority to approve any requests and to assign any conditions of approval.

**17.60.050 Revocation.**

Conditional use permits run with the land and succeed to the benefit of subsequent owners subject to the terms and conditions of approval. The Town Council may review or revoke any conditional use permit for non-compliance with the terms and conditions of issuance.