



Land Use Application Process

The term “land use application” applies to all applications for annexation, conditional or special review uses, PUD applications (including sketch, master plans, preliminary plans, and final plans), site specific development plans (vested property rights), subdivisions (including sketch, preliminary, and final plats), zoning or zoning amendments, rezoning, lot line adjustments / vacations, lot splits, minor subdivisions, mobile home park permits, variances, and appeals to the Simla Board of Trustees.

All land use applications and supporting information shall be filed with the Town Clerk. No other Town staff member or official or Town consultant shall accept land use applications or information in support thereof. However, the Town encourages land use applicants to consult informally with members of the Town Staff, prior to filing applications if the applicant has questions regarding areas within Staff members’ particular expertise.

The Town employs outside consultants for engineering, surveying, planning, and legal advice. These consultants bill the Town on an hourly basis for services, as well as for expenses including but not limited to copies, facsimile transmissions, and long distance telephone calls. It is the Town’s policy that all persons wishing to hold informal meetings with members of the Town Staff acknowledge responsibility for all fees and expenses charged by outside consultants by signing an Agreement to Pay Consulting Fees and Expenses.

Application Forms

All Land Use Applications shall be submitted to the Town Clerk using the official forms available at the Clerk’s office. The Applicant must submit the completed Land Use Application and required supporting documents, and application fee to the Town Clerk’s Office for processing. Applicants will be provided with a specific submittal checklist based on what land use they are requesting.

Timing

Applications shall be submitted to the Town Clerk at least fifteen (15) days prior to the regular meeting of the Board of Trustees.



The Board of Trustees will open the Land Use Application for discussion and review during the first meeting.

The Town Clerk will schedule a public hearing to review the application and take public comment, on the agenda of the Board of Trustees at the next regular meeting of the Board of Trustees. The actual scheduling of public hearings on the requested dates is not guaranteed and depends on compliance with all application requirements, notice requirements, staff review of the application, and available time on the agenda.

Notice Requirements for Public Hearings

Hearings on annexation petitions are governed by the Municipal Annexation Act of 1965, Colorado Revised Statutes Section 31-12-101, et seq., as amended. All other public hearings are subject to the following notice requirements, except that public hearings on general zone text amendments and amendments to the Town zoning map applying to all properties within a given zone district are not required to mail notices or post a large sign.

Preparation of Notices

Once the date of the public hearing is confirmed, the notice of the public hearing shall be prepared by the Clerk's office. The notice shall include the date, time, and place of the hearing, the public body conducting the hearing, a brief description of the application, a description of the property subject to the application including both the legal description and the common address, the name of the applicant, the name of the landowner, a statement that the complete application is available at the Town Clerk's office, and the address of the Clerk's office.

Posting of Notices

The notice will be prepared by the Town Clerk at least 22 inches wide, 26 inches high, with letters at least 1 inch in height. The sign shall be posted so that it is visible from a public street.

The Town Clerk will post notices at Town Hall, the Simla Post Office, and in Simla Library, in accordance with Town ordinances prior to the hearing/meeting date.

Publication of Notice

Except for variances, the notice shall be published at least once in a newspaper of general circulation within the Town at least 15 days prior to the hearing.

**Proof of Compliance**

To satisfy this requirement, the Town Clerk will complete an affidavit, which will be provided in the Board of Trustees meeting packets and become a part of the official land use file.

Continuances

A public hearing may be continued no more than twice without the need to re-notice. The date and time of the continuance shall be announced at the public hearing when it is continued. The applicant must update the large sign on the property with the new date and time within forty-eight (48) hours.



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