



**Administrative Review
Land Use Change Permit
Application Form
4-202**

**Rio Blanco County Community Development Department
Planning Division**

555 Main Street, 3rd Floor
 Post Office Box 599
 Meeker, CO 81641
 Phone: 970-878-9454
 Website: www.rbc.us

For Rio Blanco County Use:
 Reference File Number: _____

Please submit 1 Hard Copy and 1 Digital Copy of the Application Materials

Property Owner/Applicant	
Name	
Phone	
Mailing Address	
City	
State	
Zip Code	
Email	

Authorized Agent (Authorization Required)	
Name	
Phone	
Mailing Address	
City	
State	
Zip Code	
Email	

Project Information	
Name	
Assessor's Parcel Number	
Physical/Street Address	
Legal Description	Please attach the legal description to this form
Zone District	
Property Size	

Adjacent Property Owners (See note below)	Please attach a separate document to this form. Adjacent Property Owners need to be identified within a ½ mile radius of the project site. If the project is within ½ mile of an incorporated community boundary, noticing will be sent to the owners of record of all adjacent property within 500 feet of the project site. Project Site definition: “The entire area included in the legal description of the land on which a use or development is existing or proposed.”
Existing Use (From Section 3-202)	
Proposed Use (From Section 3-202)	
Brief Description of Project	

Property Owner/Applicant printed name _____

Signature: _____ Date: _____

Notes to Property Owner/Applicant:

Please see the Rio Blanco County Land Use Regulations, current adopted version, Section 4-201 Outline of Process for details regarding the Rio Blanco County Land Use Change Permit process.

Adjacent Property Owners

4-301(B)(1)

“e. Names and Addresses of Adjacent Property Owners - If the application requires mailed notice, provide a list of the names and mailing addresses of adjacent property owners. This information can be obtained from the County Assessor’s Office. Adjacent properties listed shall be in accordance with Section 4-101.I.2 of this Article.”

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Step 1: Pre-application Conference

- May be conducted in person or by phone

Step 2: Application Submittal

Step 3: Completeness Review

- 21 calendar days to review
- If incomplete, applicant will be informed in writing

Step 4: Referral to Agencies

- 21 calendar day comment period
- Additional agency fees may be imposed
- Mail Application to Adjacent Property Owners

Step 5: Evaluation by Assigned Staff

- Staff Report prepared

Step 6: Decision by Assigned Staff

- Provided in writing within 7 calendar days of the date of decision
- Call-up by the Board of County Commissioners- request within 10 calendar days after Staff decision