



## CONDITIONAL USE CHECKLIST

**An application for a Conditional Use shall be accompanied by the following information, unless one or more items are specifically waived in writing by the Planning Director:**

- The Development Review Application form.
- The applicable Conditional Use fee.
- A vicinity map indicating the location of the property.
- A legal description of the property.
- Proof of legal ownership in the form of a current title policy.
- A project narrative or Letter of Interest, including a statement of the purpose of the application and a description of how the application meets the conditional use criteria in Section 18.03.320 D of this title.
- A letter of representation, signed and notarized by the property owner(s), for any applicant that is not a property owner.
- A site plan\* prepared in accordance with the Site Plan Checklist (attach).
- Any other special reports and/or information deemed necessary by Town Staff at the pre-application meeting.
- Copies of the submittal materials in a format and quantity as specified by Town Staff.

***\*Note: Approval of a conditional use is also subject to approval of a site plan application. See Section 18.03.150 of this title.***

**Town of Monument  
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