



**Amendments to an
 Approved
 Land Use Change Permit
 Application Form
 4-206**

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

Historic Courthouse
 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.

Use Tax-(If applicable) A use tax packet will be issued to the Applicant by the Sales and Use Tax Administrator after approval of the land use change permit. Contact Debbie Morlan- 970-878-9610 for Use Tax information.

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.”

4-206

Amend an Approved Land Use Change Permit

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
- Mail Application to Adjacent Property Owners

Step 4: Evaluation by Assigned Staff

- Within 30 calendar days from the date of determination of completeness, determine if the proposed change constitutes a Substantial Modification

Minor Modification

Step 5: Application Submittal

Step 6: Completeness Review

- 21 calendar days to review

Step 7: Evaluation by Assigned Staff

Step 8: Assigned Staff Decision

- Provided in writing within 7 calendar days of the date of decision

Substantial Modification

Step 5: New Land Use Application