



## Representative Project:

### Town of Parachute, CO Land Use Regulations

Plan Tools, LLC worked in association with MDKR, Kendrick Consulting and Russell + Mills Studios to reorganize, consolidate and update the Town of Parachute’s land development regulations.

One of the Town’s primary objectives in updating the codes was to facilitate an efficient development review process with “user-friendly” land use regulations. Key document formatting enhancements include:

- Establishing a protocol for separating content into distinct articles, e.g., most chapters have definitions which are compiled “glossary-style” at the end;
- Breaking out subsections into stand-alone sections. With a complete listing of section titles, individual chapter provisions can be quickly located and reviewed;
- Using tables to consolidate text;
- Including graphics to illustrate sign types, architectural detail, vision clearance, and definitions for frontage, lots, yards and setbacks; and
- Creating checklists to detail submittal requirements for each type of land use application.

The Parachute Land Use Regulations were adopted in January 2017.



TOWN OF PARACHUTE  
P.O. BOX 100  
222 GRAND VALLEY WAY  
PARACHUTE, CO 81635

#### LAND USE APPLICATION

Project Name: \_\_\_\_\_  
Project Site Address/Location: \_\_\_\_\_  
Name of Applicant: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone#: \_\_\_\_\_ Fax#: \_\_\_\_\_ Email: \_\_\_\_\_

#### Type of Application (check all that apply):

- |  |  |
|--|--|
| <input type="checkbox"/> Major Subdivision               | (Attach Major Subdivision Checklist)               |
| <input type="checkbox"/> Re-subdivision                  | (Attach Major Subdivision Checklist)               |
| <input type="checkbox"/> Condo Subdivision/Conversion    | (Attach Condominium Subdivision Checklist)         |
| <input type="checkbox"/> Minor Subdivision               | (Attach Minor Subdivision Checklist)               |
| <input type="checkbox"/> Plat Correction                 | (Attach Plat Amendment Checklist)                  |
| <input type="checkbox"/> Lot Consolidation               | (Attach Plat Amendment Checklist)                  |
| <input type="checkbox"/> Boundary Line Adjustment        | (Attach Plat Amendment Checklist)                  |
| <input type="checkbox"/> Special Use Permit              | (Attach Special Use Permit Checklist)              |
| <input type="checkbox"/> Temporary Use Permit            | (Attach Temporary Use Permit Checklist)            |
| <input type="checkbox"/> Sign Permit                     | (Attach Sign Permit Checklist)                     |
| <input type="checkbox"/> Site Plan Review                | (Attach Site Plan Review Checklist)                |
| <input type="checkbox"/> Rezoning                        | (Attach Rezoning Checklist)                        |
| <input type="checkbox"/> Zoning Variance                 | (Attach Zoning Variance Checklist)                 |
| <input type="checkbox"/> Encroachment Development Permit | (Attach Encroachment Development Permit Checklist) |
| <input type="checkbox"/> Annexation                      | (Attach Annexation Checklist)                      |
| <input type="checkbox"/> Site Specific Development Plan  | (Attach Site Specific Development Plan Checklist)  |

I/We certify that the information and exhibits herewith are true and correct to the best of my knowledge.

Name (print): \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_



#### SIGN PERMIT CHECKLIST

Two hard copies and one electronic version of all of the following information shall be submitted with an application for a sign permit; unless one or more items are specifically waived in writing by the Town Manager:

- The Land Use Application Form provided by the Town Manager
- A vicinity map indicating the location and street address (if applicable) of the property.
- A legal description of the property.
- Proof of legal ownership in the form of a current title policy, and the name and address of the owner of the property and any limited partner(s).
- Proof of insurance.
- A cover letter including a statement of the purpose of the application and a brief description of the proposal.
- A letter of representation, signed and notarized by the property owner(s), for any applicant that is not a property owner.
- An application fee per the Fee Schedule in Appendix Three.
- A drawing showing the following:
  - The proposed location of the sign along with the location, type and square footage area of all existing signs on the same premises.
  - Specifications and scale drawings showing the type, material, design, dimensions, structural supports, and structural components of all proposed signs.