

Special Use Permits

Mancos Development Services: From Concept to Construction



Getting Started

Per Mancos Municipal Code [Section 16-19-5](#), a Special Use Permit is required and may be approved where the use is allowed as a special use in the zone district where the use is located. Any change or expansion of a special use shall require a new special use permit.

Special use conditions are designed to reasonably mitigate adverse impacts of the use on surrounding properties. Special use permits may be approved for the uses indicated in [Section 16-4-4](#) of the Mancos Municipal Code. Special uses will only be reviewed for the zone district in which they are identified in Table 16-4.1.

Special Use Permit Guidelines

Before filing an application for special use permit approval, applicants are required to have a pre-application meeting with the Zoning Administrator. The purpose of the pre-application meeting is to discuss the application requirements, address the elements of a Site Plan Review Form and identify whether there might be issues related to the request that that applicant should address in the application.

- Following the pre-application meeting, the Town's review process is started when the applicant files a complete application for special use permit review, including a site plan. The Town does not accept incomplete applications. An applicant may request that application information be waived if the applicant has good reason to make the request. More information about this process can be found in the Mancos LUC, Section 16-18-4.
- The Zoning Administrator will review the complete application, submit it to any required referral agencies, and make a recommendation to the Planning Commission.
- Review and approval of a special use permit is done by the Planning Commission and the Board of Trustees. A public hearing is required at both the Planning and Zoning Commission and the Board of Trustees.
- If the project requires a building permit or other Town approval, this must be done following approval of the special use permit. Special permit approval does not grant or guarantee any other approvals.
- Special use approvals for permanent structures run with the land and approvals for uses and mobile structures run with the property owner. To continue an existing approved special use for a use or mobile structure, a subsequent property owner must apply for a new special use permit.

Public Hearing, Notice and Decision

- Applications are reviewed in a public hearing by Both the Planning Commission and Board of Trustees per [Section 16-18-1](#) of the Mancos Municipal Code.
- Notice of the public hearings complies with [Section 16-18-9](#) - Public notice requirements.
- Both the Planning Commission and Board of Trustees will review the special use permit request against the following criteria:
 1. The proposed use is consistent with the Mancos Comprehensive Plan;
 2. The proposed use complies with all applicable provisions of the LUC;
 3. The proposed use will not have a negative impact on the value of surrounding property or the general neighborhood;
 4. The location and size of the use, the nature and intensity of the operation involved or conducted in connection with is, and the location of the site with respect to streets giving access to it are such that the condition use will not dominate the immediate neighborhood so as to prevent the development and use of neighborhood property in accordance with the applicable zoning district regulations. In determining whether the use will dominate the immediate neighborhood, consideration shall be given to:
 - a. The location, nature, and height of buildings, structures, walls, and fences on the site;
 - b. The nature and extent of the proposed landscaping and buffering on the site.
 - c. Whether adequate utility, drainage, and other necessary facilities have or will be provided; and
 - d. Whether adequate access roads or entrance and exit drives will be provided and shall be designed to prevent traffic hazards and minimize traffic congestion..
- The Planning Commission may recommend and the Board of Trustees may approve conditions of operation, location, arrangement and construction of any use for which a permit is authorized. In authorizing the location of any special use, the Town may impose such development standards and safeguards as the conditions and location indicate importance to the welfare and protection of adjacent property from noise, vibration, dust, dirt, smoke, fumes, gas, odor, explosion, glare, traffic circulation or other undesirable or hazardous conditions.
- Issuance of a special use permit authorizes only the special use that was approved, subject to the conditions of approval.