



385 Kimbark Street, Longmont, CO 80501

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Site Plan Waiver Application

Please select which option applies to your project:

- ☐ Changes in Land Use that require site improvements ([Reference Table 15.04.020. Table of Allowed Uses](#)).
- ☐ New construction that does not exceed 25% of the existing building area on the property.

Please note that if any changes to structures or the site are proposed, additional permits may be required.

Date:	
Property Address:	
Name of Previous Business and Land Use:	
Name of Proposed Business and Land Use:	
Applicant Information	Property Owner Information
Name _____	Name _____
Company _____	Company _____
Address _____	Address _____
Phone _____	Phone _____
Email _____	Email _____
Applicant Signature (Required) _____ Date _____	Property Owner Signature (Required) _____ Date _____
Description of Proposed Construction	
Describe the proposed construction in detail (Attach additional pages if necessary).	
Will there be any change of use on the property? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes to any changes of use are proposed, provide a brief description of the previous use and the proposed use:
Will there be any internal modifications to the building? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Please note: if any changes of use are proposed, additional land use review may be required such as a full site plan review by the Development Review Committee, conditional use approval by the Planning and Zoning Commission, or secondary use analysis approval by the Planning and Development Services Department.	
Certification of Information Above	
By signing above, as either applicant or property owner, I certify that the information and exhibits submitted are true and correct to the best of my knowledge and that in filing this application, I am acting with the knowledge and consent of the owners of the property. In submitted application materials and by signing this application, I acknowledge and agree that the application is subject to all terms and conditions found in Title 15 of the City of Longmont Municipal Code. I understand that false statements or omissions may result in denial or revocation of this application and jeopardize the approval of future permits. I acknowledge that I have read the application regulations associated with this application and agree to fully comply City of Longmont Regulations and agree to comply with any terms and conditions imposed by the decision-making body as they relate to a change of use.	

Please check any proposed changes to the following utilities (check all that apply and describe changes***): <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Not Applicable Water Sanitary Sewer Fire Protection Drainage Electrical Interior/TI </div>		
Describe: 		
*** If any utility changes or upgrades to existing utilities are proposed at the time of building permit application, please be advised that additional information may be required prior to the issuance of the building permit.		
Please see the checklist for all required attachments.		
Existing floor area (square feet):	Proposed floor area (square feet):	
Days/Hours of Operation:	# of Employees proposed:	
	# of Parking Spaces Available (Include HC spaces):	
Waiver by Planning Director – §15.02.070(C)(3) of Longmont Municipal Code		
The Applicant may request a waiver of site plan review (including limited uses and amendments to previously approved conditional uses) by submitting a written request to the Planning Director. The Planning Director may waive site plan review for construction or changes in use when the Applicant demonstrates that such construction, site change, or change in use is found to meet the following criteria: <ul style="list-style-type: none"> i. Does not include new construction exceeding 25 percent of the existing building area on the property ii. Does not negatively affect on-site and off-site traffic circulation or parking areas, public utilities or services, or the on-site drainage system iii. Does not result in any safety problems or hazards iv. Complies with the common review criteria found in Longmont Municipal Code §15.02.055 		
The owner must also ensure that the property is in compliance with the approved landscaping plan, ADA requirements for accessible parking spaces and access, and the City of Longmont's Lighting Code (LMC §15.05.140)		
Applicant Certification		
I hereby certify that the information and exhibits herewith submitted are true and correct to the best of my knowledge and that, in filing the application, I am acting with the knowledge and consent of the owners of the property. In submitting the application materials and signing this application, I acknowledge and agree that the application is subject to all the terms and conditions for a site plan waiver or change of use found in Title 15 of the City of Longmont Municipal Code. I understand that any false statements or omissions may result in denial or revocation of this application and jeopardize the approval of future permits. I further acknowledge that I have read the applicable regulations attached to this application and agree to fully comply with the regulations set forth by the City of Longmont. I also agree to comply with any terms and conditions imposed by the decision making body as they relate to the site plan waiver or change of use.		
Applicant Signature:	Date:	
Owner Certification		
I hereby certify that I am the owner of the property on which this business will take place, and that the information and exhibits herewith submitted are true and correct to the best of my knowledge. I acknowledge and agree that the application is subject to all the terms and conditions for a site plan waiver or change of use found in Title 15 of the City of Longmont Municipal Code. I understand that any false statements or omissions on my part may result in denial or revocation of this application and jeopardize the approval of future permits on the property. I further acknowledge that I have read the applicable regulations attached to this application and agree to fully comply with the regulations set forth by the City of Longmont. I also agree to comply with any terms and conditions imposed by the decision-making body as they relate to the site plan waiver or change of use.		
Owner Signature:	Date:	
Planning & Development Services Staff Use Only		
<input type="checkbox"/> Approved	<input type="checkbox"/> Conditionally Approved	<input type="checkbox"/> Denied
Zoning District:	File Number:	
Approval signature	Date	
Conditions, if applicable:		