



Planning & Development Services
385 Kimbark Street, Longmont, CO 80501
Ph. 303-651-8330 | longmontcolorado.gov

Site Plan Waiver & Change of Use Application

This form is to apply for a site plan waiver or a change in use.
Sign permits require a separate application and permit process.
A change of use for occupancy purposes may also be required by Building Inspection.

Applicant Information		
Applicant Name:	E-Mail:	Phone:
Address (Include City & State):		
Owner Information		
Owner Name:	E-Mail	Phone:
<i>* Applicant must either be the owner of the property or be a party with a purchase or lease agreement for the property.</i>		
Address of Application:		
Name of Proposed Business/Organization:		
Name of Previous Business/Organization:		
Description of Project/Proposed Use		
Describe the proposed use in detail. If site improvements or site changes are proposed, please attach sketch plans to this application.		
Property or building modifications (check all that apply and describe changes): <input type="checkbox"/> Not Applicable <input type="checkbox"/> Paint <input type="checkbox"/> Facade Changes <input type="checkbox"/> Signage <input type="checkbox"/> Landscaping <input type="checkbox"/> Parking		
<i>**For all checked items above, please describe in detail, proposed exterior modifications. If painting, what colors will be used.</i>		

Please check any proposed changes to the following utilities (check all that apply and describe changes):
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.
 Not Applicable Water Sanitary Sewer Fire Protection Drainage Electrical Interior/TI

Existing floor area:	Proposed floor area:
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Days/Hours of Operation:	# of Employees proposed:
	# of Parking Spaces Available (Include HC spaces):

Waiver by Planning Director – §15.02.060.D(1)(d) 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:

- i. Does not include new construction exceeding ten percent of the existing building area on the property
- ii. Does not negatively affect on- 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 standards found in Longmont Municipal Code §15.02.040

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:
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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:
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Planning & Development Services Staff Use Only

<input type="checkbox"/> Approved	<input type="checkbox"/> Conditionally Approved	<input type="checkbox"/> Denied
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Zoning District:	File Number:
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Approval signature	Date
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