

Town of Breckenridge

P.O. Box 168, Breckenridge, Colorado 80424
Class D Minor Application Fees:

Filing Fee: \$95.00

PROJECT _____	PL-2025- _____
PROPERTY OWNER _____	
MAILING ADDRESS _____	PHONE No. _____
EMAIL ADDRESS _____	
APPLICANT/AGENT _____ if other than Owner	PHONE No. _____
APPLICANT EMAIL ADDRESS _____	
STREET ADDRESS OF PROPERTY _____	
LEGAL DESCRIPTION _____	PRESENT USE OF PROPERTY _____

WRITE A SHORT DESCRIPTION OF THE PROPOSAL (Required): (Provide information on business activities to occur at the residence, as well as general business information)

Please also review the attached Policy 38 and acknowledge.

SUBMITTAL REQUIREMENTS: Two (2) Copies of any maps, drawings or materials needed to adequately describe the proposal. All drawings and maps shall be to scale. Please include:

<input type="checkbox"/> Site Plan (2)	<input type="checkbox"/> All Exterior Elevations (existing/proposed) (2)	<input type="checkbox"/> Floor Plans (2)
<input type="checkbox"/> Preliminary Drainage Plan (2)	<input type="checkbox"/> Material and Sample Board (1)	<input type="checkbox"/> Utility Plan (2)

SUBMITTAL DEADLINE: Class D Applications are reviewed administratively by staff and may take up to seven working days to review. **NOTE: These are likely not applicable for a home-based business, as long as there are no renovations or physical changes associated.**

I am aware that any decision of the Town staff may be called up by the Planning Commission or Town Council, and any work performed prior to a final decision by the Town Council will be at my own risk. By submitting this application, applicant consents to the Town's staff and elected and appointed officials entering property for purposes related to the review of this application.

Property Owner's Signature _____ Date _____

Applicant/Agent's Signature _____ Date _____

Staff Signature _____ Date _____

Staff Signature _____ Date _____

Property Owner's Signature verifying acceptance of any conditions of approval placed on the project by Town staff _____ Date _____

This permit contains no agreement, consideration, or promise that a certificate of occupancy or certificate of compliance will be issued by the Town. A certificate of occupancy or a certificate of compliance will be issued only in accordance with the Town's planning requirements/code and building codes.

CLASS D MINOR

Application

This is NOT a building permit. Please contact the building department (970-453-3180) to determine if this project requires a building permit in addition to your Class D Minor permit.

The term of a Class D development permit (Six (6) Months) shall commence on the date of the issuance of such permit by the director.

Procedure:

1. Once a completed application and all accompanying material have been submitted, the Director shall review the proposal and within seven (7) days approve it with or without conditions, or deny it. In addition, the Director shall have the right within the same seven (7) days to reclassify any Class D application as a Class C and process it accordingly.
2. The Director shall then indicate the decision on the application and return it to the applicant.
3. If the applicant agrees with the decision of the Director, he shall so indicate by signing the appropriate signature block on the application form; and if the decision was for approval, the application form shall become the development permit, and the applicant may proceed with his project after obtaining any other necessary permits.

Appeal:

1. A decision of the Director concerning a Class D application may be appealed by the applicant to the Planning Commission within five (5) days after the Director has rendered his decision by filing written notice with the Department of Community Development. If no appeal is filed within the five (5) day period, the decision of the Director shall be final.
2. If an appeal is filed, the application shall automatically become a Class C development permit application and shall be reviewed by the Planning Commission and Town Council under the provisions of Section 9-1-18-3 of this Chapter.
3. Appeals shall be in writing on forms provided by the Town. In addition, the applicant shall be responsible for paying any additional fees required for the review of a Class C item, over and above those fees already paid for review of a Class D application.

9-1-19-38A: POLICY 38 (ABSOLUTE) HOME OCCUPATIONS:

It is the policy of the town to allow home occupations in residential structures in residential districts, but only when they meet the standards established below:

A. General Provisions Regarding Home Occupation: A home occupation, when conducted in a Residential District, shall be subject to the following standards:

- (1) The home occupation shall be secondary to the main use of the dwelling as a residence.
- (2) All aspects of the home occupation shall be contained and conducted within a completely enclosed building.
- (3) The home occupation shall be limited to either a preexisting garage or accessory structure, or not over twenty five percent (25%) of the floor area of the main floor of a dwelling. If located within an accessory structure or a garage, the home occupation shall not utilize over five hundred (500) square feet of floor area.
- (4) No structural alteration, including the provision of an additional entrance, shall be permitted to accommodate the home occupation, except when otherwise required by law. Such structural alterations shall not distract from the outward appearance of the property as a residential use.
- (5) No persons other than a maximum of two (2) members of the immediate family residing within the dwelling shall be engaged in the home occupation.
- (6) No window display and no sample commodities displayed outside the dwelling shall be allowed.
- (7) No materials or mechanical equipment shall be used which are detrimental to the residential use of the dwelling or any nearby dwellings because of vibration, noise, dust, smoke, odor, interference with radio or television reception or any other factor.
- (8) No parking of customer vehicles in a manner or frequency so as to cause disturbance or inconvenience to nearby residents or so as to necessitate off street parking shall be allowed. A maximum of two (2) customer vehicles shall be permitted at one time. (Ord. 19, Series 1988)
- (9) The applicant shall obtain a valid business license from the Town. (Ord. 19, Series 1988; amd. Ord. 3, Series 2019)

B. Application To Home Childcare Business Permits: The provisions of this policy shall not apply to an application for a development permit to operate a home childcare business. An application for a development permit to operate a home childcare business shall be governed by the provisions of section 9-1-19-38.5A, "Policy 38.5 (Absolute) Home Childcare Businesses", of this chapter. (Ord. 15, Series 2005)

Acknowledged by _____ on _____
(name) (date)

X _____
(signature)