



TOWN OF EAGLE
COMMUNITY DEVELOPMENT
200 BROADWAY • PO BOX 609 • EAGLE, CO 81631
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SPECIAL USE PERMIT SUBMITTAL CHECKLIST

Pursuant to the Land Use & Development Code, Section 4.17.080.E

- ☐ Cover letter that provides a description of the proposal.
- ☐ Proof of Ownership (owner & encumbrance report) for subject property.
**If applicant is not the property owner, notarized consent of the property owner is required.*
- ☐ Site Plan
**Site plan shall be drawn to scale and depict the locations and boundaries of existing and proposed lots and/or structures.*
- ☐ Traffic Engineer's letter with a preliminary traffic assessment.
- ☐ Names and addresses of owners of record (not lessees) within 250' excluding rights of way, submitted either printed on mailing labels or as an Excel spreadsheet.
- ☐ Any additional information requested by the Town Planner.
- ☐ Special Use Permit Application and Fee