



TOWN OF EAGLE
COMMUNITY DEVELOPMENT
200 BROADWAY • PO BOX 609 • EAGLE, CO 81631
PHONE: 970-328-9655 • FAX: 970-328-9656
www.townofeagle.org

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