



**Town of Lyons**  
**Community Development Department**  
 432 5<sup>th</sup> Ave.  
 Lyons, CO 80540  
 (303)823-6622  
 communitydevelopment@townoflyons.com

## LAND USE APPLICATION FORM

APPLICANT NAME:	ADDRESS:
APPLICANT PHONE #:	APPLICANT EMAIL:
PROJECT NAME:	PROJECT ADDRESS:

TYPE OF APPLICATION (Select all that apply)			
<input type="checkbox"/> Annexation/Initial Zoning	<input type="checkbox"/> Planned Unit Development	<input type="checkbox"/> PUD Amendment	
<input type="checkbox"/> Rezoning	<input type="checkbox"/> Major Subdivision	<input type="checkbox"/> Minor Subdivision	
<input type="checkbox"/> Lot Consolidation	<input type="checkbox"/> Sketch Plan	<input type="checkbox"/> Major Development Plan	
<input type="checkbox"/> Minor Development Plan	<input type="checkbox"/> Variance	<input type="checkbox"/> Special Use Review	
<input type="checkbox"/> Conditional Use Review	<input type="checkbox"/> Wireless Facility	<input type="checkbox"/> Vacation of Right-of-Way/Easement	
<input type="checkbox"/> Other:			
PROJECT INFORMATION (attach additional information if necessary):			
Existing Use (single family, commercial, etc.):		Proposed Use:	
Existing Zoning ( <a href="#">see map</a> ):		Proposed Zoning:	
Number of Existing Residential Lots:		Number of Proposed Residential Lots:	
Number of Existing Commercial Lots		Number of Proposed Commercial Lots:	
Number of Existing Industrial Lots:		Number of Proposed Industrial Lots:	
Total Property Acreage:		Number of New Structures:	
Legal Description of Property – Lot #, Block #, and Subdivision; or Location in Section, Township, and Range May be found on Boulder County's Property Search Tool: <a href="https://maps.boco.solutions/propertysearch/">https://maps.boco.solutions/propertysearch/</a>			
ADDITIONAL CONTACTS (Owner, Consultants; insert separate listings if necessary):			
Full Name:			
Address:			
Contact Info (email, phone):			



**Town of Lyons**  
**Community Development Department**  
432 5<sup>th</sup> Ave.  
Lyons, CO 80540  
(303)823-6622  
communitydevelopment@townoflyons.com

**COMPREHENSIVE PLAN AND PARKS OPEN SPACE TRAILS MAP CONSISTENCY:**

**Please provide a response to each of the following on your application narrative:**

Is your project consistent with the guiding principles, goals, and objectives as established by the community in the [2023 Lyons Thrive Comprehensive Plan](#)?

Locate your property on the 2023 Lyons Thrive Comprehensive Plan (pg. 68). Does your proposed use meet the use designation shown? If not, describe why the proposal still supports the Comprehensive Plan.

Is your project consistent with applicable design and development standards in Chapter 3 of the 2023 Lyons Thrive Comprehensive Plan and in the [Lyons Municipal Code Chapter 16, Article 6](#)?

Is the proposed project or property near or adjacent to a park or trail? See [POST plan](#)

Is the proposed project or property in the floodplain? View floodplain map on [this map](#).

**UTILITY PROVIDER:**

Water:	Sewer:	Electric:
Gas:	Cable:	Phone:
Fire Protection:	Other:	

**CERTIFICATION:**

I certify that I am the lawful owner of the parcel(s) of land, which this application concerns, and consent to this action.

Owner: \_\_\_\_\_ Date: \_\_\_\_\_

I certify that the information and exhibits I have submitted are true and correct to the best of my knowledge. In filing this application, I am acting with the knowledge and consent of the property owners. I understand that all materials and fees required by the Town of Lyons must be submitted prior to having this application processed.

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR STAFF USE ONLY:**

APPLICATION ACCEPTED BY:	DATE ACCEPTED:
FEE RECIEVED:	



**Town of Lyons**  
**Community Development Department**  
432 5<sup>th</sup> Ave.  
Lyons, CO 80540  
(303)823-6622  
communitydevelopment@townoflyons.com

**AGREEMENT FOR PAYMENT OF LAND USE APPLICATION FEES/DEPOSITS (If Required)**

This Agreement is entered between \_\_\_\_\_ as  
APPLICANT and THE TOWN OF LYONS, in consideration of the TOWN'S acceptance of APPLICANT'S application  
for the land use approval as further described below:

1. APPLICANT hereby represents that he/she/it is the owner of 100% of the real property for which this application is being processed or that 100% of the property owners have also signed this application. APPLICANT has submitted to the TOWN an application for approval of:  
\_\_\_\_\_  
\_\_\_\_\_
2. APPLICANT acknowledges and understands that the Board of Trustees establishes a fee and deposit schedule for land use applications. The Agreement shall govern the payment of fees and deposits for processing applications.
3. The application shall not be accepted for processing unless the property owner(s) of record of the property included in the application sign(s) this Agreement.
4. A fee in the amount required by the Town sufficient to cover the internal and external costs of administration, processing, site visits, publication of notice and similar matters will be paid by the APPLICANT for processing the development application. An application fee of \_\_\_\_\_ and an escrow fee of \$\_\_\_\_\_, as required by resolution shall be paid to the Town prior to processing the application.
5. The applicant shall be required to pay all actual costs incurred by the Town for review of the application by consultants, including but not limited to engineering, surveying, legal and planning plus fifteen percent (15%) of such actual costs for the Town's administrative costs plus supplies. The Town may require a deposit from APPLICANT to offset the Town's costs for review prior to consideration of any application submittal pursuant to this Code. Subsequent deposits may be required when the initial deposits are eighty-five percent (85%) depleted. These deposits may exceed the total amount of fees collected using the standard schedule of fees. The Town shall not continue the processing of any application for which the APPLICANT has refused to deposit the funds to cover the Town's cost of review. Any funds deposited in excess of the standard fees remaining after paying the costs specified above shall be refunded to the APPLICANT. In the event of non-payment of fees, the Town shall have the right to file a legal action to collect any balance due to the Town plus its costs and attorney's fees against any or all persons signing this Agreement as APPLICANT. The Town may certify to the County Treasurer any amount due pursuant to this paragraph as a lien on the property for which the application is submitted to be due and payable with the real estate taxes for the Town if the APPLICANT does not pay such amount within (30) days of written request by the Town.

**APPLICANT(S)/OWNER(S)-**

*(All Owners/Applicants must sign this application)*

By: \_\_\_\_\_  
As: \_\_\_\_\_  
Date: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_  
As: \_\_\_\_\_  
Date: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_



**Town of Lyons**  
**Community Development Department**  
 432 5<sup>th</sup> Ave.  
 Lyons, CO 80540  
 (303)823-6622  
[communitydevelopment@townoflyons.com](mailto:communitydevelopment@townoflyons.com)

## LAND USE PERMITS

APPLICATION TYPE	APPLICATION FEE (NON-REFUNDABLE)	ESCROW ACCOUNT	ADDITIONAL MATERIAL REQUIRED
Rezoning (except LI)	\$500.00	\$1,000.00	See LMC 16-15-30
Special or Conditional Use Review	\$250.00	\$500.00	See LMC 16-7-35 or 16-7-30
PUD Rezoning	\$500.00	\$1,000.00	See LMC 16-4-50
Variance (Zoning / Building / Subdivision)	\$250.00	\$500.00	See LMC 16-15-30
Board of Appeals	\$250.00	\$500.00	See LMC 16-15-30
Telecommunication Application	\$500.00	\$1,500.00	See LMC 16-11-50
Zoning Verification Letter	\$50.00	---	---
Change of Use	\$200.00	---	Requires Inspection and Occupancy Review
16-7-50(b) Review	\$150.00	---	See LMC 16-7-50(b)
<b>DEVELOPMENT OR SITE PLAN</b>			
Up to 1 Acre	\$500.00	\$2,000.00	See LMC 16-17-30
Up to 3 Acres	\$500.00	\$4,000.00	See LMC 16-17-31
Up to 10 Acres	\$500.00	\$6,000.00	See LMC 16-17-32
Over 10 Acres	\$500.00	\$8,000.00	See LMC 16-17-33
<b>SUBDIVISION</b>			
Survey Correction Plat	\$500.00	\$500.00	Sec. LMC 17-9-40
Lot Consolidation	\$250.00	\$500.00	Sec. LMC 17-7-50
Plat Vacation	\$500.00	\$500.00	Sec. LMC 17-6-40
Plat Amendment	\$500.00	\$500.00	Sec. LMC 17-5-40
Minor Subdivision	\$500.00	\$1,000.00	Sec. LMC 17-3-40
<b>MAJOR SUBDIVISION</b>			
Sketch Plan (Reg and PUD)	\$500.00	\$1,000 + \$10 per dwelling unit	Sec. LMC 17-4-50
Preliminary Plan (Reg and PUD)	\$500.00	\$1,000 + \$10 per dwelling unit	Sec. LMC 17-4-60.
Final Plat (Reg and PUD)	\$500.00	\$1,000 + \$10 per dwelling unit	Sec. LMC 17-4-70.
<b>ANNEXATIONS</b>			
Up to 5 acres	\$500.00	\$3,000.00	Sec LMC 15-1-120
5-20 acres	\$500.00	\$6,000.00	Sec LMC 15-1-120
Over 20 acres	\$500.00	\$8,000.00	Sec LMC 15-1-120