



**ADMINISTRATIVE REVIEW &  
ADMINISTRATIVE CONDITIONAL USE  
APPLICATION FORM**

448 East First Street, Suite 112  
Salida, CO 81201  
Phone: 719-530-2626 Fax: 719-539-5271  
Email: [planning@cityofsalida.com](mailto:planning@cityofsalida.com)

**A. GENERAL DATA** (To be completed by the applicant)

**A. Applicant Information**

Name of Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**B. Code Information**

Code Section Requesting Administrative Approval From: \_\_\_\_\_

**C. Site Data**

Street Address: \_\_\_\_\_

Zone District: \_\_\_\_\_ Overlay District: \_\_\_\_\_

**B. DEVELOPMENT PROCESS** (City Code Section 16-3-60)

1. Pre-Application Conference. Optional.
2. Submit Application.
3. Staff Review.

**C. APPLICATION CONTENTS** (City Code Section 16-3-70)

1. **General Development Application**
2. **Administrative Review Application**
3. **Development Plan.** A conceptual plan of the proposed development which may be a freehand drawing of the proposed development showing existing and proposed features, buildings, roads, alleys, utilities, etc. which are relevant to the review of the application.
4. **Proof of Ownership.** Proof of ownership of the land proposed for development.
5. **Other Information.** Staff may request additional information as deemed necessary to evaluate the impacts of the application.
6. **Application Fee** \$ \_\_\_\_\_, cash or check made out to City of Salida.

**D. DESCRIPTION OF PROPOSAL** (If necessary, attach additional sheets)

1. **Written statement.** Describe how you meet the standards of the code section: