

# Town of Breckenridge

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

Filing Fee: \$70.00

PROJECT _____	PL-2020-_____
PROPERTY OWNER _____	
MAILING ADDRESS _____	PHONE No. _____
EMAIL ADDRESS _____	
APPLICANT/AGENT _____ if other than Owner	PHONE No. _____
STREET ADDRESS OF PROPERTY _____	
LEGAL DESCRIPTION _____	PRESENT USE OF PROPERTY _____

## WRITE A SHORT DESCRIPTION OF THE PROPOSAL (Required):

<b>SUBMITTAL REQUIREMENTS:</b> 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) <b>SUBMITTAL DEADLINE:</b> Class D Applications are reviewed administratively by staff and may take up to seven working days to review.
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<i>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.</i>	
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 _____
<i>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.</i>	

## 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.