

## Town of Rangely Development Application for Notice of Activity

*For all types of activities requiring one or more approvals including but not limited to Zoning, Subdividing, Floodplain Development, Special/Conditional Use, Temporary Use, Site Plan Review, Signs as related or not to Clearance for Issuance of A Building Permit.*

**This form is used for notice of activity to determine what types if any development review is required for a development, rehabilitation, or remodeling of property. Fill out as completely as possible, however do not provide information if you are unclear as to its necessity. The administrators will let you know if any and/or to what extent additional information may be required. Please keep this form as a record of application.**

**Description** (Describe project): \_\_\_\_\_ Date Applied: \_\_\_\_\_

Use back and/or attachments as necessary.

### Property Information

Owner-Name: \_\_\_\_\_

Contractors Name (If Applicable): \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address:(Physical) \_\_\_\_\_

Existing Use: \_\_\_\_\_ Future Use: \_\_\_\_\_

Address:(Mailing) \_\_\_\_\_

Phone#: (Home) \_\_\_\_\_ (Office) \_\_\_\_\_ (Fax) \_\_\_\_\_ Email (optional): \_\_\_\_\_

### Instructions

- **A simple site plan** (8x11 [back of this form or other] drawing of sufficient detail {include dimensions and units} to determine next steps as necessary) shall be reviewed by a designated Town representative to discuss the activity. Based upon this review the representative will provide the applicant information as to what steps are necessary to proceed. Length of review depends on the complexity of the project (we will do things as quickly as we can). **An application will not be processed and no permit will be issued until this step is complete.**
- Payment of any fee is due before work may commence. Check with the office on the amount.
- **Information and/or site plan/map and proof to legally carry out the activity (ownership, etc.)** that the applicant intends to do, and develop, must be included with this application.

### Agreement

Application for the activity in the description and property information above is for approval of development under one or more of the provisions of the Town of Rangely Land Use Code.

Applicant and/or Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Land Use Representative: \_\_\_\_\_ Date: \_\_\_\_\_

### Office Use Only

#### Submittal Documents Required

- Drawing (Signs, etc)    Completed Land Development Checklist    Map(s)    Site Plan    Written Plan    Engineering

Describe: \_\_\_\_\_

#### Compliance Requirements

- Rezoning    Subdividing    Floodplain Development    Special/Conditional Use    Temporary Use    Sign Permit    Building Permit