



# TOWN OF PALISADE COMMUNITY DEVELOPMENT DEPARTMENT

## PLANNING CLEARANCE: BASIC

PERMIT ADDRESS/PARCEL NO. \_\_\_\_\_ DATE: \_\_\_\_\_

<b>OWNER INFORMATION:</b>	<b>APPLICANT/ CONTRACTOR INFORMATION:</b>
<input type="checkbox"/> Check box if owner/applicant are the same	
Name:	Name:
Address:	Address:
Phone Number:	Phone Number:
Email:	Email:

APPLICATION:	FEES:*
<input type="checkbox"/> Basic Planning Clearance ( <b>circle one</b> ): reroof, residing, interior remodel, window replacement, demo, service upgrades, and/or similar actions which do not change the scale, use or character of a structure or land use. <b>Must match application for building permit.</b> Describe: _____ <input type="checkbox"/> Plumbing Work Included <input type="checkbox"/> Electrical Work Included	<b>\$10.00</b>
<input type="checkbox"/> Administrative Adjustment	<b>\$25.00</b>
<input type="checkbox"/> Written Interpretation	<b>\$25.00</b>
<input type="checkbox"/> Temporary Use Permit ( <b>circle one</b> ): gathering of event, concrete/asphalt production, construction field office, sales office or model home, temporary structure, temporary living Other: _____	<b>\$10.00</b>
<input type="checkbox"/> Change of Use: From _____ To _____ Zoning: _____	<b>\$50.00</b>

*\*Listed fees do not include any additional charges for legal/engineering review, mailings, or recording costs.*

ADDITIONAL FEES:	
Business License ( <i>Business license form required, if applicable, \$10/day, \$50/calendar year</i> )	
Sewer Fees ( <i>Utility request form required, Number needed _____, tap size _____</i> )	
Water Fees ( <i>Utility request form required, Number needed _____, tap size _____</i> )	

**TOTAL FEES DUE:**

**REQUIRED DOCUMENTS**

Basic Planning Clearance

- Description of Work (***must match application for Mesa County building permit***)

Written Interpretation

- Letter of Intent (*include basis of request and approval criteria*)

Administrative Adjustment

- Letter of Intent (*include basis of request and approval criteria*)
- 8.5"x 11" Scaled Site Plan (*include setbacks, dimensions, height, etc.*)

Temporary Use Permit

- Description of Work
- 8.5"x 11" Scaled Site Plan (*if applicable*)

Change of Use

- Letter of Intent (*include current and proposed use, zoning*)

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**ACKNOWLEDGMENT**

I hereby acknowledge that I have read this application and the information is correct; I agree to comply with any and all codes, ordinances, laws, regulations, or restrictions which apply to the project. I understand that failure to comply may result in legal action, which may include, but is not limited to, non-use of the building(s). I acknowledge the accuracy of any plot plan provided and further acknowledge that the burden for the accurate placement of any structure is the applicant(s) sole responsibility.

Applicant Signature: \_\_\_\_\_

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

Owner Signature: \_\_\_\_\_

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

TOP Staff Approval Signature: \_\_\_\_\_

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

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Useful information for your project can be found within the Town of Palisade Land Development Code. The online version is available at:

<http://townofpalisade.org/departments/community-development/land-development-code>

Mesa County Building Department: 200 S. Spruce Grand Junction, CO 81501, 970-244-1631

**STAFF NOTES:**