

SPECIAL USE PERMIT (SUP)

Summary

Special uses allow for a simple administrative review process to ensure that a proposed use is compatible with surrounding uses and will not cause negative impacts. Uses that are shown as "S" in the Use/Zone Matrices must go through the Special Use Permit (SUP) process and can be approved if they meet the applicable standards listed in Division 2-2-3 and the other applicable sections of the City of Durango's [Land Use and Development Code](#).

When a use that is classified as special use is proposed, the applicant must clearly demonstrate that the use will comply with the applicable standards by submitting a complete application that includes all of the required materials listed below. City staff will follow the applicable procedures and notify the applicant when a decision has been made regarding the proposed use.

Applicable Sections of Code

[Division 2-1-3: Use/Zone Matrices](#)

[Division 2-2-3: Specific Standards for Special...Uses](#)

[Division 6-3-3: Standard Development Approval Procedures](#)

Note: A proposed special use must meet all the requirements of the LUDC. The sections of the LUDC listed above are the most relevant sections, but the list is not exhaustive.

Fee & Required Materials

The application fee for most Special Use Permits is \$250. A home occupation SUP that doesn't require posting is \$50 and a small daycare SUP is \$100.

The following materials are required as part of a complete application for an SUP.

1. A completed [Land Use Application](#). Note: Home occupations require a different application.
2. Fee.
3. A written Narrative describing the proposed use, proposed site or building improvements, and existing conditions.
4. A site-specific development plan and scaled elevations or perspective drawings of any proposed structures.
5. Any additional materials, which in the opinion of the Administrator, are necessary to adequately review the application as determined by the Staff within five (5) working days following the application filing date.

Procedural Summary

Within five (5) days of receiving a complete SUP application, City staff will post a notice that a special use permit has been applied for, noting the date ending the review period. The property will be posted and the public will be allowed to submit comments on the proposal for ten (10) days from the date of the posting. The Administrator shall approve, approve with conditions, or deny the application, within twenty-one (21) calendar days of the date that the application is filed, unless a longer period is agreed to by the applicant.

Additional Information

Many SUPs require additional licensing from the City of Durango such as a sales tax license, business licenses, etc. It is the applicants' responsibility to secure all necessary licenses and keep them current.

All signage for a special use shall conform with the sign regulations in accordance with the zone in which they are located.

An applicant may appeal the Administrator's decision within seven (7) days of the decision as set forth in [Division 6-3-17](#).

Developments and uses granted by a special use permit shall be developed or established in accordance with an approved development schedule, or within one (1) year of the date of approval if no development schedule is established. Failure to develop or establish such development or uses in accordance with the time period approved on the permit shall cause the Administrator to revoke the permit.

An SUP is valid as long as conditions of approval are maintained by the applicant, unless a specific time limit for the use is set forth as part of the approval. If the conditions of the permit are not met, the SUP can be revoked.

If the conditions of a permit become the responsibility of a person or entity other than the applicant, the department shall be notified, in writing, identifying the new person or entity responsible for maintaining the conditions of the approval/permit.

Contact Information

Questions and other inquiries can be directed to the City of Durango Community Development Department—Planning Division at (970) 375-4850 or by visiting River City Hall at 1235 Camino del Rio (Durango, CO) during normal business hours.