

**SUBMITTAL REQUIREMENTS
PLANNING AND ENVIRONMENTAL COMMISSION
RECYCLING EXEMPTION REQUEST**

Exemption Procedures

Applicants shall read and respond to the criteria and findings listed below in the project narrative. Before acting on an exemption application, the Planning and Environment Commission shall consider the following factors with respect to the requested exemption:

Unless otherwise exempted, all customers shall comply with the provisions of Title 5, Chapter 12. Upon application to the Town of Vail and demonstration of an inability to comply with this Chapter, the Planning and Environmental Commission may grant an exemption for a period of time not to exceed 24 months with which to comply. Prior to granting an exemption the Planning and Environmental Commission shall find that the request is warranted for at least one of the following reasons:

1. **Costs considerations** including but not limited to: *unreasonable hauling costs, or unreasonable renovation and or unreasonable retrofitting expense.*
2. **Physical limitations** including but not limited to: *size, shape or dimensions of a site or structure, or location of an existing structure thereon, topographic or physical conditions on the site in the immediate vicinity.*
3. **Operational considerations** including but not limited to: *hours of operation, staffing, proximity to recycling facilities, implementation schedule.*
4. **Conflicts with adopted regulations** including but not limited to: *land use regulations, building/fire code regulations.*

The Town of Vail offers two (2) methods for submittal of materials for review of applications. Materials can be submitted either digitally or on paper. Whichever method you select all materials shall be submitted in that format throughout the review process. The Town encourages you to consider using the submittal of digital documents and plans. If submitting digitally all elements of the application shall be uploaded to the Town's share file site as a complete set of materials.

The materials necessary to have a complete application are as follows:

- Completed application form including:
 - Complete description of request
 - Ownership Information as recorded with Eagle County Assessor
 - Street Address, Unit #
 - Parcel Number
- Owner's signature (cover sheet)
- Application fee
- Project narrative describing the details of one or more of the four criteria the applicant is citing as a reason for the exemption. If a plan exists to come into compliance in the future, please describe. (Address To: Planning and Environmental Commission).
- Joint Property Owner Written Approval Letter, if applicable. If the property is owned in common (condominium association) and/or located within a Development Lot, the written approval of the other property owner, owners, or applicable owners' association shall be required. This can be either in the form of a letter of approval or signature on the application.
- Stamped, addressed envelopes and a list of the property owners adjacent to the subject property, including properties behind and across streets. The list of property owners shall include the owners' name (s), corresponding mailing address, and the physical address and legal description of the property owned by each. The applicant is responsible for correct names and mailing addresses. This information is available from the Eagle County Assessor's office.
- Requested period of time for exemption (per 5-12-8E, Vail Town Code, a maximum extension of 24 months is permitted)
- Site and/or building plans indicating trash area
 - Sheet Format (Applies to all plan sheets).
 - Plan sheet size must be 24"x 36". For large projects, larger plan size may be allowed.
 - Graphic bar scale (minimum scale is 1"=20').
 - North arrow.
 - Title block, project name, project address and legal description.
 - Indication of plan preparer, address and phone number.
 - Dates of original plan preparation and all revision dates.
 - Sheet labels and numbers.
 - A border with a minimum left side margin of 1.5".
 - Plan legend.
 - Dumpster/container location and detail of dumpster enclosure.
- Photos of the existing site and adjacent structures

- If cost considerations are indicated for the exemption request, cost estimates from vendor are required.
- If operational considerations are indicated for the exemption request, a description of the limiting factors are required (hours, staffing, proximity to recycling facilities, etc.).
- If conflicts with existing regulations are indicated for the exemption request, note the Title, Chapter, and code language.
- The Administrator and/or PEC may require the submission of additional plans, drawings, specifications
- If, at the applicant's request, any matter is postponed for hearing, causing the matter to be re-published, then, the entire fee for such re-publication shall be paid by the applicant

Applications deemed by the Community Development Department to have design, land use or other issues which may have a significant impact on the community may require review by consultants in addition to Town staff. Should a determination be made by the Town staff that an outside consultant is needed, the Community Development Department may hire the consultant. The Department shall estimate the amount of money necessary to pay the consultant and this amount shall be forwarded to the Town by the applicant at the time of determination. Expenses incurred by the Town in excess of the amount forwarded by the applicant shall be paid to the Town by the applicant within 30 days of notification by the Town. Any excess funds will be returned to the applicant upon review completion.

Please note that only complete applications will be accepted. All of the required information must be submitted in order for the application to be deemed complete.