

LIMITED USE PERMIT (LUP)

Summary

Limited uses allow for a simple administrative review process to ensure that a proposed use will not conflict with the City's adopted plans, and that the limited use is compatible with surrounding land uses. Uses shown as "L" in the [Use/Zone Matrices](#) must go through the Limited Use Permit (LUP) process and can be approved if they meet the applicable standards listed in [Division 2-2-3](#) and other relevant sections of the City of Durango's [Land Use and Development Code](#).

When a limited use is proposed, the applicant must clearly demonstrate that the use will comply with the required 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 Limited Uses](#)

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

Note: A limited use must meet all applicable LUDC requirements. The LUDC sections listed above apply to all proposed limited uses, but other requirements may apply.

Fee & Required Materials

The application fee for a Limited Use Permit (LUP) is \$350. Application fees are different for ADU and vacation rental LUPs.

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

1. A completed [Land Use Application](#).
2. Fee.
3. Names and addresses of all property owners within 300 feet of the property boundaries.
4. A written narrative describing the proposed use, proposed site or building improvements, existing conditions, and how the proposal meets the requirements of the LUDC.
5. A site plan and scaled elevations or perspective drawings of any proposed structures.
6. 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 LUP application, City staff will post a notice for fourteen (14) days containing information about the LUP application. Staff will also send letters to all property owners within 300 feet of the lot for which application is being made. The Administrator shall approve, approve with conditions, or deny the application, within thirty (30) calendar days of the date that the application is filed, unless a longer period is agreed to by the applicant.

Additional Information

Many LUPs require additional licensing from the City, 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 limited use shall meet sign regulation requirements in accordance with the zone in which they are located. An applicant may appeal a signage decision by the Administrator within seven (7) days of the decision as set forth in [Division 6-3-17](#).

Developments and uses granted by LUP 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 LUP 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 LUP 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.