

1. **Initiation.** Applications for development permits shall be submitted to the Planning Director by the owner, or any other person having a recognized interest in the land for which the development is proposed, or their authorized agent.
  - a. **Applicant is Not the Owner.** If the applicant is not the owner of the land, or is a contract purchaser of the land, the applicant shall submit a letter signed by the owner consenting to the submission of the application.
  - b. **Applicant is Not the Sole Owner.** If the applicant is not the sole owner of the land, the applicant shall submit a letter signed by the other owners or an association representing the owners consenting to or joining in the application for development permit.
2. **Minimum Contents of Application.** The application shall be submitted in a form established by these Land Use Regulations and made available to the public. All applications shall include, at a minimum, the following materials:
  - a. **Applicant's Identity.** The applicant's name, mailing address, telephone, email address and fax number. If the applicant is to be represented by an agent, a letter signed by the applicant granting power of attorney to the agent shall be submitted, authorizing the agent to represent the applicant and stating the representative's name, mailing address, telephone, email address and fax number. *(am 05/01/07)*
  - b. **Legal Description.** The legal description and street address, if such exists, of the parcel on which development is proposed to occur.
  - c. **Disclosure of Ownership.** A disclosure of ownership of the parcel on which the development is to occur, listing the names of all owners of the property, and all mortgages, judgments, liens, easements, contracts and agreements that run with the land. The disclosure of ownership shall be in the form of a current certificate from a title insurance company (title commitment), or ownership and encumbrance report. The title commitment or ownership and encumbrance report shall be dated within two (2) months prior to formal application submittal. *(am 05/01/07) (am. 12/16/08)*
  - d. **Vicinity Map.** An eight and one-half inch by eleven inch (8 ½" x 11") vicinity map, locating the subject parcel within Eagle County. The map shall, at a minimum, have a scale bar and clearly identify the subject parcel(s) and the nearest public road. *(am. 12/16/08)*
  - e. **Written Description.** A written description of the proposal and an explanation in written, graphic or model form of how the proposed development complies with the review standards applicable to the application.
  - f. **Environmental Impact Report,** when applicable. (See Section 4-460).
  - g. **Adjacent Property Owners.** A list of all adjacent property owners, compiled by the applicant using the most recent County ad valorem tax rolls, is required for all applications and shall be submitted to the Planning Director as part of the application for development. In addition to submitting a written list, the applicant shall also submit typed addresses on individual adhesive labels or in the form of pre-addressed