



## INDIVIDUAL COMPOSTING UNIT APPLICATION AND STUDY REQUIREMENTS

**TOWN OF MOUNTAIN VILLAGE GREEN TEAM**

455 Mountain Village Blvd. Suite A

Mountain Village, CO 81435

970-369-8236

[zdohnal@mtnvillage.org](mailto:zdohnal@mtnvillage.org)

(970) 728-1392

Submitted (Office Use)	Item No	Submittal Requirements
	1.	<b>Application Form and Fee Acknowledgement Form.</b> Forms Completed Signed (Attached).
	2.	<b>Proof of Ownership.</b> Copy of current deed or title report on the effected property.
	3.	<b>Agency Letter.</b> If application is not submitted by the owner of the property, a letter of agency, signed by the property owner giving permission to a firm or person to submit the requested land use application (Attached).
	4.	<b>HOA Letter.</b> For placement of the personal composter on property that is owned in common by a homeowners association, the development application shall include: <ul style="list-style-type: none"> <li>A. A letter from the Homeowner's Association (HOA) board giving permission for the application (Attached), and where a vote is required by the HOA governing documents, a copy of the proof of the vote and outcome of such vote.</li> <li>B. A copy of the HOA governing documents, including bylaws and declaration.</li> </ul>
	5.	<b>Application Narrative.</b> A short-written narrative of the application that outlines the request and how requirements will be met. The narrative should include a summary of how the application will meet the key requirements of the composting, and how they will commit to providing Town staff a food diversion weight report*. <i>*This helps calculate landfill diversion rates and Green House Gas reductions.</i>
	6.	<b>Site Plan.</b> A site plan showing all proposed compost location with an engineered scale of 1"=10' to a maximum of 1"=30' showing: <ul style="list-style-type: none"> <li>i. Compost Unit information and size (<b>BioCOMpet Unit - 20" x 12" x 20"</b>)</li> <li>ii. Unit location</li> <li>iii. Compost distribution area for curing</li> <li>iv. Scale location</li> </ul>
	7.	<b>Introduction and Letter of Acknowledgment</b> All applicants must participate in introduction to composting meeting and sign a letter of acknowledgment with a full understanding of the correct composting process and program requirements.

***Please return completed compost incentive application form to Zoe Dohnal: Town of Mountain Village, 455 Mountain Village Boulevard, Suite A, Mountain Village, CO, 81435. You may also deliver the form to Mountain Village Town Hall or email the form to [zdohnal@mtnvillage.org](mailto:zdohnal@mtnvillage.org).***

*\*The Colorado Department of Public Health and the Environment (CDPHE) exempts in-vessel composting units under 10 square feet from reporting requirements.*



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INDIVIDUAL COMPOSTING UNIT APPLICATION		
APPLICANT INFORMATION		
Name:	E-mail Address:	
Mailing Address:	Phone:	
City:	State:	Zip Code:
Household Size:		
PROPERTY INFORMATION		
Physical Address:		
Are you the property: <input type="checkbox"/> OWNER <input type="checkbox"/> RENTER		
Is your property managed by an HOA?		
OWNER INFORMATION *If you are not the owner of your property		
Property Owner:	E-mail Address:	
Mailing Address:	Phone:	
City:	State:	Zip Code:
DESCRIPTION OF REQUEST		
<p>Unit Information: <i>Please note if you are going to purchase compatible solar panels for the unit. For solar panel information please contact <a href="mailto:info@bioDOGradablebags.com">info@bioDOGradablebags.com</a>, (800) 983-7221</i></p> <p><i>All participants will receive a BioCOMPet Unit - 20" x 12" x 20" and a scale.</i></p>		
Planned Compost Location:		
Planned Compost Curing Location:		
Planned Scale Location:		
Please select a date to attend and introduction to composting meeting.		
<input type="checkbox"/> Friday, February 28 <sup>th</sup> 5:30 – 6:30 p.m.	<input type="checkbox"/> Tuesday, March 3 5:30 – 6:30 p.m.	<input type="checkbox"/> Wednesday, March 11 5:30 – 6:30 p.m.



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**OWNER/APPLICANT  
ACKNOWLEDGEMENT  
OF RESPONSIBILITIES**

I, \_\_\_\_\_, the owner of Lot \_\_\_\_\_ (the "Property") hereby certify that the statements made by myself and my agents on this application are true and correct. I acknowledge that any misrepresentation of any information on the application submittal may be grounds for denial of the compost application or the imposition of penalties and/or fines pursuant to the Community Development Code. We agree to allow access to the proposed composting curing site at all times by members of Town staff, DRB and Town Council. We agree that if this request is approved, it is issued on the representations made in the compost application submittal, and any approval or subsequently issued building permit(s) or other type of permit(s) may be revoked without notice if there is a breach of representations or conditions of approval. By signing this acknowledgement, I understand and agree that I am responsible for the following:

- 1) Applicant will be required to attend an in-person training to go over proper composting procedures.
- 2) Applicant will be responsible for following procedures and properly curing compost.
- 3) Applicant is responsible for ensuring compost does not become a public nuisance due to smell or unsightliness nor a wildlife hazard.
- 4) Applicant will provide data of food weights prior to composting through an online form for at least 360 days.
- 5) The Town makes no representations or warranties as to the composing unit and the Applicant agrees to indemnify and hold harmless the Town from any and all liability associated with the applicants use of the composing unit. In the event the composting unit is damaged, defective or in any way unusable the Applicants sole remedy, if any, is through the manufacturer of the composing unit.

We further understand that I (we) are responsible for paying Town legal fees and other fees as set forth in the Community Development Code.

\_\_\_\_\_  
Signature of Owner

Date

\_\_\_\_\_  
Signature of Applicant/Agent

Date



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## OWNER AGENT AUTHORIZATION FORM

I have reviewed the application and hereby authorize (agent *name*) \_\_\_\_\_  
to be and to act as my designated representative and represent the individual composting unit application through  
all aspects of the application review process with the Town of Mountain Village.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Printed name)



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## HOA APPROVAL LETTER

I, (*print name*) \_\_\_\_\_, the HOA president of property located at  
\_\_\_\_\_, provide this letter as written approval of the  
compost application dated \_\_\_\_\_ which have been submitted to the Town of Mountain  
Village for the proposed in-home compost unit at the address noted above. I understand that the proposed in-home  
compost unit include (*indicate below*):

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Printed name)