**REZONING REVIEW Application Form** **Community Development Department**

An application must be received at least 30 days prior to the Planning Commission meeting.

Applicant_____ Date Filed: _____
Address_____ Amount Paid: _____
Phone_____ File Number: _____
Fax: _____ Email _____

| | |
|---|---|
| Date of First Pre-Application Conference _____ | Fee Paid _____ |
| Date of Second Pre-Application Conference _____ | Fee Paid _____ |

**Required information to be submitted with this form:**

Required information to be submitted with this form:

1. Application signed by all legal owners of property within the area of request, requesting rezoning of the property.
2. Legal description of property being requested for rezoning.
3. 20 copies - 8 1/2" x 11" drawings of property being requested for rezoning (drawn by engineer or surveyor). Drawings to be folded before submittal if larger than 8 1/2" x 11".
4. Submission shall include both a JPEG image and an 11" x 17" copy of each drawing.
5. A public hearing fee shall be included with all applications requiring a public hearing. This fee does not include the cost of publishing public notices or postage.
6. Mailing labels and funds for first class postage for all property owners within 750' of the boundaries of the property requesting rezoning and a list of those owners.
7. Certification of Mineral Interest Notice completed. (See page 2 of this application.)

**Complete the following information (if more space is needed, use back of this sheet).**

1. Location of property requesting rezoning _____
2. Current zoning of property _____
3. Zoning of surrounding properties to the: north _____
   south _____
   east _____
   west _____
4. Zoning requested _____
5. Reasons why the requested zoning is compatible with surrounding zoning and land uses
   _____
   _____
6. Proposed uses for the property in question _____
   _____

Pre-application conference(s) with the planning director or director's representative is required prior to submitting an application. Fees associated with the pre-application conference must be paid at the time of the conference.

A rezoning requires a public hearing with the Planning Commission and City Council. If the request is approved by the Planning Commission, it will be forwarded to the City Council for a public hearing at the first available meeting. Two City Council readings of an ordinances are necessary. The City will post your property and send the letters to the property owners within 750 feet of your property ten (10) days prior to the scheduled meeting day.

The applicant or a duly authorized representative must be present at any and all public meetings to answer any questions raised by the Planning Commission or the general public.

I hereby certify that I am the legal owner(s) at the above-described property; that I desire to apply for a rezoning of my property from _____ to _____ and that the information contained herein is true and accurate to the best of my knowledge.

_____ _____
Owner/Applicant Signature(s) Date

Costs of Legal Notice in the Newspaper are paid by the Applicant

## CERTIFICATION OF NOTICE PURSUANT TO C.R.S. 24-65.5-103

The undersigned do(es) hereby certify that an examination of the records in the office of the County Clerk and Recorder was made in accordance with C.R.S. 24-65.5-103 *et seq.* and

(check applicable box and fill in the information)

☐ Thereafter, on _____, 201__, which is not less than thirty (30) days before the date scheduled for the initial public hearing, or, which is not less than thirty (30) days before the date of submittal of an application for staff action, on the application for the development known as _____, notice was sent, by first class mail, to the below-named mineral right owner(s) as listed in the records of the County Clerk and Recorder, containing the time and place of the initial public hearing, or the date of submittal of an application for staff action and contact information of the Community Development Department, the nature of the hearing or staff action, the location and legal description of the property that is the subject of the hearing or staff action, and the name of the applicant(s).

Listing of Mineral Right Owner(s):

| Name(s): | Address: |
|---|---|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

☐ Such records do not identify any mineral right owners.

_____
Development Applicant's Signature

_____
Print Name

**Acknowledgment**
State of Colorado )
County of _____ ) ss
The foregoing instrument was acknowledged before me this ___ day of _____, 201_, A.D. by _____ of _____, as Applicant of the property described hereon.
Witness my hand and official seal.
My commission expires _____.

_____
Notary Public

_____
Surface Owner's Signature

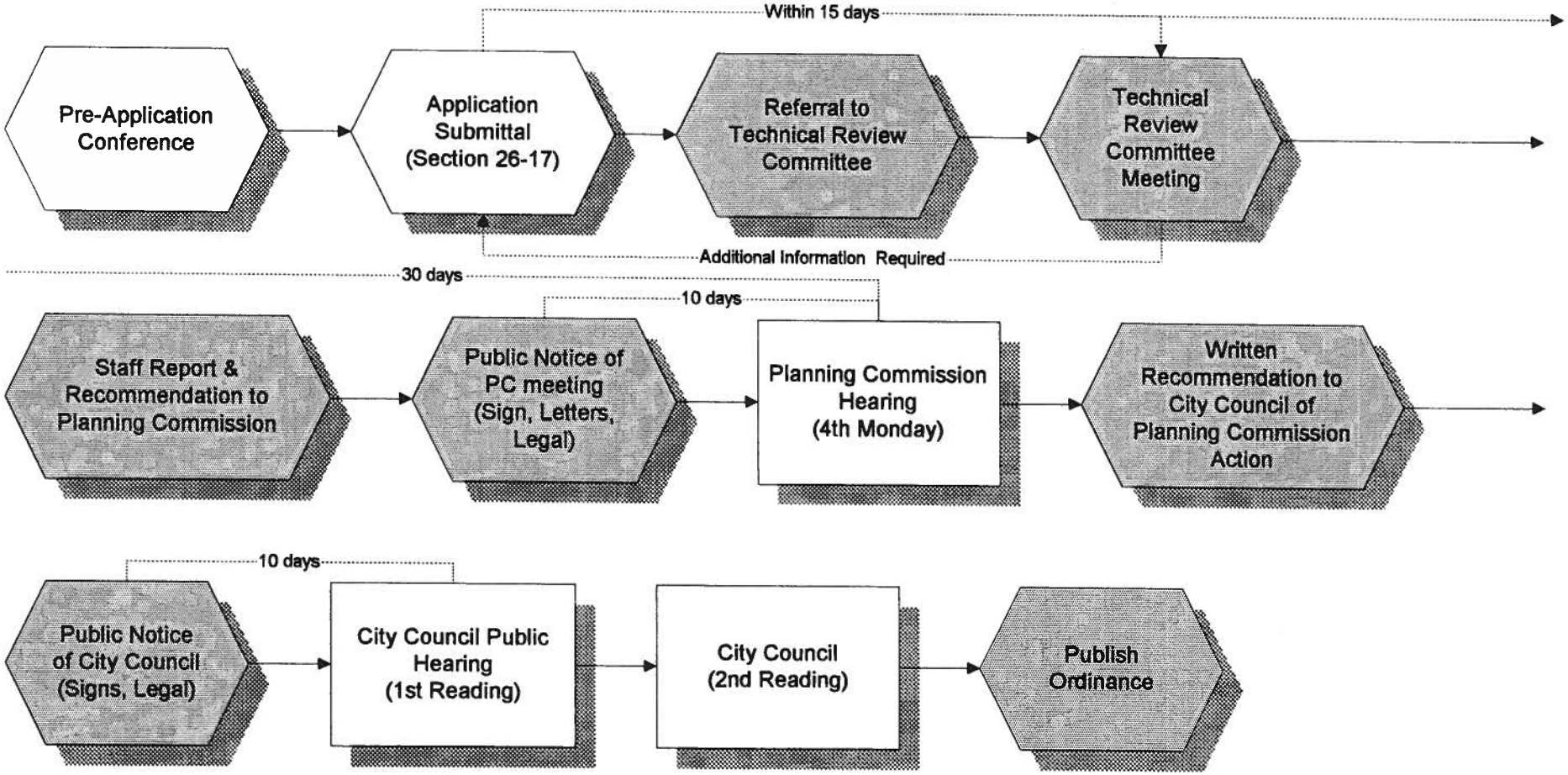
_____
Print Name

**Acknowledgment**
State of Colorado )
County of _____ ) ss
The foregoing instrument was acknowledged before me this ___ day of _____, 201_, A.D. by _____ of _____, as Owner of the property described hereon.
Witness my hand and official seal.
My commission expires _____.

_____
Notary Public

**FAILURE TO PROVIDE THIS CERTIFICATION, INDICATING COMPLIANCE WITH C.R.S. 24-65.5-103 *ET SEQ.*, IS LIKELY TO RESULT IN A CONTINUANCE OF THE HEARING OR STAFF ACTION.**

ZONING AND REZONING PROCESS (Section 26-16-8)




Notes: Shaded boxes represent tasks completed by City staff.
Squares represent public meetings or hearings.

Estimated process time from application submittal
* To 2nd reading by City Council - 60 to 90 days