



**COMPREHENSIVE PLAN  
SPECIFIC AMENDMENT 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 Specific Amendment of the property.
2. Legal description of property being requested for Specific Amendment.
3. 20 copies - 8 1/2" x 11" drawings of property being requested for Specific Amendment (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 Specific Amendment 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 Specific Amendment: \_\_\_\_\_
2. Current land use designation of property: \_\_\_\_\_
3. Land use designation of surrounding properties to the:
  - north: \_\_\_\_\_
  - south: \_\_\_\_\_
  - east: \_\_\_\_\_
  - west: \_\_\_\_\_
4. Land use designation requested: \_\_\_\_\_
5. Reasons why the requested designation is compatible with surrounding land use designations & why the City should amend the comprehensive plan.:  
\_\_\_\_\_  
\_\_\_\_\_
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 Specific Amendment requires a public hearing with the Planning Commission and City Council. The Planning Commission recommendation shall be forwarded to the City Council for a public hearing at the first available meeting. Two City Council readings of 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 Specific Amendment 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

\_\_\_\_\_  
Surface Owner's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

**Acknowledgment**

State of Colorado )

County of \_\_\_\_\_ )<sup>ss</sup>

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 \_\_\_\_\_.

**Acknowledgment**

State of Colorado )

County of \_\_\_\_\_ )<sup>ss</sup>

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

\_\_\_\_\_  
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.**