

REZONING

Case#: RZ- _____ - _____

Proj. Name: _____
(Fee Agreement)

APP.	TOWN
<input type="checkbox"/> Optional Pre-Application Conference	<input type="checkbox"/>
<input type="checkbox"/> Application Fee; CK#: _____; Amt: \$ _____	<input type="checkbox"/>
<input type="checkbox"/> Signed Fee Agreement (§16-1-12) with deposit; CK#: _____; Amt: \$ _____	<input type="checkbox"/>
<input type="checkbox"/> Poudre Fire Authority Development Review Fee of \$ _____	<input type="checkbox"/>
<input type="checkbox"/> Current proof of ownership Title insurance issued with 30 days of application submission.	<input type="checkbox"/>
<input type="checkbox"/> Zoning Amendment Map (24' high x 36' wide) _ North arrow, scale (1" = 100' or 1" = 200'), and date of preparation..... _ Subdivision or block and lot name of the area to be zoned (if applicable) at the top of each sheet _ Legal description of area to be zoned (entire area and individual zoning districts) _ Location and boundaries, including dimensions, of property(s) proposed for rezoning _ Acreage or square footage contained within property proposed for rezoning _ All existing land uses in the proposed rezoning area _ Zoning and existing land uses on all lands adjacent to the proposed rezoning _ Location and dimensions for all existing R.O.W.'s..... _ Adjoining subdivisions names with lines of abutting lots, and departing property lines of adjoining properties not subdivided _ Certificate blocks for Surveyor, Planning and Zoning Commission, Town Council, and Larimer County Clerk and Recorder _ AutoCAD™ drawing file	<input type="checkbox"/>
<input type="checkbox"/> Written statement describing the proposal _ Rationale for the proposed rezoning..... _ Impacts on the existing adjacent zone districts, uses, and physical character of surrounding area _ Impact of the proposed zone on area accesses and traffic patterns _ Availability of utilities for any potential development..... _ Impacts on public facilities and services _ Relationship between proposal and the Town Comprehensive Plan..... _ Public benefits arising from the proposal.....	<input type="checkbox"/>
<input type="checkbox"/> Surrounding and Interested Property Ownership Report (SIPOR) Current list (at most 30 days old) of names and addresses of surrounding property owners (within 300 ft. of the property), mineral interest owners of record, mineral and oil and gas lessees for the property and appropriate ditch companies. Certification that report is complete and accurate.	<input type="checkbox"/>
<input type="checkbox"/> Public Hearing Notification Envelopes (2 sets) Stamped, addressed, and certified (return receipt requested) envelopes with Town's address as return address. Addressed to those in the SIPOR.	<input type="checkbox"/>

Submit documents above with a copy of this form and a completed Land Use Application.

Date Submitted to Town: _____

Application Certification of Completion Town must certify application is complete and in compliance with all submittal requirements OR reject it as incomplete and notify Applicant of any deficiencies. If the application is rejected , Staff must prepare a report identifying any issues of concern that must be addressed and forward it to the Applicant. All documents requiring a signature must be signed in BLUE INK .	<input type="checkbox"/>
<input type="checkbox"/> Address Staff Comments (Submit to Town Clerk) _ Letter explaining how all of the comments have been addressed..... _ Revised maps and other documents	<input type="checkbox"/>

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<u>APP.</u>	<u>TOWN</u>
TOWN CERTIFICATION OF COMPLETED APPLICATION	
Signed: _____ Date: _____	
Final Staff Review and Report to Planning and Zoning Commission Final review of any resubmitted materials and preparation of report to the Commission explaining how the application is or is not consistent with review criteria (§16-3-11.D).	<input type="checkbox"/>
Set Zoning Amendment Public Hearing The hearing may be held no less than 30 days from the date of property posting and newspaper publication. If the zoning amendment request is accompanying another application which is scheduled for public hearings before the Planning Commission and Board, one public hearing may be held on both applications. Date of Public Hearing: _____	<input type="checkbox"/>
Public Notification Process Town Clerk must send notice of public hearing to the applicant and parties identified in SIPOR no less than 45 days before the initial Planning Commission public hearing (<i>Notice for Map Amendments only</i>). For both Text and Map amendments, Town Clerk must publish notice in a newspaper of general circulation and prepare a notification sign to be posted on the property by the applicant.	<input type="checkbox"/>
Planning and Zoning Commission Recommendation The Commission must make a recommendation to the Town Council after the conclusion of the scheduled Public Hearing to approve, conditionally approve, or deny the application. Decision: _____ Date: _____	<input type="checkbox"/>
<input type="checkbox"/> Finalize Zoning Amendment Based on Planning and Zoning Commission Comments Applicant will revise application and submit it to the Town.	<input type="checkbox"/>
Notify Parties of Interest, <i>Map Amendments Only</i> Not less than 30 days before the date scheduled for the initial Council public hearing, Staff must notify parties identified in SIPOR. Must include time and place of the public hearing, nature of the hearing, location of the subject property, and Applicant's name.	<input type="checkbox"/>
Set Town Council Public Hearing and Complete Public Notification Process. The Board must schedule a public hearing, after receiving the report and recommendations from the Planning and Zoning Commission, for the purpose of taking action on the zoning amendment. Town Clerk must publish notice in a newspaper of general circulation. The hearing may be held no less than 30 days from the date of advertising. Date of Public Hearing: _____	<input type="checkbox"/>
Town Council Action Following the Public Hearing, the Council will consider the comments and evidence presented and evaluate the application in accordance the Land Use Code and approve, approve with conditions, or deny the application, in whole or in part. Decision: _____ Date: _____	<input type="checkbox"/>
<input type="checkbox"/> Post-approval process for Zoning Map Amendments Applicant initiating the process has 30 days after approval of the amendment by the Council to submit to the Town Clerk 2 original drawings of the approved zoning amendment map for recording, along with the recording fees and all other costs billed by the Town. The map must be prepared by a licensed surveyor or engineer. Inaccurate, incomplete or poorly drawn plans will be rejected. Petitioner must submit 1-11" x 17" mylar reduction of the zoning amendment map and an AutoCAD™ drawing file.	<input type="checkbox"/>