



# AMENDMENT TO ZONING MAP

## Information Sheet and Checklist

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Amendments to the zoning district map may be initiated by a real property owner in the area to be included within the proposed amendment. For the purposes of establishing and maintaining sound, stable and desirable development within the Town, the Zoning Map shall not be amended except:

- To correct a manifest error in an ordinance establishing the zoning for a specific property;
  - To rezone an area or extend the boundary of an existing district because of changed or changing conditions in a particular area or in the Town generally; or
  - The land to be rezoned was zoned in error and as presently zoned is inconsistent with the policies and goals of the Town Comprehensive Plan; or
  - The proposed rezoning is necessary to provide land for a community-related use that was not anticipated at the time of the adoption of the Town Comprehensive Plan, and the rezoning will be consistent with the policies and goals of the Comprehensive Plan; or
  - The area requested for rezoning has changed or is changing to such a degree that it is in the public interest to encourage development or redevelopment of the area; or
  - A rezoning to the Planned Unit Development overlay district is requested and approved per provisions of this Code.
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Application submittal checklist:

- Complete and sign Development Review Application**
- Payment of fees (application fee, development review deposit, sign deposit)**  
See current Development Review Fee Schedule for amounts  
\*Please provide three separate checks
- Sign MOU** – “Memorandum of understanding for payment of review and development expenses incurred by the Town”
- CD or USB drive** – All documents and plans must be submitted in PDF format
- Title Commitment** – Dated no more than 30 days from submittal date
- Legal Description** – Provide a legal description for all property to be considered for rezoning.

- ❑ **Written statement** – Provide a written description of the proposed change, include the rationale for the proposed change. Address the following points:
  - Rationale for the proposed rezoning;
  - Present and future impacts on the existing adjacent zone districts, uses, and physical character of the surrounding area;
  - Impact of the proposed zone on area accesses and traffic patterns;
  - Availability of utilities for any potential development;
  - Present and future impacts on public facilities and services, including but not limited to fire, police, water, sanitation, roadways, parks, schools, and transit;
  - The relationship between the proposal and the Comprehensive Plan; and
  - Public benefits arising from the proposal.
  
- ❑ **Vicinity Map** (8½ X 11) – Illustrate roads and significant natural features near the project site. Roads must be labeled so that the site can be easily found.
  
- ❑ **Zoning amendment map** –
  - Two copies on 24"x 36" paper at a scale of 1"=50' or 1"=100'
  - One 11"x 17" paper copyThe plan should include the following items:
  - North arrow, scale (not greater than 1"=100' or 1"=200') and date of preparation.
  - The subdivision or block and lot name of the area to be rezoned (if applicable) at the top of each sheet.
  - Vicinity map.
  - Legal description of the area to be rezoned (entire area and individual zoning districts). In unsubdivided property, zone boundaries shall be determined by a metes and bounds description or by lot and blocks if applicable.
  - Location and boundaries, including dimensions, of the property(s) proposed for rezoning. Note: zone boundaries are to be the center lines of physical streets, roads, highways, alleys, railroad rights-of-way, and channelized waterways, or such lines extended.
  - The acreage or square footage contained within the 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.
  - The location and dimensions for all existing easements and public rights-of-way including streets, fee properties, and centerlines of water-courses within and adjacent to the rezoning.
  - The names of all adjoining subdivisions with lines of abutting lots, and departing property lines of adjoining properties not subdivided.
  - Certificate blocks for Surveyor, Board, Town Clerk and Larimer or Weld County Clerk and Recorder.
  
- ❑ **Final Mylars** – Upon approval, one (1) original mylar of the final approved version shall be submitted to the Town in order for the plat to be recorded at the County (mylar size shall be 24x36).

**Other documentation as may be required by the Town staff for full and complete consideration of this application.**