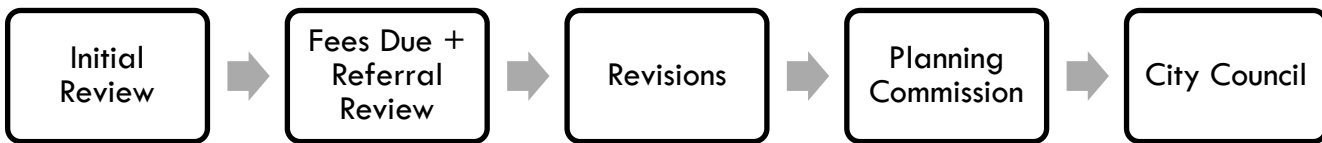




Rezoning Development Guide

General procedure for development is included in the Community Development Application packet. This guide is intended to supplement the general application with items specific to rezoning. The rezoning process provides review of changes to the boundary of zoning districts that may be necessary to implement the Master Plan, to account for changed conditions in the general area, or to reflect a change in policies with respect to future development.

REZONING REVIEW PROCESS



Rezoning expected process duration is 4 months from a complete submission.

Pre-Application Meeting Required. A rezoning review requires a complimentary pre-application meeting. See the Planning Division contact information below to request a meeting.

Review. After staff review, receipt of any comments from referral agencies, and any necessary resubmittals, the Planning Commission will make recommendation to City Council at a public hearing. The requested zoning ordinance will be introduced to City Council at the 1st reading and decided at 2nd reading. The City Council decision is effective immediately; however, all City permits will be held until the rezoning plat is recorded. Planning Commission meets the 4th Tuesday and City Council meets the 1st and 3rd Tuesdays of each month.

Resubmittals. Six (6) months will be granted to applicants to resubmit applications determined to be in need of revision. If an applicant requires more time to revise the application, an extension shall be requested and an extension fee shall be paid. The Director may approve an extension not to exceed an additional six (6) months for a total period not to exceed twelve (12) months upon a finding of excusable neglect. Any application in need of revision that remains inactive for more than six (6) months from the date the revision was requested, and for which no extension is requested, shall be void and any related fees are forfeited.

REVIEW CRITERIA

Review, recommendations and decisions for a proposed rezoning shall be based on the following criteria:

1. The proposal is in accordance with the goals and objectives of the Master Plan and any other plan, policy or guidance adopted pursuant to that plan.
2. The uses allowed in the proposed zone district will be compatible with the surrounding land uses.
3. The City or other agencies have the ability to provide services or facilities that may be necessary for anticipated uses in the proposed zone district.
4. The rezoning will serve a community need, provide an amenity or accommodate development that is not possible under the current zoning.

Rezoning Submittal Checklist

✓	Item (label electronic submittal documents with the number prefix as shown) All documents shall be submitted in “.pdf” format, unless otherwise stated.
	01 COMMUNITY DEVELOPMENT APPLICATION FORM
	02 OWNERSHIP INFORMATION - Provide the property deed along with any applicable incorporation or organizational documentation of approved signatories. Note, a “deed of trust” is not a property deed.
	03 LEGAL DESCRIPTION - Provide the legal description of the property in “.docx” format.
	04 PROJECT NARRATIVE - The narrative shall address the following: <ol style="list-style-type: none"> 1. Describe existing and proposed use of the property, number and type of buildings, easements, etc. 2. Address all Review Criteria [page 1].
	05 DRAFT REZONING PLAT – The rezoning plat shall be prepared by a Colorado-licensed professional land surveyor. <ol style="list-style-type: none"> 1. Plat Title: “[Name] REZONING” and address of property if one has been assigned. 2. Legal Description 3. Vicinity Map: Clearly show the site location and surrounding uses, zoning, and parcels within one (1) mile of site. Label property owner names, parcels, streets, irrigation ditches and other bodies of water, and municipal boundaries 4. Bold Boundary of the property to be rezoned. 5. City of Evans boundary 6. Neighboring parcels 7. Certification Blocks: Property Owner, Planning Commission, City Council & Surveyor
	06 MINERAL RIGHTS NOTICE – If land is undeveloped, applicant shall provide notice to all mineral rights owners pursuant to C.R.S. § 24-65.5-103 and provide proof of notice to the City prior to the first hearing.
	07 PUD AMENDMENT – If amending a PUD, the project narrative and plat shall include all allowed uses, lot creation/massing standards, and any other design standards applying to the PUD.
	08 CHARGE BACK AGREEMENT - executed
	CHARGE BACK DEPOSIT: \$500 minimum
	APPLICATION FEE: \$1,000 for a rezone; \$1,500 for a PUD amendment