



Development Information Packet Zoning Amendments (Rezoning)

A Zoning Amendment in the City of Evans requires a pre-application meeting. The preparation form for a pre-application meeting can be found on our website (see below).

This packet is designed to provide information on the review procedures, submittal requirements, and the overall process used to rezone a property in the City of Evans. Applicants are advised that this packet is not a complete summary of the City’s Municipal Code, all Development Ordinances, etc. We encourage applicants to review the requirements of Municipal Code, as approval of a request is based on compliance with those standards. The Code can be found on the City’s home page at:

www.evanscolorado.gov or www.municode.com/library/co/evans/codes/municipal_code.

Please allow ten (10) working days to allow for a determination of the completeness of the application. This determination is made by the City Planner. Questions? Please contact the City Planner.

City Planner

1100 37th Street, Evans, CO 80620-2036

Phone:(970) 475-1167

abjohnson@evanscolorado.gov

lrichardson@evanscolorado.gov

Evans Customer Service

Phone: (970) 475-1170

Applications and Forms required that are included with this packet:

- Application Form
- Rezoning Check List
- Charge Back Agreement

* **ENGINEERING ITEMS:** For final approval, engineering related documents require preparation and a wet stamp by a Registered Professional Engineer licensed in the State of Colorado to include drainage plans, utility plans, street plans, and related documents.

* **SURVEY DOCUMENTS:** Survey's and Plat's require preparation and a wet stamp by Surveyor, licensed in the State of Colorado

APPLICANT NOTES:

**ZONING AMENDMENTS (REZONING)
Application Submittal Checklist**

Project	
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Title 18.06.040 of the Evans Municipal Code

The items below are required for a complete rezoning application unless indicated as only required in certain circumstances. No review will begin for the application until all items required are provided. Acceptance of an application does not imply or guarantee approval by the City. *All items should be provided electronically. The naming convention found on the checklist below shall be used, for example, 00-Application Form, or 07-Water Information.*

Applicant Initials	Item	Staff Initials
	00-Application Form: Application form including signatures of all landowners of record of all property proposed to be rezoned. If the property is subject to a contract for sale and purchase, a signature is required by all contract purchasers. Where the property is owned by a legal business entity, the application must be signed by an authorized representative of the business entity, and evidence of authorization to sign for the business entity must be included with the application.	
	01-Application Submittal Checklist: An executed copy of this checklist is required.	
	02-Charge Back Agreement: Provided by the City and signed by the Owner.	
	03-Application and Charge Back Fees: \$750 + Charge Back Fee as determined at the pre-application meeting.	
	06-Legal Description: Provide a legal description of the property in Microsoft Word.	
	07-Project Description: A narrative labeled “Project Description,” providing a detailed description of the size and scope of the use, to include the potential impacts on surrounding properties. Also, state how the use relates to the City’s Comprehensive Plan. If the application is requesting planned unit development (PUD) zoning, the applicant should provide narrative supporting general requirements found in 18.06.050(B). In addition, the applicant shall submit a draft Neighborhood Development Plan and a draft Development Guide found in 18.06.050(B)(7).	
	08-Ownership Information: Provide evidence of ownership such as a tax receipt or title work, current within thirty (30) days, or evidence of a contract for sale.	
	11-Surrounding Landowners List: List of the names and mailing addresses of all landowners within 500’ of the annexation. The electronic copy must be in MS Excel format. Provide three (3) printed sets of labels of this list, along with a printed and signed report from Weld County.	
	11-Zoning Survey Plat: Show the outer boundaries of the area, including elevation contours at two-foot intervals.	
	11-Zoning Existing Conditions Map: Applicant shall submit a site map showing the location of all buildings, signs, streets, lanes, parking areas, parks, open areas, recreational facilities, and all other improvements. The site map shall show dimensions of all structures, streets, parking areas, and recreational facilities, and shall show distances between structures and boundary lines.	

	11-Zoning Proposed Conditions Map: If the requested zoning includes PUD zoning, the applicant shall submit preliminary drawings of all buildings, with elevations, and indicate the location, height, and size of proposed signs, lighting, and advertising devices.	
	11-Zoning Preliminary Landscape Plan: If the requested zoning includes PUD zoning, the applicant shall submit a proposed landscape plan showing the location of landscaped areas, and containing a narrative statement describing how the area will be landscaped.	
	11-Zoning Preliminary Engineering Plan: If the requested zoning includes PUD zoning, the applicant shall submit a preliminary engineering plan for streets, sidewalks, lanes, utility lines, and drainage facilities, including any access points to the PUD.	
	13-Water Information: Include information on water that will be provided to support the development, if known at this time. Future land development applications may be warranted to support the proposed land use.	
	Additional Fees May be Assessed: If more than one round of Design Review Team (DRT) is required, there is a \$200 charge per additional round. Additionally, every application submittal after the 3 rd round of review has an application fee of 50% of the original application fee.	

Applicant Certification & Signatures

I CERTIFY that to the best of my knowledge this application to the City of Evans includes all of the appropriate documentation as required:

Landowner Signature Date

Landowner Printed Name

Landowner Signature Date

Landowner Printed Name

Applicant Signature (If Different) Date

Applicant Printed Name