



OFFICE USE	Presubmittal Code _____
	Planner Initials _____
	Identifier _____

**SUBMITTAL CHECKLIST
 AMENDMENT—ZONING (MAP OR TEXT)**

This checklist shall be completed by the staff planner at the pre-application meeting and must be submitted online. Failure to submit all required information may delay the review of the application.

Project Type Zoning Change Planning Type _____

MAP AMENDMENT (REZONING)

- Application fee \$1,200
- Proof of ownership: Deed or Assessor's Property Record Card
- Statement of Authority, if required
- Vicinity map
- Existing conditions map of subject site illustrating existing improvements, geologic hazards/characteristics, steep slopes (>30%), water bodies, soils, vegetation, wildfire hazards, and critical wildlife habitat
- Boundary survey (certified by Registered Land Surveyor)
- Written narrative / detailed response to the standards of Section 8.2.1 of the Routt County Zoning Regulations. The petition must show that all of the following exist:
 - The proposed zone change is consistent with the goals and policies of the Master Plan and any applicable sub-area plans.
 - The area in question possesses geological, physical, and other environmental conditions compatible with the characteristics of the requested Zone District.
 - The advantages of the requested Zone District substantially outweigh the disadvantages to the County and neighboring land occasioned by the amendment.
 - The applicable provisions of the Zoning Regulations can be met.
 - In the case of a rezoning that would increase allowable residential, commercial, or industrial density, adequate facilities such as roads, water and sanitation, fire protection, emergency services and public utilities are available to serve the area.
- Written narrative / detailed response to the standards of Section 8.2.2 of the Routt County Zoning Regulations. The petition must show that one or more of the following exist:
 - The existing Zone District is inconsistent with the policies and goals of the applicable Master Plan and any applicable adopted area or community plan.
 - The area for which rezoning is requested has changed or is changing to such a degree that it is in the public interest to encourage a new use or density in the area.
 - The proposed rezoning is necessary in order to provide land for a demonstrated community need.
 - The existing zone classification currently shown on the Official Zone Map is an error.
- Additional submittal requirements for water or sewer facilities (*Refer to Appendix A, Routt County Zoning Regulations*)

FOR REFERENCE ONLY - CONTACT PLANNING

**SUBMITTAL CHECKLIST
AMENDMENT—ZONING (MAP OR TEXT)**

TEXT AMENDMENT

- Signed application form
- Application fee \$ _____
- PDF of complete submittal package: CD/Flash Emailed
- Written description of the proposed amendment to the text of the Routt County Zoning Regulations, the purpose of the request, and how the proposed amendment will further the goals of the Routt County Master Plan and sub-area plans.
- Any information or documents supporting the need for the request, if available

FOR REFERENCE ONLY - CONTACT PLANNING

Owner Signature(s)

I consent to this application being submitted and that all information contained within is true and correct to the best of my knowledge.

Owner's Signature

Print/type name of owner

Owner's Signature

Print/type name of owner