



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

Activity No. _____	OFFICE USE
Reviewed By _____	Date _____

This checklist shall be completed by the applicant and must accompany a complete application form. Failure to submit all required information may delay the review of the application.

MAP AMENDMENT (REZONING)

- Signed application form
- Application fee \$ _____
- PDF of complete submittal package: CD/Flash Emailed
- Proof of ownership: Lease Deed
- Statement of Authority, if required
- Vicinity map
- Legal description: Attached On application form
- Boundary survey (certified by Registered Land Surveyor)
- List and 2 sets of mailing labels with names and mailing addresses of all adjacent property owners *(for public notice purposes)*
- 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)*

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