

## REZONING PLAN CHECKLIST



This checklist will help to assure that your submitted plan is consistent with Arapahoe County Regulations. On the attached checklist, please check the box when the requirement has been met. When all items are complete, please read and sign the checklist at the bottom, and submit it with your application and submittal materials.

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**A Rezoning** To provide a process to amend the Zoning Map of any zoning district. A rezoning plan is required whenever a rezoning is proposed from one zone district to another zone district. Therefore, a rezoning process has been established, in accordance with the Administrative Provisions of this document, to provide for the review of land use and/or development criteria revision requests. All rezoning applications must meet the standards set forth in the Arapahoe County Land Development Code.



### Public Works and Development

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[www.co.arapahoe.co.us](http://www.co.arapahoe.co.us)



## REZONING PLAN CHECKLIST

Please check off the following items to assure your application is complete.

Applicant

Staff

		The title block shall contain the following: A-B-C REZONING PLAN County of Arapahoe State of Colorado, A part of 1/4 Section X, Township Y South, Range Z West of the 6 <sup>th</sup> P.M.
		Legal description of the subject property. A metes-and-bounds or description to the centerline of any abutting and adjacent streets shall be used. The area of the rezone in acres or square feet shall be included.
		A rezoning request statement, indicating the current zoning classification of the subject property, and the zoning classification requested.
		<p>A rezoning map, a graphic representation of the subject property and the adjacent streets and properties showing:</p> <ol style="list-style-type: none"> <li>1. Subject property – based on the legal description, and using a scale of one inch/ 100 feet or larger, show the subject property with the existing and proposed zoning, any existing buildings and structures, any one-hundred year floodplains, topographic contours, and related physical conditions that may influence the rezoning request.</li> <li>2. Adjacent properties and parcels – show the adjoining properties and include information on existing zoning, existing land uses(s), and existing project/ property names, if known.</li> <li>3. Adjacent streets – show all adjacent streets and list street names, street classification, right-of-way widths, and existing level of improvement</li> <li>4. Vicinity map – at a scale of 1”/ 2000’, with a north arrow and an emphasis on the major roadway network within one mile of the subject property.</li> <li>5. Standard certifications, to include:             <ol style="list-style-type: none"> <li>a. Owner’s signature block, with dateline and title line.</li> <li>b. Planning Commission Recommendation block</li> </ol> </li> </ol>

		<p>c. Board of County Commissioners approval block</p> <p>d. Surveyor Certification</p> <p>6. A Case Number line in the lower left-hand corner of the rezoning map sheet</p>
		Vicinity map with north arrow (scale of 1"=2,000' preferred) with an emphasis on the major roadway network within one (1) mile of the proposal.
		Both existing and proposed zoning of the site. Existing zoning and densities (or, in the case of non-residential zoned properties, approved floor area ratios) of adjacent properties.
		Existing land uses and densities which are requested to continue until development. Specify requested duration of existing uses.
		Proposed densities of the development at full build-out in residential units per gross acre and/or non- residential gross floor area ratios (F.A.R.).
		Proposed land uses for the entire plan, the total square footage and acreage of each use, and the percentage of the entire plan of each use.
		Proposed site development criteria, including setbacks, distances between structures, maximum building heights, unobstructed open space, maximum lot coverage of structures, parking ratios and any other criteria, as appropriate.
		If the application is a P.U.D. Amendment, a chart comparing the criteria on the latest approved Preliminary Development Plan with the criteria proposed by the P.U.D. Amendment, including uses permitted, maximum building heights, unobstructed open space, maximum lot coverage of structures, setbacks, distances between structures, parking ratios and any other criteria, as appropriate.
		Proposed general locations of structures and parking, if known.
		Proposed criteria for signage types, locations and maximum dimensions, if known. (If not stated, the Sign Code shall govern).
		Estimated size and general location of public sites.
		Existing and proposed right(s)-of-way widths for all existing/proposed internal and external roadways.
		Existing and proposed public and/or private roadways and their conceptual points of access to adjacent and/or external roadways.
		Existing topography with contour intervals of two feet (2') or less, tied to U.S.G.S. or other acceptable datum.
		Structures located on the south side of streets or highways may be required to

		provide additional building setbacks, depending on structure height, to allow necessary snow and ice melt from adjacent streets and sidewalks.
		Owner(s) of Record signature block, and notary.
		Applicable notes approved by the Board of County Commissioners which regulate the development (Airport Influence Area note, off-site improvements note, etc.).
		Planning Commission review statement, Board of County Commissioners signature block and Recorder Certificate.
		Additional information may be requested by the DSIM Department, as appropriate to the request, and information required above may be waived by the Planning Division Manager if it is deemed to be inappropriate to the request.
		Lettering for all plans need to be upper case sans serif.
		The County will not accept any plans or plats that have copyright restrictions.
		All Standard Notes, Certificates and dedications required by the Arapahoe County staff shall be included on the plat. Any modifications to these notes must be approved by the County Attorney. All Standard Notes not meeting these specifications shall be removed.

I \_\_\_\_\_ state that the above submittal requirements have been provided in completion of the requirements for submission as required by Arapahoe County, and that all documents provided have been submitted in accordance with the requirements and guidelines of Arapahoe County Government.

I also understand that submitting erroneous information or an incomplete submittal may delay the processing of my application.

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Signature

\_\_\_\_\_

Date