



Town of Carbondale Rezoning Checklist

(970) 963-2733

Project Name:

Applicant:

Applicant Address:

Location:

Date:

Staff Member:

Section 2.3 of the UDC requires a pre-application meeting with planning staff prior to submittal of a land use application.

Per Section 2.3.2.B of the UDC, the Planning Director shall determine the form and number of application materials required.

Required Attachments

- Filing Fee of \$600 **and Land Use Application (separate attachment)**
- a. The application for a rezoning shall include:
 - i. A site plan showing the footprint of all buildings, parking configuration, location of all utilities and easements, and other details demonstrating conformance with all regulations and development standards applicable to the proposed zoning district;
 - ii. A written statement justifying why the proposed zoning fits in with the surrounding neighborhood and why the proposed zoning is more appropriate for the property than the existing zoning;
 - iii. A list of all property owners within 300 feet;
 - iv. A map showing adjoining zoning districts within 300 feet; and
 - v. Proof of ownership.
- b. The applicant shall submit to the Director any other information required in the appropriate application as provided by the Director along with any information identified in the pre-application meeting and all required information stated elsewhere in this Code for an amendment to the zoning map.
- c. If a proposal requires a permit or approval from any county, state, or federal agency, the applicant shall submit to the Director a duplicate of any required application at the same time that it is submitted to the other agency or a minimum of 14 days prior to any hearing related to such county, state, or federal permit, whichever occurs first.
- Additional information requested at the pre-application meeting: