

### **Purpose of Checklist**

This checklist will help to assure that your submitted application is consistent with City of Centennial 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.

### **Purpose of Rezoning**

A rezoning application is the first step in establishing land uses and siting restrictions for a parcel of land. The uses and siting restrictions permitted by the zone district set the general parameters with which the development must comply. The uses, minimums and maximums provided in the Land Development Code (LDC) will be reviewed at the site plan stage to further determine the appropriateness for the particular site and neighborhood. Once a rezoning has been approved a site plan which complies with the terms, conditions and requirements of the approved zone district must be submitted and approved prior to the issuance of building permits for improvements to any site or sites within the project covered by the rezoning.



## 2011 Land Development Code Rezoning Application Checklist

### Rezoning Checklist

Please check off the following items to assure your application is complete. Sign and submit this checklist with your application.

Applicant    Staff

		<p><b>Parcel Map.</b> A rezoning map that provides a graphic representation of the subject property and the adjacent streets and properties, showing all of the following:</p> <ol style="list-style-type: none"> <li>1. The boundaries of the parcel proposed for rezoning, based on the legal description, and using a scale of one inch equals 100 feet or larger;</li> <li>2. Any existing buildings and structures on the parcel proposed for rezoning;</li> <li>3. Any one-hundred year floodplains and floodways on the parcel proposed for rezoning;</li> <li>4. Topographic contours on the parcel proposed for rezoning;</li> <li>5. Related physical conditions that may influence the rezoning request;</li> <li>6. Adjacent properties and parcels, including information on their existing zoning, existing land use(s), and existing project/ property names, if known;</li> <li>7. Adjacent streets, including street names, street classification, right-of-way widths, and existing level of improvement; and</li> <li>8. A title block that contains the following items (items in brackets shall be replaced with the information for the individual project that is described in the brackets): [NAME OF DEVELOPMENT] REZONING PLAN City of Centennial, Arapahoe County, State of Colorado, A part of Section [section number], Township [township number] South, Range [range number] West of the 6th P.M.</li> </ol>
		<p><b>Legal Description.</b> An appropriate legal description of the parcel proposed for rezoning, along with the area of the parcel in acres or square feet.</p>
		<p><b>Location / Vicinity Map.</b> A location / vicinity map at a scale of one inch equals 2,000 feet, with a north arrow and an emphasis on the major roadway network within one mile of the parcel proposed for development, and any adjacent jurisdictions and municipalities.</p>
		<p><b>Certifications.</b> Standard certifications to include:</p> <ol style="list-style-type: none"> <li>1. Owner's signature block, with date line and title line;</li> <li>2. Planning and Zoning Commission recommendation block;</li> <li>3. City Council approval block; and</li> <li>4. Recorder's block.</li> </ol>
		<p><b>Case Number Block.</b> A case number block in the lower left-hand corner of the rezoning map sheet.</p>
		<p><b>Other Items.</b> Other items as required by the Director, in order to ensure compliance with standards in Section 0-14-604.F (<b>Conditions of Approval</b>).</p>
		<p>Lettering for all plans needs to be upper case sans serif</p>

## 2011 Land Development Code Rezoning Application Checklist

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**2011 Land Development Code  
Rezoning Application  
Submittal Checklist  
(Use for Conventional Rezoning)**

**Purpose of Checklist**

This checklist will help to assure that your submittal is consistent with City of Centennial regulations. On the attached checklist, please check the box when the materials have been provided. When all items are supplied, please read and sign the checklist at the bottom and submit it with your application and submittal materials.

The following are the minimum submittal requirements for a rezoning application. Please check off the following items to assure your application is complete.

**Planning Packet (2 Complete Sets)**

Applicant    Staff

		Completed and signed application form
		Required fees and fee sheet (fees determined by staff)
		Written rezoning request statement
		Latest Final Plat (if platted)
		Latest Preliminary Development Plan (if amending or replacing another PDP)
		Any waiver requests
		Title Commitment - dated within 90 days (including B-2 exceptions)
		Copies of all recorded documents cited in the 'B-2 exceptions' from the Title Commitment
		Certificate of Taxes paid from Arapahoe County (not a website printout)
		Notarized Letter of Authorization from property owner(s)
		Pre-submittal notes
		24" x 36" Rezoning Map. See attached Plan Checklist for requirements
		Rezoning Plan Checklist - signed

## 2011 Land Development Code Rezoning Application Submittal Checklist

### Engineering (2 Complete Sets)

Applicant    Staff

		Written rezoning request statement
		Phase I Drainage Study
		Any waiver requests
		Latest Final Plat (if platted)
		Latest Preliminary Development Plan (if amending or replacing another PDP)
		Pre-submittal notes
		Traffic Impact Study
		24" x 36" Rezoning Map. See attached Plan Checklist for requirements

### Traffic Packet (1 Complete Set)

Applicant    Staff

		Written rezoning request statement
		Traffic Impact Study
		Any waiver requests
		Latest Final Plat (if platted)
		Latest Preliminary Development Plan (if amending or replacing another PDP)
		Pre-submittal notes
		24" x 36" Rezoning Map. See attached Plan Checklist for requirements

### Southeast Metro Stormwater Authority (SEMSWA) (1 Complete Set)

Applicant    Staff

		Written rezoning request statement
		Phase I Drainage Report
		Any waiver requests
		Latest Final Plat (if platted)
		Latest Preliminary Development Plan (if amending or replacing another PDP)
		Pre-submittal notes
		24" x 36" Rezoning Map. See attached Plan Checklist for requirements

# 2011 Land Development Code Rezoning Application Submittal Checklist

City Attorney (1 Complete Set)

Applicant    Staff

		Written rezoning request statement
		Any waiver requests
		Title Commitment - dated within 90 days (including B-2 exceptions)
		Copies of all recorded documents cited in the 'B-2 exceptions' from the Title Commitment
		Pre-submittal Notes
		Certificate of Taxes paid from Arapahoe County (not a website printout)
		Notarized Letter of Authorization from property owner(s)
		Latest Final Plat (if platted)
		Latest Preliminary Development Plan (if amending or replacing another PDP)
		24" x 36" Rezoning Map. See attached Plan Checklist for requirements

**NOTE: YOU MUST BRING THIS MATRIX  
WHEN YOU SUBMIT YOUR APPLICATION**

**STAFF WILL NOT ACCEPT APPLICATION MATERIALS THAT ARE NOT COLLATED AND FOLDED.**

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date