

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.

Instructions

This checklist will help ensure that your submittal is consistent with City of Centennial regulations. The following items **MUST** be included with your 1st submittal in order for it to be considered complete. If you are missing required items then Staff may reject your submittal.

Provided

	Letter of Intent that addresses all rezoning criteria in Sec. 12-14-604 of the LDC
	Rezoning Plan exhibit (see AutoCAD template and attached checklist for requirements)
	Latest plat (if platted)
	Title Commitment, dated within 90 days, including B-2 exceptions (must include copies of all recorded documents cited in B-2 exceptions)
	Certificate of taxes paid (request from Arapahoe County Treasurer’s Office directly)
	Notarized Letter of Authorization from the landowner permitting a representative to process the application on their behalf
	Traffic Impact Study or Traffic Memo (if requested by Traffic, see Engineering notes)
	Drainage Report per SEMSWAs Pre-submittal notes
	Community Participation Report (if Community Meeting was required) At a minimum, the report shall include the following information: <ol style="list-style-type: none"> 1. Dates and locations of all meetings where residents were invited to discuss the applicant’s proposal; 2. Copies of the sign-in sheets; 3. A summary of concerns, issues and problems expressed by participants, including: <ol style="list-style-type: none"> a. How the applicant has addressed the issues identified; and b. A statement regarding issues that cannot or should not be addressed and why the issues cannot or should not be addressed. 4. If the applicant proposes to conduct additional meetings, a proposed schedule for notices, meetings, and additional Community Participation Reports.

Rezoning Plan Checklist

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

Provided

	<p>Parcel Map. 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"> 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; 2. Any existing buildings and structures on the parcel proposed for rezoning; 3. Any one-hundred year floodplains and floodways on the parcel proposed for rezoning; 4. Topographic contours on the parcel proposed for rezoning; 5. Related physical conditions that may influence the rezoning request; 6. Adjacent properties and parcels, including information on their existing zoning, existing land use(s), and existing project/ property names, if known; 7. Adjacent streets, including street names, street classification, right-of-way widths, and existing level of improvement; and 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.
	<p>Legal Description. An appropriate legal description of the parcel proposed for rezoning, along with the area of the parcel in acres or square feet.</p>
	<p>Location / Vicinity Map. 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>Certifications. Standard certifications to include:</p> <ol style="list-style-type: none"> 1. Owner’s signature block, with date line and title line; 2. Planning and Zoning Commission recommendation block; 3. City Council approval block; and 4. Recorder’s block.
	<p>Case Number Block. A case number block in the lower left-hand corner of the rezoning map sheet.</p>
	<p>Other Items. Other items as required by the Director, in order to ensure compliance with standards in Section 0-14-604.F (Conditions of Approval).</p>
	<p>Lettering for all plans needs to be upper case sans serif</p>