



42 Valley Crescent  
PO Box 208  
Palmer Lake, CO 80133  
719-481-2953 - Office

<b>Office Use Only</b>	
Date:	_____
Fees:	\$500.00 _____
Check #:	_____
Rec'd By:	_____
<b><i>*Minimum submittal of 30 days</i></b>	

## Rezoning Application Form

Name of Applicant: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Applicant's Email: \_\_\_\_\_

Name of Proposal: \_\_\_\_\_

Tax Schedule #: \_\_\_\_\_

*Rezoning of existing or annexation of property* – A request for a change in the existing designated zoning or property annexation. This request must be accompanied by those items outlined in the Palmer Lake Zoning requirements (section 17.12.030).

Nearest Street Intersection: \_\_\_\_\_ Existing Subdivision: \_\_\_\_\_

Current Zoning and Uses of Surrounding Property:

N:	_____	_____
E:	_____	_____
S:	_____	_____
W:	_____	_____

\_\_\_\_\_  
*Signature of Owner* *Date*

## **PROCEDURAL CHECKLIST FOR REZONING**

All initial application will be submitted to the Town office a minimum of 30 days before the regular Planning Commission.

Planning Commission meetings are held the 3<sup>rd</sup> Wednesday of each month.  
Town Board of Trustees meetings are held the 2<sup>nd</sup> and 4<sup>th</sup> Thursday of each month.

*All submittals are required to be in compliance with the corresponding Palmer Lake Municipal Code.  
Coordination is required with staff/Departments.*

**\*Recommend United Notification Cost Center (UNCC) be Contacted Prior to Submittal - 811\***

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Please fill out the appropriate submission checklist to complete the application.

**Criteria for Rezoning – A *preliminary* meeting with Town staff is required prior to submittal.**

**A Letter of Intent should include:**

- ✓ Plot Plans 1- 24”x36”
- ✓ 1- electronic file
- ✓ Complete Application
- ✓ Letter of Intent
- ✓ Fee (\$500)
  
- ✓ The proposed rezoning promotes the health, safety or welfare of the inhabitants of the Town – (17.04.030)
- ✓ The proposed zoning is consistent with the goals of the Master/Comp Plan
- ✓ There has been a material change in the character of the neighborhood or in the Town, so that the proposed zoning would be in the public interest and consistent with the change
- ✓ The proposal, as evidenced by the Site Plan, is compatible with surrounding uses or in the case of redevelopment that the proposal is an improvement to the area (section 17.12.070)
- ✓ The proposal enhances significant natural characteristics of the site by preservation or incorporating the features into the development’s open space plan if applicable

<p>Day of Submittal \$500.00 Fee payment (non-refundable)</p> <p>Any additional fees will be paid by the applicant (outsourced reviews)</p>	<p>Application is reviewed by the Town staff for completeness – application will not be scheduled for the Planning Commission until all required documentation is complete.</p>
<p>Once completed application materials are received, review process begins by staff.</p>	<p>Planning Commission will receive application at least 1 week prior to the meeting/hearing.</p>
<p>The property is posted and notice of Public Hearings will be published at least 15 days prior to the Planning Commission and Board of Trustee meetings.</p>	<p>Applicant shall notify by certified mail all surrounding property owners from the boundary of the subject properties.</p>
<p>The third Wednesday of the month the Planning Commission will have a Public Hearing and make a recommendation to the Board of Trustees. A second hearing may be required.</p>	<p><b>APPLICANT MUST BE PRESENT</b></p>
<p>On the second Thursday following the Planning Commission meeting/hearing and recommendation, the Board of Trustees will hold a Public Hearing and take action on the application.</p>	<p>Board of Trustees will hear comments from the developer and the public. The Board can decide or continue the hearing/action.</p> <p><b>APPLICANT MUST BE PRESENT</b></p>

Application Received: \_\_\_\_\_

Planning Commission Meeting: \_\_\_\_\_

Board of Trustees Meeting: \_\_\_\_\_