



REZONING

For all Zone districts except PUD

I. REVIEWABLE APPLICATION

Applicants must submit the following information with a rezoning application in order for the application to be accepted. Only those informational items including a box and space for the initials of a City representative may be waived. The items will be considered waived only if initialed and dated by the appropriate City representative.

- 1. CRT date: _____ (*insert date*).

- 2. Filing fee of \$500.00
see Application Fee Worksheet

- 3. A copy of this Submittal Checklist completed by the applicant and containing the initials of the appropriate City representative for any information item that has been waived.

- 4. One copy of the following: (i) completed application form (see page 6); (ii) vicinity map (8 ½" x 11"); and (iv) zoning map (24" x 36") containing the information listed on page 10. The zoning map must be folded in eighths to approximate letter size. Additional collated copies will be required once the application is determined to be complete by the City's Development Review Team.

- 5. One (1) copy of an 11" x 17" reduction of the zoning map.

- 6. A title commitment verifying the record title owners, lienholders and mineral estate owners and identifying encumbrances and exceptions to title. The title commitment must be dated within 30 days of the date of submittal of the application to the City. An ownership and encumbrance report does not qualify for a title commitment.

- 7. A list of the names and mailing addresses of all owners of property being rezoned, as such names and addresses appear on the latest records of the Larimer County Clerk and Recorder. The list must also include the names and addresses of any ditch companies that have improvements within the area to be annexed.

- 8. Stamped and addressed mailing envelopes for those owners and ditch companies indicated in Item #7, above.

- 9. One (1) original petition for zoning signed by all persons or entities having a record deferred until later per Kerri interest in the land area to be rezoned. The required format and content of the petition is set forth on page 12.

- n/a 10. If special provisions are requested with the rezoning, such as a development agreement, ten (10) copies of a letter requesting such provisions shall be submitted. The letter shall identify any special terms or conditions requested by the petitioner(s).
- x 11. Two (2) copies of a Phase I Environmental Report prepared by a qualified specialist in accordance with current guidelines issued by the U.S. Environmental Protection Agency. The report must bear suitable evidence of the professional qualifications of the person or firm who prepared the report.
12. Rezoning Assessment – One (1) copy of a report evaluating the rezoning request with respect to compatibility with existing uses and zoning in the vicinity of the property. The report must explain why the uses permitted by right under the zoning district(s) being requested would be compatible with existing uses and existing zoning in the vicinity. The report must include an assessment of the rezoning request demonstrating consistency with the policies in Section 4 of the Loveland Comprehensive Master Plan.

The report must include a section that provides specific evidence on which to make each of the following findings. In assessing these findings, it must be assumed that the property is developed into the use permitted by right that would result in the greatest impacts (worse case scenario) for the impact being assessed. For example, if traffic impacts are being assessed, then the impact assessment must be based on the use permitted by right that generates the highest number of vehicle trips. If compatibility with adjacent uses is being assessed, then the use by right that would be most incompatible must be the bases for the assessment.

- (i) The purposes set forth in Section 18.04.010 of the Loveland Municipal Code would be met if any use permitted by right in the zone district being requested was developed on the subject property.
- (ii) Development of the subject property pursuant to any of the uses permitted by right under the zoning district being requested would result in development that is compatible with existing land uses adjacent to and in close enough proximity to the subject property to be effected by development of it.
- (iii) Development of the subject property pursuant to any of the uses permitted by right under the zoning district being requested would result in impacts on City infrastructure and services that are consistent with current infrastructure and services master plans.

- (iv) Development of the subject property pursuant to any of the uses permitted by right under the zoning district being requested would result in development that is consistent with the policies contained in Section 4 of the Loveland Comprehensive Master Plan.
- (v) Development of the subject property pursuant to any of the uses permitted by right under the zoning district being requested would result in development that is not detrimental to the health, safety, or welfare of the neighborhood or general public.

 X 13. Zoning district boundary legal description(s) for each zone district requested in a Microsoft Word format on a CD.

 * 14. One (1) copy of a list, certified by the applicant, of the names and addresses of all surface owners of record of all properties that fall wholly or partially within the following radius of all boundaries of the property under development review as said names and addresses appear on the latest records of the Larimer County Clerk and Recorder:

Project size	Radius Distance (feet)
20 acres or less	500 feet
21 – 50 acres	750 feet
Over 50 acres	1,000 feet

Such radii shall be calculated exclusive of water bodies, public rights-of-way, and public streets. ***This list shall be current within one (1) month from the date of the mailing.**

 * 15. Affidavit certifying that the neighborhood meeting was conducted and at least 15 days prior to the neighborhood meeting and a sign was posted on the property, written notice was given, by first class mail, to those owners on the list as required above. ***The affidavit is required prior to scheduling a Planning Commission public hearing.**

 * 16. Affidavits certifying that written notice was given, by first class mail, for the Planning Commission and City Council public hearings and a sign(s) was posted on the property at least 15 days prior to the public hearings. The written notice shall be in accordance with the template on page 11 and shall be provided to those property owners on the list required in Item #14. The sign(s) shall be posted in a prominent location on the property and shall be in accordance with a sign template provided by the Current Planning Division. ***The affidavit of notice is required prior to the designated public hearing.**

 * 17. Affidavit certifying that the written notice was given, by first class mail, for the Planning Commission public hearing to all mineral estate owners at least 30 days prior to the public hearing. The written notice shall be provided to those mineral estate owners on the list required in Item #7. ***The affidavit is required prior to the Planning Commission public hearing.**