

SUMMIT COUNTY PLANNING DEPARTMENT

SUBMITTAL REQUIREMENTS FOR QUASI-LEGISLATIVE ZONING MAP AMENDMENT



CLASS 5 DEVELOPMENT REVIEW PROCESS

Per the provisions of Section 12003 of the Summit County Land Use and Development Code (“Code”), it is hereby acknowledged that situations will occur when all of the listed submittal requirements will not be needed, and situations will also occur when items not listed as submittal requirements will be needed in order for the County to have sufficient information to fully evaluate the impacts of an application. Accordingly, the Planning Department is authorized by the Summit County Board of County Commissioners (“BOCC”) per the provisions of Section 12003 et seq. of the Code to determine, based on the nature of an application, whether to waive BOCC adopted submittal requirements or require additional information based on the nature of each application.

The following shall be submitted to the Planning Department with a Class 5 development review application for a quasi-legislative zoning map amendment, except for items that may be waived, or additional items that may be required, in accordance with Section 12003 et seq. of the Code:

Initial and date when required (Office use only)	Initial and date when submitted (Office use only)	
		A. Written Material
		1. Application Form: Attached to the packet.
		2. Project Narrative: <input type="checkbox"/> Description of quasi-legislative zoning map amendment.
		3. Master Plan Conformance Statement: Statement of how proposal generally conforms to the applicable master plan goals and related policies/actions.
		4. Criteria for Decisions Statement: Statement of how the required criteria for decision can be met.
		B. Graphic Material
		1. Amended Official Zoning Maps: The proposed Official Zoning Maps will be submitted.
		C. Information Required for Public Hearing
		1. Property Owner List: If the quasi-legislative amendment to the Official Zoning Maps will directly change the zoning district classification on properties as shown on the Official Zoning Maps and further change either: 1) the permitted density as outlined in Figure 3-7 and Appendix 3-1 by changing the permitted number of units per acre or amount of floor area, or 2) the permitted uses as allowed by Figure 3-3, then adjacent property owners shall be notified. <input type="checkbox"/> Adjacent Property Owner Notification: The applicant shall provide to the Planning Department: 1) a list of the adjacent properties within 300 feet of the subject property (or other distance required by the Planning Department) for which public notice is required; and 2) either a) envelopes with postage pre-paid that are also (i) addressed to the adjacent property owner addresses and in the format obtained from the County Assessor, and (ii) listing thereon the address of the Summit County Planning Department as the return address (P.O. Box 5660, Frisco, CO 80443); or b) if approved by the Planning Department, a computer file and/or labels of the adjacent properties for which public notice is required for the Planning Department to send out notice. <input type="checkbox"/> Source of the Adjacent Property Owner Mailing Lists: All mailing lists shall be obtained

		from the County Assessor's records in accordance with Section 13103.01 et seq. of the Code. Affidavit of Adjacent Property Owner List: The Affidavit of Adjacent Property Owner List shall be submitted with the submission of the envelopes prepared for the mail out of the public notice.
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I, _____ understand and acknowledge the above listed submittal requirements are needed in order to make application for a Quasi-Legislative Zoning Map Amendment Application. The application includes all the submittal requirements as indicated by an initial and date on the submittal requirement checklist. All applicable fees, any required plans and any other submittal documents so indicated "*When Required*" on this checklist are also included in the submittal.

Date of Pre-Submittal Meeting: _____

Planner's Signature: _____