



REZONING CHECKLIST

An application for REZONING shall be accompanied by the following information, unless one or more items are specifically waived in writing by the Planning Director:

PROJECT NAME:

APPLICATION REQUIREMENTS	Applicant	Staff	N/A
Development Review Application form. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Application fee. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A vicinity map indicating the location of the property. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A legal description of the property. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proof of legal ownership in the form of a current title policy. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proof of adjacent property owner notification via mail or signatures. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A project narrative or Letter of Interest, describing the existing and proposed zoning and use(s) of the property, and justification for a rezoning based upon the evaluation criteria of this title. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A letter of representation, signed and notarized by the property owner(s), for any applicant that is not a property owner. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A petition for rezoning signed by the owners of at least fifty percent (50%) of the area of land or area of lots subject to the rezoning application. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any other special reports and/or information deemed necessary by Town Staff at the pre-application meeting. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water commitment letter. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wastewater commitment letter. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gas/electric commitment letters. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Submit documents electronically via OneDrive, Dropbox, etc. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

APPLICANT INFORMATION

Date:	Completed by:	
Phone Number	Email Address:	
Notes:		

Town of Monument
645 Beacon Lite Road
Monument, CO 80132-0325
Ph: 719-884-8015

TO BE COMPLETED BY STAFF

Date:	Reviewed by:	
Completeness Review:	Complete: <input type="checkbox"/>	Incomplete: <input type="checkbox"/> Conditional Complete: <input type="checkbox"/>
Notes:		