



**Town of Monument
Development Services
Department
05/28/09**

Zoning/Rezoning Map Amendment

Name of Project: _____ **Project No. :** _____

The following checklist must be returned with the application to the Department of Development Services. Any waivers must be requested prior to submittal.

All zoning maps shall contain the following information:

Submittal Requirements

<u>Applicant</u> (initial each item submitted)	<u>Town Staff</u>
_____ 1. Town of Monument Development Application (original form).	_____
_____ 2. Application fees and retainer (see attached fee list).	_____
_____ 3. A narrative addressing how the requirements of the Monument Town Code have been satisfied and how the proposed zoning or rezoning conforms to the recommendations of the Monument Comprehensive Plan.	_____
_____ 4. Fiscal impact report addressing the fiscal impact of proposed zoning or rezoning on the Town of Monument and on any special or metropolitan districts, including any school district(s).	_____
_____ 5. Vicinity map on an 8 ½" x 11" sheet.	_____
_____ 6. Legal description of the property perimeter on 8 ½" x 11" sheets, and on a CD.	_____

Zoning or Rezoning Map Requirements

- _____ 1. Copies: The number of 24"x36" sized drawings, and 11"x17" sized drawings will be determined at the time of the pre-application based on the number of referral agencies the plans will be sent to (to be included in the submittal package). An addressed envelope with a copy of the project plans/maps, narrative, and application inserted is required for each referral agency along with file copies. _____
- _____ 2. Project title – centered at top of map, project name, Zoning or Rezoning, with general legal description (section(s), township, and range) and if applicable, subdivision name and lot number. _____

- _____ 3. Name and address of owner, petitioner, surveyor, and consultants. _____
- _____ 4. Legal description of subject property within either lot(s), subdivision name(s) if platted, or metes and bounds legal description. Include the acreage of the area to be rezoned. _____
- _____ 5. North arrow and date of preparation, with chart for revision dates. _____
- _____ 6. Map scale and graphic scale. _____
- _____ 7. Vicinity map to scale, showing any adjacent streets, major roads, nearest cross-streets, major drainage ways, water bodies, railroads, and graphically showing the existing lots or parcels adjacent to the property. _____
- _____ 8. Signature blocks (owner, title company, lienholder(s), surveyor, Town approval, and Clerk and Recorder certificates). See attached. _____
- _____ 9. Property boundary with distances and bearings, and note the recording instrument relied upon for property description. **Make sure these are legible.** _____
- _____ 10. Existing and proposed zoning designation(s). _____
- _____ 11. Label the existing land use and zoning for all property within 100 feet. _____
- _____ 12. Delineate, dimension, and label all rights-of-way and easements within 100-feet of the property, and note the title company and report information relied upon to identify easements or that a title report was not used and who the research was performed by. _____
- _____ 13. Show and label boundaries of adjacent subdivisions, lots or parcels within 100 feet. _____
- _____ 14 Any additional information requested by Staff. _____

