

P/C Meeting Date \_\_\_\_\_  
 C/C Meeting Date \_\_\_\_\_  
 Date Received \_\_\_\_\_  
 Initials \_\_\_\_\_



# City of Montrose

## RE-ZONE APPLICATION

It is the applicant's responsibility to submit the required materials. Checks shall be made payable to *City of Montrose*. The application fee is non-refundable. All application materials should be submitted in digital format only. Please email application materials to [planningmail@ci.montrose.co.us](mailto:planningmail@ci.montrose.co.us). Large files may be shared via Dropbox or Google Drive.

**Please contact Planning Services at (970) 240-1407 for assistance.**

**ADDRESS OF PROPERTY** \_\_\_\_\_

**EXISTING ZONING** \_\_\_\_\_

**PROPOSED ZONING** \_\_\_\_\_

**CURRENT LAND USE** \_\_\_\_\_

PROPERTY OWNER	APPLICANT OR REPRESENTATIVE
<b>NAME:</b>	<b>NAME:</b>
<b>MAILING ADDRESS:</b>	<b>MAILING ADDRESS:</b>
<b>CITY, STATE, ZIP:</b>	<b>CITY, STATE, ZIP:</b>
<b>PHONE:</b>	<b>PHONE:</b>
<b>EMAIL:</b>	<b>EMAIL:</b>

## **REQUIRED APPLICATION MATERIALS**

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This list is intended as a guide and may not be a complete list of all requirements.

- \$300 NON-REFUNDABLE APPLICATION FEE (CHECK, CREDIT CARD, CASH)
- RECORDED WARRANTY DEED WITH LEGAL DESCRIPTION OF THE PROPERTY (IF MORE THAN ONE TYPE OF ZONING IS BEING REQUESTED, PROVIDE A LEGAL DESCRIPTION FOR EACH ZONING AREA) (PDF)
- METES AND BOUNDS LEGAL DESCRIPTION (WORD)
- WRITTEN STATEMENT EXPLAINING HOW THE REQUEST IS IN COMPLIANCE WITH APPLICABLE CRITERIA (SEE SECTION 4-4-29 BELOW) (PDF)
- PHOTOS OF THE PROJECT AREA (JPEG)

## **IMPORTANT NOTES**

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- Applications must be submitted at least 30 days before the desired Planning Commission meeting.
- Public notice requirements will be the responsibility of the City of Montrose and will be completed at least 15 days before the public hearing.
- All approved re-zone requests shall be passed by an ordinance adopted by City Council no less than 20 days after review by the Planning Commission.
- Approval of this application DOES NOT constitute approval of any other City of Montrose permits or application reviews.
- By signing, you certify that you have read and understood the submittal requirements, and that you understand omission of any listed items may cause delay in processing the application. The undersigned acknowledges that the information supplied in this application is as complete and accurate as possible.

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Owner's Signature

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Date

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Applicant's or Representative's Signature

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Date

## **SECTION 4-4-29 – RE-ZONE CRITERIA**

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(A) Rezoning:

(1) Amendments to the Official Zoning Map involving any change in the boundaries of an existing zoning district, or changing the designation of a district, shall be allowed only upon findings as follows:

- (a) The amendment is not adverse to the public health, safety, and welfare;  
and
- (b) The amendment is in substantial conformity with the master plan, or
  - i. The existing zoning is erroneous, or
  - ii. Conditions in the area affected or adjacent areas have changed materially since the area was last zoned.

(2) Rezoning may be requested or initiated by the City Manager, the Planning Commission, or the owner of any legal or equitable interest in the property or his representative. The rezoning shall be reviewed for compliance with the criteria of this subsection in accordance with the review procedure of Section 4-4-31. The City Council may initiate rezoning on its own motion, in which case the Council shall hold a hearing either in conjunction with second reading of a rezoning ordinance, or separately, in substantial compliance with the review procedure of Section 4-4-31. The area considered for rezoning may be enlarged by the Planning Commission on its own motion over the area requested in the application.

(3) The City may impose conditions as necessary to insure that the above criteria are met.