

## Zoning Map Amendment Checklist 2020



Please read the following Checklist and ensure that all required items have been submitted. Please note that uploaded plans and documents not following the naming conventions established in the Checklist and Plan Template Instructions may be considered incomplete applications and returned for corrections.

1. Zoning Map Amendment: Please upload a Zoning Map Amendment set that meets the technical requirements of the City of Brighton.

- Document Name: Zoning Map Amendment

**I verify that I have reviewed the City of Brighton's technical requirements for Zoning Map Amendment submittals and that my plans meet said requirements.**

A copy of the requirements for the City of Brighton concerning Zoning Map Amendment submittals can be found here:

- Zoning Map Amendment Template Instructions

2. Proof of Ownership: Please upload the title, deed or other legal instrument which provides evidence of the ownership consent. Property reports from County agencies will not be accepted as proof of ownership. The entity listed as the owner of the property should match the ownership information entered on the application.

- Document Name: Proof of Ownership

3. Legal Description: Please upload a description of land recognized by law, based on surveys, spelling out the exact boundaries of the entire parcel of land. It should so thoroughly identify a parcel of land that it cannot be confused with any other.

- Document Name: Legal Description

4. Neighborhood Meeting Minutes: Please provide neighborhood meeting minutes including evidence of the notice, attendance, content and presentation, issues and discussion summary, and outcomes of the meeting. Refer to Section 2.01.D of the Land Use and Development Code for additional information.

- Document Name: Neighborhood Meeting Minutes

5. Neighboring Property Owners: Please provide a list of all property owners within 300 feet of the application property shown by the records of the county assessor no more than seven (7) days prior to the date of application.

At the discretion of the Director, mailed notice to all property owners within 1,000 feet may be required and will be determined at the Preliminary Application Conference.

With this list, also include two sets of pre-printed address labels of each property owner and map demonstrating the neighboring property locations as related to the application property.

- Document Name: Neighboring Property Owners

6. Hard Copy Requirements:

1. Two (2) bound copies of the Zoning Map Amendment Set.
2. Two (2) sets of pre-printed address labels.
3. One (1) copy of the Application (printed from digital submittal).

Delivered to: One Stop, City of Brighton 500 S. 4th Avenue Brighton, CO 80601

7. **I understand that by submitting a complete application including all electronic files and required hard copy documents to the City of Brighton Community Development Department by 5:00 PM (MT) on Tuesday, my application will meet the required deadline. If an application is deemed incomplete, it will not be accepted until all submittal items have been received. Any complete application submitted after the deadline will be officially**

accepted by the City of Brighton the following Tuesday.



## Community Development

500 South 4<sup>th</sup> Avenue  
Brighton, Colorado 80601  
303-655-2059 (Phone and Facsimile)  
[www.brightonco.gov](http://www.brightonco.gov)

### Zoning Map Amendment Template Instructions

#### General Template

Each sheet in the plan set shall contain the following in the bottom right corner:

1. "Zoning Map Amendment for *Project Name*" (i.e. Zone Change Map for Widgets, Inc.)
2. An abbreviated legal description
3. The date of preparation
4. The page number (i.e. 1 of X)
5. A scale and a north arrow pointed to the top of the page

#### Individual Sheet Requirements

The following are requirements for the individual sheets in the plans. Each sheet shall be named according to the title given:

1. Zoning Map Amendment Sheet X of Y
  - a. Names of abutting, existing subdivisions or "Unplatted"
  - b. Proposed Zone Designations per parcel
  - c. Signature blocks (provided by the City)
    - i. DRC Stamp
  - d. Overall Vicinity Map
  - e. Full legal description
    - i. Please provide separate legal descriptions for any parcel(s) that have differing zoning designations.

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