

Zone Change Checklist



Please read the following checklist and ensure that you have submitted all required items.

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- Zone Change Map: Please upload a Zone Change Map that meets the technical requirements of the City of Brighton.
- Document Name: Zone Change Map

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

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

- Zone Change Map Template Instructions

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- 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 with the owner's signature on the first page of the application.
- Document Name: Proof of Ownership

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- 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

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- Neighboring Property Owners: Provide a list of all property owners and mailing addresses within 300 feet of the application property. 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. Property owner addresses should be acquired from current County records.
- Document Name: Neighboring Property Owners

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- I understand that by submitting all electronic files, required hard copy documents, and the application fee to the City of Brighton Community Development Department by 5:00 PM (MT) on Tuesday, my application will meet the required deadline. Any application submitted after the deadline will be officially accepted by the City of Brighton the following Tuesday.**



Community Development

500 South 4th Avenue
Brighton, Colorado 80601
303-655-2059 (Phone and Facsimile)
www.brightonco.gov

Zone Change Map Instructions

General Template

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

1. "Zone Change Map 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. Zone Change Map 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.

Hard Copy Requirements

1. Two (2) bound copies of the Zone Change Map
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