



# REZONING APPLICATION FORM

The Planning Division is here to assist you with your Rezoning Application (“Application”) pursuant to Rezoning (§ 5-C-2) in the Unified Development Code (UDC). Applications are administratively and legislatively reviewed and approval is required. The Application will be reviewed in accordance with the procedures and requirements outlined in § 5-C-2.

This publication outlines the Rezoning Application process and submittal requirements.

A Pre-Application Conference shall occur prior to submittal of the Rezoning Application (§ 5-B-4). All submittal items shall be submitted in PDF format in accordance with the Ordinance and Zoning Amendment File Naming Conventions to [permits@wpgov.com](mailto:permits@wpgov.com). Ensure your application is complete by checking each of the required submittal (RS) boxes below.

1 Required Submittal Items			
Plan Sheet(s)	RS*	Item #	Submittal Items
	<input type="checkbox"/>	1.	<b>Land Use Review Application Form.</b> Executed.
	<input type="checkbox"/>	2.	<b>Letter of Authorization.</b> A letter of representation, signed and notarized by the property owner(s), for any applicant that is not a property owner.
	<input type="checkbox"/>	3.	<b>Title Commitment.</b> Including Schedules A and B. The applicant shall provide a title insurance commitment proving the applicant’s ownership of the land to be platted and that all land to be dedicated or conveyed to the Town is free and clear from all liens and encumbrances except as expressly agreed to by the Town.
	<input type="checkbox"/>	4.	<b>Narrative.</b> A statement of the purpose for the rezoning request including the following items: <ul style="list-style-type: none"> <li>A. Existing and requested zoning classification.</li> <li>B. Justification for how the request complies with the Town’s Comprehensive Plan.</li> <li>C. Description of site’s character and that of the surrounding area.</li> <li>D. Description of site’s existing and proposed uses.</li> <li>E. Description of access to the site, traffic patterns, and impact of the requested zoning classification on these items.</li> <li>F. Present and future effect on public facilities and services such as fire, police, water, sanitation, roadways, parks, schools, etc.</li> <li>G. Street address.</li> <li>H. Name, address, email and telephone number of owner, applicant, HOA, surveyor, and land planner.</li> <li>I. Legal description.</li> <li>J. Lot size (acreage and sq. ft.).</li> </ul>
	<input type="checkbox"/>	5.	<b>Site Plan.</b> Shall contain project name, legal description, date of preparation, north arrow, legend, vicinity map, and topography at two-foot (2’) intervals. Shall be sized ARCH D (24”x36”). Shall have a minimum scale of 1”=20’. All elements listed below shall be dimensioned. <ul style="list-style-type: none"> <li>A. <b>Abutting properties.</b> Names of abutting subdivisions and the names and addresses of the owners of abutting property, including recording date and number, zoning on and adjacent to the subdivision. Location and principal dimensions for all existing streets (including name), easements, watercourses, and other conditions on adjacent land.</li> </ul>

			<p><b>B. Building coverage ratio table.</b> Shall include area (sq. ft. and acreage) of the following: building footprint (including roof overhangs, decks, porches, balconies, and patios); drives, sidewalks, and parking areas; easements; areas to be designated open space; the site's total acreage; and percentage of building coverage to open space.</p> <p><b>C. Easements, proposed and existing, public and private.</b> Type and location. If existing easements, provide reception numbers on file with the Grand County Clerk and Recorder's Office.</p> <p><b>D. Environmental features.</b> Includes riparian buffers, floodplains, floodways, and floodway fringes, wetlands, forests and woodlands, slopes greater than twenty percent (20%), slopes greater than thirty percent (30%), and geologic hazard areas.</p> <p><b>E. Other improvements.</b> Retaining walls, berms, trash receptacles, trash enclosures, fencing, signage, fire features, water features, hot tubs, pools, affixed barbecue grills, outdoor kitchens, sculptures, etc.</p> <p><b>F. Parking spaces.</b></p> <p><b>G. Property lines.</b></p> <p><b>H. Setback distances as required by zoning district.</b> From all property lines.</p> <p><b>I. Setback distances from all existing structures, including retaining walls.</b> Draw a line to tie the structure to a point on the property line.</p> <p><b>J. Snow storage areas.</b></p> <p><b>K. Street ROW, existing, public and private.</b> Type, location, and name.</p> <p><b>L. Structures, existing.</b></p> <p><b>M. Top of foundation elevations.</b> For main corners of each structure.</p> <p><b>N. Utilities, proposed and existing.</b> For mains and service lines.</p> <p><b>O. Walkways and paths.</b></p>
	<input type="checkbox"/>	<b>6.</b>	<b>Ability to Serve Letter.</b> Indicating adequate evidence that a water supply sufficient in terms of quality, quantity, and dependability will be available. Shall be obtained from applicable water and sanitation district. Applicable only if the property is vacant or an increase in zoning intensity is proposed.
	<input type="checkbox"/>	<b>7.</b>	<b>Surrounding Property Owner Mailing for Public Notice Affidavit Form.</b> See Sec. 5-B-8, <i>Public Notice Requirements</i> . Shall be submitted to the Community Development Director no later than eight (8) days prior to the required public hearing or final decision confirming such notification has been provided.
	<input type="checkbox"/>	<b>8.</b>	<b>File Naming Conventions.</b> All Rezoning Applications shall be submitted pursuant to the Ordinance and Zoning Amendment File Naming Conventions.
Required Submittal (RS*) = <input type="checkbox"/>			

**2** **Process for Approval** – See Sec. 5-C-2, *Rezoning*.

**3** **Fees** – See Sec. 5-B-6, *Application Fees*. An invoice will be sent once the planning file has been created.

A. \$350.00

**4** **Applicant's Certification Statement**

I, \_\_\_\_\_, as Applicant and duly representative of the owner, hereby certify that the information included upon the attached submittal items are true and accurate; and that the development of the site will occur in accordance with the submittal items.