



Zone Change Application Requirements

Submittal Checklist

General Requirements	
<input type="checkbox"/>	General Applicant and Owner Acknowledgement form
<input type="checkbox"/>	Project Statement identifying the following: <ol style="list-style-type: none"> 1. A clear description of the proposed zone change; 2. A justification based on the review criteria addressing why the proposed zone change should be approved; and 3. A description of how each issue, as communicated by the reviewing Planner, has been addressed.
<input type="checkbox"/>	Mineral Estate Owner Notification Certification Affidavit
<input type="checkbox"/>	Concept Plan or Development Plan showing all "Plan Contents" listed in their respective checklists. A Concept Statement may be an acceptable alternative to the above plans if rezoning to either of the following districts: A, R, R1-9000, R1-6000, R-2, PF, or PK. If rezoning to: PF: A development plan must be approved prior to the issuance of a building permit OR: A development plan is required at the time of the request to establish the zone district DFOZ Overlay: A development plan is required at the time of the establishment of the parent zone district
<input type="checkbox"/>	Pre-Application Meeting Summary from the assigned City Planner
<input type="checkbox"/>	A legal description and drawing of the property to be rezoned. Subdivision names must be as shown on the recorded plat and include the Book and Page or Reception Number. Any exceptions must be completely written out in metes and bounds for the entire boundary of the Zone Change. Easements not on the parcel should not be included.

Reports and Studies – Requirement for each report is determined prior to submittal.	
<input type="checkbox"/>	Geologic Hazard Report (See item 3 Subdivision Policy Manual - https://coloradosprings.gov/public-works/page/subdivision-policy-manual)
<input type="checkbox"/>	Drainage Reports (see item 4 Subdivision Policy Manual - https://coloradosprings.gov/public-works/page/subdivision-policy-manual)
<input type="checkbox"/>	Traffic Impact Analysis
<input type="checkbox"/>	Submittal of the Hydraulic Grade Line (HGL) Request Form to Colorado Springs Utilities (CSU) Email completed form and map to waterplanning@csu.org or fax to 719-668-5651 prior to application submittal.
<input type="checkbox"/>	Submittal of the Wastewater Facilities Master Report to Colorado Springs Utilities (CSU) Email completed form and map to wwmasterplansubmit@csu.org prior to application submittal.

Review Criteria

ZONE CHANGE REVIEW CRITERIA:

A proposal for the establishment or change of zone district boundaries may be approved by the City Council only if the following findings are made:

1. The action will not be detrimental to the public interest, health, safety, convenience or general welfare.
2. The proposal is consistent with the goals and policies of the Comprehensive Plan.
3. Where a master plan exists, the proposal is consistent with such plan or an approved amendment to such plan. Master plans that have been classified as implemented do not have to be amended to be considered consistent with a zone change request.