



# Rezone

## [Amendment to Zoning Map]

### Application, Complete Submittal Checklist & Guide

#### Submittal Instructions

- A City Development Review Coordinator will be assigned to all projects - Your Development Review Coordinator is available to assist you with the review process. If you do not have a review coordinator assigned to your project, please contact us at 970-221-6689 or [DRCoord@fcgov.com](mailto:DRCoord@fcgov.com) for assistance.
- Advanced notice of Submittal and resubmittals is appreciated - A completed copy of this checklist, all submittal materials and fee payments are due at the time of project submittal. Please contact your Development Review Coordinator at 970-221-6689 or [DRCoord@fcgov.com](mailto:DRCoord@fcgov.com) for more submittal details including turnaround times and next steps.
- Only complete submittals are accepted - The submittal may be returned to the applicant if any required materials or application fees are missing or insufficient. Submittals received Monday morning through Wednesday noon will be routed for review the same week and submittals received after Wednesday noon will be held and routed the following week.
- This checklist can be used in tandem with the [Development Review Submittal Requirements Document](#). The applicant must complete this checklist and acknowledgement of the Rezoning Submittal Requirements.
- The applicant shall be the designated contact person who will receive correspondence from city staff and referral agencies.

#### Additional Resources

- Development Review Guide and Flowchart:  
<https://www.fcgov.com/drg/>
- Development Review Applications and Submittal Requirements Main Page:  
<https://www.fcgov.com/developmentreview/applications.php>
- City Land Use Code:  
<https://www.fcgov.com/planning-development-services/luc>
- City Utilities:  
[Development Forms, Guidelines & Regulations](#)
- City Engineering main page:  
<https://www.fcgov.com/engineering/>
- The City's Comprehensive Plans:  
[City Plan](#) and [Transportation Master Plan](#)
- Online City Map Resources:  
<https://www.fcgov.com/gis/maps.php>
- Larimer County Urban Area Street Standards:  
<https://www.larimer.org/engineering/standards-and-guides/urban-area-street-standards>

# Rezone (REZ) [Including Plan and/or Text Amendments] Complete Submittal Checklist and Guide:

Project Name: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Project Type: _____		Project Number (if assigned): _____	
New Submittal	Revision	Review Round: _____	Submittal Date: _____
Staff Review Meeting Date: _____			
Development Review Coordinator: _____			

This checklist is for the proposal of an amendment to the Zoning map for the rezoning of lands within the City of Fort Collins. This includes Rezoning (REZ) projects, Plan Amendments and/or Text Amendments.

Refer to the Submittal Requirements Document for a description of these review types. **All checklist items are required unless city staff indicates an item is (W)ai ved, (D) eferred, (N/A) Not Applicable or already (R) eceived. If the staff code is blank, then the item is required.** This checklist must be reviewed, completed and accepted by staff prior to project routing. Additional information may be requested from the applicant during the review process, if necessary, to address specific issues that arise. Please note that all application materials, once submitted, become a matter of public record.

## Checklist, Submittal Forms, and Fees:

Staff Code	Applicant Validation	Item Description	Submittal Requirement Resources
		One copy of this checklist, completed and signed by applicant	Development Review Coordination  <a href="mailto:DRCoord@fcgov.com">DRCoord@fcgov.com</a> 970-221-6689  <input type="checkbox"/> <b>Rezoning - \$4,800</b> <input type="checkbox"/> <b>Plan Amendment - \$11,150</b> <input type="checkbox"/> <b>Text Amendment - \$3,200</b>  <a href="#">Development Review Fee Schedule</a>
		One signed copy of the <a href="#">Development Review Application</a>	
		Payment for the above application form  <u>Payments can be made by check, debit /credit card or eCheck.</u> <b>Check:</b> Make payable to City of Fort Collins. Mail to the Development Review Center, 281 N College Ave, Fort Collins, CO 80524, OR place in the blue drop box located at the west side of the building. <b>Card or eCheck:</b> Would be processed at <a href="https://fcgov.com/CitizenAccess">fcgov.com/CitizenAccess</a> . <ul style="list-style-type: none"> <li>Debit/Credit card payments include a convenience fee of 2% + \$0.25 added to all payments under \$2,500.00, and 2.75% added to all payments over \$2,500.00.</li> <li>ECheck payments include a convenience fee of \$0.50 added to all payments between \$0.00 - \$99,999.99.</li> </ul> <i>If choosing to pay online, your Development Review Coordinator will provide you with the project information when the fees are available to be paid.</i>	

## **Electronic Copies\***

All copies must be provided per City file naming standards and submitted electronically. All copies must be prepared per city PDF formatting standards.

See: [Submittal Requirements Section M](#) – File Naming Standards & PDF formatting standards

\* Paper copies of plans and reports are not required during development review. See Submittal Requirements, Section D for drawing format guidelines. All plan elements shall be clearly drawn and labelled. A scale bar must be provided on all scaled drawings. Paper copies of plan sheets may be requested to complete a timely review, including instances when the drawing scale is not accurately depicted.

### **1) General Information:**

Staff Code	Applicant Validation	Item Description	Submittal Requirement Resources
		<p>A comment response letter from the project's Conceptual Review or Preliminary Development Review staff meeting; or for resubmittals include a comment response letter from the prior round of review.</p> <p>To receive a final copy of the staff comment letter, contact your Development Review Coordinator.</p>	<p>Section C</p> <p>Development Review Coordination</p> <p>970-221-6689</p> <p><a href="mailto:DRCoord@fcgov.com">DRCoord@fcgov.com</a></p>
		<p><b>Rezoning Petition</b></p> <p>The Rezoning petition must contain the following information:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Petitioner – Name and Address</li> <li><input type="checkbox"/> Owner of Subject Property – Name and Address</li> <li><input type="checkbox"/> Legal Description of each proposed Zone District(s) of the property to be rezoned (if amending the Zoning Map) <ul style="list-style-type: none"> <li>o MAP of the area to be rezoned</li> </ul> </li> <li><input type="checkbox"/> Reason for Request</li> <li><input type="checkbox"/> Existing text of Land Use Code and proposed language amendments [if text amendment is proposed]. <ul style="list-style-type: none"> <li>o Use <del>strike through</del> for proposed deletions</li> <li>o Use <u>underline</u> for proposed additions</li> </ul> </li> <li><input type="checkbox"/> Requested Zoning classification and any condition to be voluntarily placed upon the rezoning [if amending the Zoning Map]</li> </ul>	<p><a href="#">Rezoning Petition PDF</a></p>
		<p><b>Project Narrative &amp; Written Justification of Rezoning Request</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Request should address the review criteria contained in Section 6.25.4 of the Land Use Code</li> <li><input type="checkbox"/> IF proposing <a href="#">Plan Amendment</a>: <ul style="list-style-type: none"> <li>o Include Plan Amendment details in Narrative.</li> <li>o Include Map Exhibit depicting proposed change in Structure Plan Place Types.</li> </ul> </li> </ul>	<p><a href="#">Land Use Code 6.25.4</a></p>



**Applicant Acknowledgement:**

I have reviewed the Rezoning Submittal Requirements. All documents submitted are complete and the Rezoning Submittal Requirements have been incorporated into the plans. I understand that submittal requirements not sufficiently addressed or deferred may result in an incomplete submittal and/or added review time.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Outside Agencies to be Routed by the City of Fort Collins\*  
(To be completed by staff):**

Comcast Cable	Century Link	Xcel Energy
East Larimer County Water District	Fort Collins-Loveland Water District	South Fort Collins Sanitation District
Platte River Power Authority	Poudre Valley REA	Boxelder Sanitation District
Cherry Hills Sanitation	Colorado Department of Transportation	Greeley Water Line
Poudre School District	Thompson School District	Larimer County Planning
Railroad: _____	Ditch Company: _____	Other: _____
Other: _____	Other: _____	Other: _____

\* Notice: The City of Fort Collins routes the project application materials to the specified outside agencies and requests a review of the materials and comments to the project’s applicant by the specified comment due date but cannot guarantee that the agencies will provide comments by the date requested or certify acceptance of the routed project.