



## REZONE APPLICATION CHECKLIST AND PROCEDURE

- Acquire a rezone application from County Clerk's Office
- All costs incurred by the processing of a rezone proposal shall be the responsibility of the applicant.
- Applicant shall make a list of all property owners within 500 ft. radius of proposed rezone, and shall submit stamped envelopes with property owners names and addresses to the County Clerks Office. A list of property owners can be obtained from the County Recorder's Office.
- The County will prepare a notice to be sent to property owners within 500 ft. radius informing them of the proposed rezone and the time & place of the scheduling Planning Commission meeting.
- The completed rezone application with supporting documentation shall be submitted to the County Clerk's Office at least 14 days prior to the next regularly scheduled Planning Commission Meeting. All fees shall be paid upon application.
- For a rezone proposal to be considered by the Planning Commission an analysis of the zones impacts on adjacent properties, on the neighborhood, and on the community shall be submitted with the application. The analysis at minimum shall include:
  - 1. Area map showing proposed rezone and adjacent land uses, i.e. residence, agriculture, commercial etc.
  - 2. Estimated traffic pattern and volume generated by the rezone, and its impact on current traffic patterns and volume.
  - 3. Estimated culinary & irrigation water demands and sources for requested zone.
  - 4. Estimated waste water demands and how that demand will be resolved.
  - 5. Soils map (Soil Conservation Service)
  - 6. Contour map showing flood plain as well as other environmentally limiting factors on which the parcel to be rezoned is marked (USGS 7 1/2 minute map).

\*\*Conceptual site plans for the proposed rezone may be presented with the application, however such plans are not mandatory.

- The Planning Commission shall consider application materials to determine if the proposed rezone is compatible with the Garfield County General Plan and the Garfield County Zoning Ordinance. In reaching their conclusion the Planning Commission shall consider how the proposed rezone and the uses of that zone might impact surrounding properties, the neighborhoods and the community.
- The Planning commission shall recommend approval, denial or approval with modifications of the proposed rezone to the County Commission with reasons and explanations of their decision, and shall do so within 30 days of the Planning Commission public meeting on the proposed rezone.
- The Garfield County Commission will accept the recommendations of the Planning Commission and shall schedule a public hearing for the proposed rezone after giving legal notice in a newspaper of general circulation within the county. The notice shall include the legal description of the proposed rezone, the intended use the rezone, and the time and place of the public hearing.
- The County Commission after hearing the proposed rezone shall upon consideration of facts and testimony presented on the proposed rezone, approve, deny or approve within modifications.