

ZONING APPLICATION

Newly Annexed Properties

(Revised 3/20/2019)



Application and submitted materials are to be submitted no later than 60 days prior to the scheduled Planning Commission meeting.

DATE APPLICATION SUBMITTED: _____

NAME OF SUBDIVISION: _____

NAME OF OWNER: _____

PHONE: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

EMAIL ADDRESS: _____

PROPOSED ZONING: _____

ZONE APPLICATION FEE: \$250

DEPOSIT: \$250

PAID: \$ _____ CHECK #: _____ CC: _____ DATE: _____

PAYMENT OF FEES:

Permit fees cover town planning, staff review time and all Planning Commission and Town Council hearings. Deposit covers items, including but not limited to, town engineer review times, outside engineer review times, general counsel and water attorney fees, publication notices, postage/mailing notices, plat check fees, updates to GIS system, and updates to the town zoning map. Any outstanding fees due to the Town must be paid before any additional land use applications will be accepted. Combined submissions, such as annexation and sketch plans, or preliminary and final, shall be accompanied by a combined fee. (Ord. 2010-23)

APPLICATION REQUIREMENTS – See Page 3 for Application Requirements Checklist

POSTING NOTICE

18.16.060 - Notice requirements

Certain zoning actions require a public hearing, notice of which shall be given in the manner and within the times set forth in the following notice requirements:

Type of Action	Hearing Requirement	Notice in Newspaper	Service or Mailing	Posting
Zoning Code and Map Amendments (18.15.040)				
Municipal Code: For further detail visit www.townofgypsum.com - Community Development – Municipal Code.				

18.16.070 – Posting

A. Responsibility

Posting of a sign on the property giving notice of any public hearing shall be the responsibility of the applicant. Staff shall advise the applicant in writing within five business days of receipt of the application of this posting requirement and the location and number of signs required for the application. All signs must be prepared by or for the applicant at the applicant's expense. All signs must be posted on the property not less than 15 or not less than ten days prior to the scheduled public hearing as set forth in section 18.16.060. The applicant must take a clear and distinct photograph of the sign(s) and submit the photograph(s) to the planning department immediately upon posting the property. No later than noon on Friday prior to the scheduled public hearing, the applicant shall present a certificate of posting in the following form to the planning department.

** A sign may also be purchased from the town for a fee of \$100.

B. Certificate of posting

See attached **AFFIDAVIT CONCERNING POSTED NOTICE** (*Notarization Required*)

Failure to present the certificate of posting and submit the photograph(s) will result in a rescheduling of the public hearing and require a new posting of the property.

C. Sign specifications

A sign not less than three feet by four feet in size erected on posts no lower than four feet above natural grade and legible from the nearest dedicated public right-of-way. Title of sign shall be in letters not less than five inches high. Said sign shall be removed by the applicant within two weeks of the conclusion of the public hearing.

See Section C of the Gypsum Municipal Code 18.16.070.

APPLICATION REQUIREMENTS CHECKLIST - Items to be included, but not limited to:

SUPPORTING DOCUMENTATION

One original hard copy and one digital copy on disk of all submission materials must be provided. Additional originals and/or documents may be requested by the planning department based upon the complexity of the preliminary plan.

Application and submitted materials are to be submitted no later than **60 days** prior to the scheduled Planning Commission meeting. In addition, the following must be completed:

Please ***initial*** that the items have been submitted.

- _____ Permit fee \$250 (All costs incurred by the Town in reviewing the application must be reimbursed by the applicant prior to final action by the Town. Professional services subject to reimbursement include, Town Engineer, Town Attorney, etc....)
- _____ **(1)** copy of a letter giving reasons the zoning should be granted, impacts to area being rezoned (traffic, parking, roads, water, sewer, emergency services, school, etc....)
- _____ **(1)** copy of current title certificate and deeds showing owners of land for which change is requested. **Include mineral right owner(s) on the plat.**
- _____ Names and addresses of adjacent property owners within 300 ft. of all boundary lines printed on **2** sheets of mailing labels. **Include the mineral rights owner(s).** Labels: 5/8" x 1", 30 ct. per sheet (Avery 5160) / Font Size: 10-12 Points
- _____ **(3)** 11' x 17" maps to scale showing the land in question, location, legal description of boundaries, location and existing use of all buildings, utility easements, drainage easements or natural drainage features, hazardous areas, setbacks, street names, etc.
- _____ Any other items that may be necessary as per the Planning Department.
- _____ **All information has been submitted electronically on a disk (PDF).**

I have read the application form for Zone approval and understand it is my responsibility to provide the proper officials with the information as outlined in this application. I also understand it is my responsibility to attend or have someone represent this project at the Planning Commission and Town Council meetings.

I UNDERSTAND THAT APPLYING FOR THIS ZONING DOES NOT GIVE ANY GUARANTEE THAT THE ZONING WILL BE APPROVED.

Signature (Must be signed by property owner or include written authorization that other representative may submit this application)

Date

Print Name