



APPLICATION FOR COMPREHENSIVE PLAN AMENDMENT

Submittal Requirements

Please verify that all items listed below have been included as a part of this submittal by placing a check mark (✓) next to each item.

** Please note that incomplete submittals will not be accepted for review. In some cases, additional copies of documents or plan sets may need to be provided. Any inaccurate or incomplete information provided by the applicant may cause the application to be returned to the applicant and/or delay scheduled public hearing dates.*

** Applications are digitally accepted through [eTRAKiT](#) online permitting and project application system*

1. Signed "Comprehensive Plan Amendment Process" instruction form
2. Review Fee \$500.00 (nonrefundable)
3. Signed "Application for Comprehensive Plan Amendment" Form. One form is needed for each property owner within the area proposed to be amended. (This application form)
4. Ownership and Encumbrances Report: The O&E report must be from a title company and dated within the last 30 days from date of application
5. If the real property owner is a legal entity, applicant must provide evidence of authorization to sign on behalf of such entity. (*i.e. Articles of Incorporation, Articles of Organization, Operating Agreement, Resolution from the Board of Directors*)
6. Certified List of Owners within 500 Feet of the Boundary of the Parcel(s). The certification shall state, "I hereby certify that the listed property owners within 500 feet of the subject site are as listed at the County Assessor's Office as of _____ (date)." (§11-5-13(A), W.M.C.)
7. Map of Owners within 500 Feet. An 8 1/2" x 11" map identifying the location and address of the each property owner of record title within 500 feet of the area proposed to be amended. (§11-5-13(A), W.M.C.)
8. Statements of Compliance. Statements as to how the proposed amendment will be in the public good and in compliance with the overall purpose and intent of the Comprehensive Plan. (§11-5-21(B), W.M.C.) (See next page; add additional sheets, as necessary.)
9. Comprehensive Plan Amendment Trip Generation Worksheet. Complete the attached worksheet on page 5 summarizing the project, study area and trip generation rates. (§11-5-13(A), W.M.C.)
10. Property legal description. Provide a lot and block reference within a platted subdivision, metes-and-bounds description via field notes or property survey. (§11-5-21(A), W.M.C.)
11. Citizen participation plan describing timing, types and sequence of outreach efforts. (§11-5-21(A), W.M.C.) A report prepared by the applicant describing the result of citizen outreach shall be furnished prior to scheduling the application for public hearing
12. Sewer Study, as determined by the Department of Public Works & Utilities for properties located within the [Big Dry Creek sewer basin](#)

Should the applicant wish to proceed with the application after Technical Review and receipt of staff comments, the following additional items are required:

1. Public Hearing Fee \$350.00 per hearing, Planning Commission and City Council (nonrefundable)
2. Notice Letters and Stamped and Labeled Envelopes (to be sent by the applicant). Provide certification of mailing of notice letters for each of the owners within 500 feet of the area proposed to be amended. Certification of mailing and a copy of the notice letter must be received by the Planning Manager at least 10 days prior to the public hearing. (§11-5-13(A), W.M.C.)

Brief Description of Proposed Amendment: (use additional sheets if necessary)

This amendment is requested for the following reasons: (use additional sheets if necessary)

Statements of compliance with Comprehensive Plan Amendment Criteria (§11-5-21(A)):

The proposed amendment is consistent with the vision, intent and applicable policies of the Comprehensive Plan and other adopted plans, policies and guidelines.

The proposed amendment serves a substantial public purpose and will not be substantially detrimental to the surrounding lands.

The proposed amendment shall consider the nature and degree of impacts on neighboring lands. Individual parcels or groups of parcels shall not be subject to a change in land use in such way that the new designation is substantially inconsistent with the uses of the surrounding area.

The proposed amendment is necessary in order to address substantially changed conditions in the immediate area of the subject tract since adoption of the Land Use Plan or an error contained in that document.

The proposed amendment provides for the orderly physical growth of the city.

The proposed amendment furthers an important public policy, including but not limited to a need for affordable housing, protection of historic resources, preservation of open space, or reduction in water demand by virtue of a different land use category.

The proposed amendment is appropriate in order to address a uniqueness in the size, shape and character of the parcel in relation to neighboring lands. Proof that a small parcel is unsuitable for use as presently designated or that there have been substantial changes in the immediate area may justify an amendment subject to evidence furnished by the applicant.

The proposed amendment will not negatively impact the transportation system, drainage, water and sewer infrastructure, water supply, fire and police services, the parks and open space system, or the City general fund revenue.

The proposed amendment will not negatively impact referral agencies such as the Colorado Department of Transportation, local school districts, the Rocky Mountain Metropolitan Airport, or other agencies pertinent to the location and nature of the requested amendment.

The proposed amendment establishes minimal environmental impacts or has sufficiently mitigated any identified impacts.

I have read, examined and, completed this application. By signing below, I assert, under the penalty of perjury, that the above information is true, correct and complete to the best of my knowledge. I understand that City of Westminster staff will visit and photograph the subject property; that public hearing advertisement signs will be placed on the property; and this application, including all submitted documents and materials relating to this application are public information and can be made available through an open records request. Further I acknowledge that should City Council act to deny this application for Comprehensive Plan Amendment, the property owner is prohibited from submittal of a subsequent Comprehensive Plan Amendment application for the same land use designation on the same property for a period of one year from the date of City Council denial.

Signature of Applicant
(if different from Property Owner)(required)*

Date

Print Name

Title

Signature of Property Owner (required)*

Date

Print Name

Signature of Property Owner (required)*

Date

Print Name

**If legal entity, provide evidence of authorization to sign on behalf of such entity using the form on the next page.*

STATEMENT OF AUTHORITY

1. This Statement of Authority relates to an entity¹, whose legal name is, _____
and is executed on behalf of the entity pursuant to the provisions of Section 38-30-172,
Colorado Revised Statutes.

2. The type of entity is a (check only one):
 trust registered limited liability partnership
 nonprofit corporation registered limited liability limited partnership
 limited liability company limited partnership association
 general partnership corporation
 limited partnership
 government or governmental subdivision or agency

3. The entity is formed under that laws of _____

4. The mailing address for the entity is _____

5. The name position (check one or both) of each person authorized to execute instruments conveying, encumbering, or otherwise affecting title to real property on behalf of the entity is _____

6. The authority of the foregoing person(s) to bind the entity is not limited limited (check only one) as follows²:

7. Other matters concerning the manner in which the entity deals with interests in real property:

Executed this _____ day of _____, 20____.

Signature

Printed name of signer

Title

STATE OF _____)
COUNTY OF _____) ss.

The foregoing instrument was acknowledged before me this ____ day of _____, 20____, by

(Signator) of _____ (Company), its _____ (Title)

Witness my hand and official seal. _____
Notary Public
My commission expires: _____

¹This form should not be used unless the entity is capable of holding title to real property.
²The absence of any limitation shall be prima facie evidence that no such limitation exists.
³The statement of authority must be recorded with the county clerk and recorder of the county in which the real property is situated to obtain the benefits of the statute.



**Comprehensive Plan Amendment
Trip Generation Worksheet**

Project Name:			
Project Information:			
Location:			
Brief Summary:			
Study Area Boundaries:			
Study Area Intersections:			
Existing Traffic Report:			
Existing Land Use(s):			
Existing Trip Generation Information:	ITE Code	Size	Units
	ADT	AM Peak Hour	PM Peak Hour
Proposed Land Use(s):			
Proposed Trip Generation Information:	ITE Code	Size	Units
	ADT	AM Peak Hour	PM Peak Hour
Change in Trip Generation Numbers:	ADT	AM Peak Hour	PM Peak Hour

Citizen Participation Plan Example

Citizen Participation Plan for ABC Comprehensive Plan Amendment

Purpose: The purpose of this Citizen Participation Plan is to inform citizens, property owners, homeowner associations, agencies, schools and businesses in the vicinity of the site of an application for the **ABC Comprehensive Plan Amendment**. This site is located at 1234 East Red Street west of the southeast corner of Red and Green Streets and is an application to amend the Comprehensive Plan for 25 acres from R-3.5 to Retail Commercial. This Citizen Participation Plan will ensure that those affected by this application will have an adequate opportunity to learn about and comment on the proposal.

Contact: John Doe, 1232 E. Purple Lane; Westminster, CO 80031 (303) 555-1212; email: johndoe@email.com

Pre-submittal Meeting: A consultation meeting was held with City of Westminster planning staff was held on September 8, 2017.

Action Plan: In order to provide effective citizen participation in conjunction with their application, the following actions will be taken to provide opportunities to understand and address any real or perceived impacts their land use change that members of the community may have.

1. A contact list will be developed for citizens and agencies in this area including:
 - All registered homeowners associations in the vicinity of the subject property.
 - Property owners within 500 feet from site, but may include more as identified by City of Westminster staff.
 - Public School District in writing, including the nearest public school.
2. All persons listed on the contact list will receive a letter describing the project, project schedule, conceptual plan and invitation to a neighborhood meetings to be held at Pink Jr. High.
 - The neighborhood meeting will be an introduction to the project, and opportunity to ask questions and state concerns.
 - A sign-in list will be used and comment forms provided. Copies of the sign-in list and any comments will be given to the City of Westminster Planner assigned to this project.
3. Homeowners Associations in the vicinity and neighbors located within 500 feet of the site will be called by telephone to inform them personally of the project and receive comments (optional).
4. Presentations will be made to groups of citizens or neighborhood associations upon request. [All materials such as sign-in lists, comments, and petitions received are copied to the City of Westminster]

Proposed Schedule:

- Consultation meeting - September 8, 2017
- Application Submittal - October 1, 2017
- Neighborhood meeting - November 7, 2017
- Submittal of Citizen Participation Report and Notification materials - November 28, 2017
- Planning Commission Hearing - December 21, 2017
- City Council Hearing (first reading) - January 22, 2018
- City Council (second reading) - February 26, 2018