



## Application for Rezoning (or the Establishment of Zoning)

### Submittal Requirements

Thank you for your interest in Zoning or Rezoning property in the City of Westminster!

Please note that incomplete submittals will not be accepted for review. 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 must be digitally accepted through [eTRAKiT](#). The following items are required for a complete submittal:

*\* The Application is completed and the fees paid through eTRAKiT. All other documents must be properly prepared and executed, scanned, and uploaded through eTRAKiT.*

1. Online Application
2. Review Fee: \$500.00 (nonrefundable)
3. Public Hearing Fees: \$350.00 per public hearing (nonrefundable). There are two public hearings, one before the Planning Commission, and one before City Council
4. Signed Rezoning Application Form (this form). One form is needed for each property owner within the area proposed to be amended, and should be accompanied by a properly executed Statement of Authority Form for each owner, (as applicable)
5. 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.
6. If 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, etc.)
7. Certified List of Owners within 300 Feet of the Boundary of the Parcel(s). The certification shall state, "I hereby certify that the listed property owners within 300 feet of the subject site are as listed at the County Assessor's Office as of \_\_\_\_\_ (date)." (§11-5-13(A), Westminster Municipal Code (W.M.C.))
8. Map of Owners within 300 Feet. An 8 1/2" x 11" map identifying the location and address of the each property owner of record title within 300 feet of the area proposed to be amended. (§11-5-13(A), W.M.C.)
9. Notice Letters and Stamped and Labeled Envelopes. Provide notice letters (to be sent by the City) for each of the owners within 300 feet of the area proposed to be amended. Include addressed, postage prepaid envelopes for each of the owners. Notice letters and envelopes must be received by the City Clerk at least 10 days prior to the public hearing. (§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. The name and professional stamp of the person who provided this legal description should also be included.
11. Governing Documents. All rezonings will require an Official Development Plan (ODP) or ODP Waiver document, prepared in accordance with Sections §11-5-5, 11-5-6, and 11-5-15 of the W.M.C. Furthermore, rezonings to Planned Unit Development

(PUD) zoning district also require a Preliminary Development Plan (PDP), prepared in accordance with Sections §11-5-4, and 11-5-14, of the W.M.C. Rezoning to a Specific Plan District require an ODP, and a Specific Plan, prepared in accordance with Sections §11-5-5, 11-5-6, 11-5-15 and 11-5-20 of the W.M.C.

12. Written Narrative. The applicant should provide a Brief Description of the Rezoning Amendment, including the reason that the Amendment is desired. The applicant shall describe how the proposed application for rezoning is in conformance with the City's Comprehensive Plan and all City policies and standards, as well as how the proposal aligns with sound planning principles and practice. The applicant must also demonstrate that the proposal is or will be supported by sufficient street, drainage, and utility systems. (See §11-5-3(A), W.M.C.)

*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 a public records request.*

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Signature of Applicant

(If different from Property Owner; Required)\*

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Date:

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Print Name

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Title:

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Signature of Property Owner (required)\*

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Date:

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Print Name

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Title:

*\*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 entity<sup>1</sup>, 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 follows<sup>2</sup>:  
\_\_\_\_\_

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  
\_\_\_\_\_ of \_\_\_\_\_, its \_\_\_\_\_.  
(Signator) (Company) (Title)

Witness my hand and official seal. \_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

<sup>1</sup>This form should not be used unless the entity is capable of holding title to real property.

<sup>2</sup>The absence of any limitation shall be prima facie evidence that no such limitation exists.

<sup>3</sup>The 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.