



City of Englewood
 Community Development Department
 1000 Englewood Parkway
 Englewood, CO 80110
 303-762-2342
 englewoodco.gov

**BASE DISTRICT REZONING
 CHECKLIST**

Only **complete** applications will be accepted.
 Please use the following Checklist to complete your application.

Applicant ✓	City ✓	Checklist Items
		Pre-application meeting with Community Development held on:
		Pre-application Neighborhood Meeting held on:
		Application Form
		Completed Checklist (this form)
		Letter of Authorization (if applicant is not the property owner)
		Documentation of legal interest in the property
		Written statement describing the objectives to be achieved by the proposed rezoning
		Fees
		Application Fee (payable to City of Englewood) \$1,000.00 (Non-Refundable)
		Recording Fee (payable to City of Englewood) \$ TBD (Due at recording)
		Site Plan: Include the following items on the site plan:
		Maximum Size: 24" x 36" FOLDED
		Number of Copies for initial submittal: 15
		Written and graphic scale
		Font size and type: (legible when reduced to 1/2 sized format)
		Include the following items on the site plan:
		Written and graphic scale
		North arrow
		Property address
		ALTA/ACSM Land Title Survey
		Drainage Report 2 copies
		Traffic Study 2 copies
		Additional material/information as requested by City Manager or Designee
Note:		Additional copies will be required for: <ul style="list-style-type: none"> ▪ Resubmittals ▪ Outside agency referrals ▪ Planning and Zoning Commission Public Hearing ▪ City Council 1st Reading ▪ City Council Public Hearing

Avoid delays - Submit a complete application!