



ZONING

Application Instructions

Staff Use Only
Application Number: _____
Received By: _____
Date: _____
Fees Paid: \$ _____
Complete: Y N

Changes in the official zoning map of the Town of Hayden require a recommendation from the Planning Commission and approval of the Board of Trustees. Prior to making an application for zoning or for a change in zoning, applicants are encouraged to meet with Town staff to discuss the application and review process.

The following information should be submitted to the Hayden Town Clerk for consideration of a change in zoning. For an explanation of the process for text changes, please see Hayden Municipal Code 16.03.110.

REQUIRED FOR ZONING REQUESTS

Complete sets of these documents are required at the time of application. The required quantities are shown next to each item. Originals must be signed in blue ink.

	Staff use	only
1. Application fee of \$400.00.	Y	N
2. Completed Land Use Application form (marked for zoning). (1 copy) Title commitment (dated within 30 days of submission to town) or current proof of	Y	N
3. ownership.	Y	N
4. Written legal description of property. (1 copy)	Y	N
5. Zoning Amendment Map (24" high x 36" wide) (1 copy)	Y	N

- _ North arrow, scale (1" = 100' or 1" = 200"), and date of preparation
- _ Subdivision or block and lot name of the area to be zoned (if applicable) at the top of each sheet.....
- _ Legal description of area to be zoned or rezoned (entire area and individual zoning districts)*
- _ Location and boundaries, including dimensions, of property(s) proposed for zoning or rezoning
- Note: Zone boundaries are to be the center lines of physical streets, roads, highways, alleys, railroad rights-of-way, and channelized waterways, or such lines extended.**
- _ Acreage or square footage contained within property proposed for rezoning
- _ All existing land uses in the proposed rezoning area.....
- _ Zoning and/or existing land uses on all lands adjacent to the proposed rezoning
- _ Location and dimensions for all existing rights-of-way within, and adjacent to, the rezoning
- _ Names of adjoining subdivisions with lines of abutting lots, and departing property lines of adjoining properties not subdivided.....
- _ Certificate blocks for Surveyor, Planning and Zoning Commission, Town Board, and Routt County Clerk and Recorder

- AutoCAD™ drawing file (release 12 or higher) of the zoning (amendment) map that is compatible with CommunityViz software currently used by the Town of Hayden

*On property that is not subdivided, zone boundaries should be determined by metes and bounds description.

<p>6. Written statement describing the proposal and addressing the following: (1 copy)</p> <ul style="list-style-type: none"> _ Rationale for the proposed rezoning _ Present and future impacts on the existing adjacent zone districts, uses, and physical character of surrounding area _ Impact of the proposed zone on area accesses and traffic patterns..... _ Availability of utilities for any potential development _ Present and future impacts on public facilities and services including, but not limited to, fire, police, water, sanitation, roadways, parks, schools and transit _ Relationship between proposal and the Town Comprehensive Plan _ Public benefits arising from the proposal <p>7. Address labels (Avery 8160 format). (1 set) Current list (at most 30 days old) of names and addresses of surrounding property owners (within 150 ft. of the property), mineral interest owners of record, mineral and oil and gas lessees for the property and appropriate ditch companies. Applicant must certify that label set is complete and accurate.</p>	<p>Y N</p>
---	----------------------------

Note:

Within a reasonable period of time, staff will either certify the application is complete and in compliance with all submittal requirements or reject it as incomplete and notify the applicant of any deficiencies. Applicant will have the opportunity to submit corrections and/or required copies of the application to the Town Clerk.

The Town Clerk will serve notice of the public hearing before the Planning Commission by publication of a notice in the local newspaper and by sending notices to the applicant, property owners within 150 feet and appropriate referral agencies. Notice is not required for text amendments but for changes to the zoning map, the applicant will be required to post notice of the hearing on the site.

Hearings for zoning changes may be combined with other hearings affecting the same property.

During the public hearing, the Planning Commission will review the zoning amendment based upon the Criteria for Amendments to the Official Zoning Map or the Criteria for Text Amendments to the Zoning Code (Hayden Town Code 16.03.110D & E). At the conclusion of the hearing, the Commission will make a recommendation to the Town Board to approve, conditionally approve or deny the zoning amendment application.

The Town Board will also conduct a public hearing on the zoning amendment. The Town Clerk shall send notice of the hearing to the applicant, property owners within 150 feet and the appropriate referral agencies. Following the hearing, the Town Board may approve, approve with conditions or deny the application in whole or in part.