



**FREMONT COUNTY**  
**DEPARTMENT OF PLANNING AND ZONING**  
615 MACON AVENUE, ROOM 210, CAÑON CITY, COLORADO, 81212  
Telephone 719-276-7360 / Facsimile 719-276-7374  
Email: [Planning@fremontco.com](mailto:Planning@fremontco.com)

# Zone Change #1,

## Application Packet

*Note: All applications prior to submittal must have gone through a pre-application meeting*

FREMONT COUNTY PLANNING & ZONING

## Process & Requirements Overview

The rezoning process shall be in conformance with the Fremont County Zoning Resolution, and Fremont County Master Plan. To rezone, the property shall be adjacent to the proposed zone district or be in proximity of the proposed zone district.

Any application which is not complete or does not include all minimum submittal requirements will be rejected by the Fremont County Department of Planning and Zoning (Department). The department requires one (1) hard copy of the application and all required submittals. Two (2) copies of a drawing shall be prepared to professional standards, minimum size 24" X 36", drawn at a common increment scale between or including 1" = 50' and 1" = 200' unless otherwise approved by the Department prior to submittal of the application, & two (2) reduced (to 11"x17") copies. One (1) electronic copy all items shall be labeled exactly as the required submittal.

Upon receipt of a complete application, the Department will review the application and all attachments and prepare a Department Submittal Deficiency and Comment Letter (D & C Letter), which will state the submittal deficiencies which must be addressed by the applicant, Department comments and/or questions about the application, and the number of revised application packets to be supplied to the Department for placement on an agenda of the Commission. An additional full application fee may be charged to the applicant, as per Resolution approved by the Board of County Commissioners (Board), if all deficiencies as per the initial D & C Letter are not adequately addressed or provided. Each subsequent D & C Letter, based on resubmitted items, will result in another full application fee. All such fees shall be paid along with the deficiency submittal, prior to any further review of the application.

The Department, Commission, and/or Board of County Commissioners (Board) may require additional information at any time during the application process as may be deemed necessary for thorough consideration of the application and to enable an informed final decision.

As with all land use applications payment of associated fees do not ensure approval of the application.

If the application is approved by the Board with contingencies the contingencies shall be completed to the Department within six (6) months of the approval date, or the approval shall be deemed rescinded and the application expired, after which, re-submittal of the application, including fees, and procedural requirements, will be required.

In approving an application for Land Use, the Board may require higher standards for development than required by the Fremont County Zoning Resolution (FCZR).

Modifications, major or minor, to the Land Use Permit as approved, shall be accomplished in compliance with requirements of the Fremont County Zoning Resolution.

**Applicants shall pay all application fees to the Fremont County Treasurer's Office. Upon receipt of a complete application, a Department representative will provide the applicant with a payment check list to present to the Treasurer's Office with payment.**



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<b>Check the Applicable Application</b>
<input type="checkbox"/> <b>Zone Change #1</b> <b>\$1,250.00</b>

**PROPERTY INFORMATION:** Provide information to identify property. Attach additional sheets if necessary.

<b>Property Address(es):</b>	
<b>Tax ID/Parcel Numbers(s):</b>	<b>Parcel size(s) in Acres:</b>
<b>Existing Zone District:</b>	<b>Proposed Zone District:</b>

**PROPERTY OWNER(S) INFORMATION:** Indicate the person(s) or organization(s) who own the property proposed for the zone change. Attach additional sheets if there are multiple property owners.

<b>Name(s) (Individual or Organization):</b>
<b>Mailing Address:</b>
<b>Telephone:</b>
<b>Email Address:</b>

**AUTHORIZATION REPRESENTATIVE / AGENT / CONSULTANT:** Indicate person(s) submitting the

application if different than the property owner(s). Attach additional sheets if necessary.

<b>Name(s) (Individual or Organization):</b>
<b>Mailing Address:</b>
<b>Telephone:</b>
<b>Email Address:</b>

By signing this Application, the Applicant, or the agent / representative / consultant acting with due authorization on behalf of the Applicant, hereby certifies that all information contained in the application and any attachments to the Application, is true and correct to the best of the Applicant’s knowledge and belief.

The Applicant understands that required private or public improvements imposed as a contingency of approval for the application may be required as a part of the approval process.

Fremont County hereby advises the Applicant that if any material information contained herein is determined to be misleading, inaccurate or false, the Board of County Commissioners may take any and all reasonable and appropriate steps to declare null and void, any actions of the Board regarding the Application.

Signing this Application is a declaration by the applicant that all plans, drawings and commitments submitted with or contained within this Application are or will be in conformance with the requirements of the Fremont County Zoning Resolution.

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<b>Printed Name</b>	<b>Applicant Signature</b>	<b>Date</b>
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<b>Printed Name</b>	<b>Owner Signature</b>	<b>Date</b>
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## Fremont County Planning & Zoning Department

### Zone Change #1 Application

1. A statement of justification for the rezoning, including at least one of the following conditions:
  - a. Evidence that additional land is needed in the proposed zone district.
  - b. Evidence that there has been a material change in the neighborhood that justifies the requested zone change.
  - c. Evidence that the proposed zone change will be in conformance with the Fremont County Master Plan for the area. <https://fremontcountyco.gov/files/planning-and-zoning/masterplan2015.pdf>.
  - d. Effects the proposed zoning and proposed use would have on adjacent uses. If there is an adverse effect on adjacent uses, include mitigation measures.

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2. Written description of the buildings and or uses proposed.

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3. Please indicate the Zone District & Current Land Use within five hundred (500) feet of the boundary of the proposed area of change in all directions from the subject property. Additional sheets can be added if needed.

	Zone District	Land Use
<b>Northerly</b>		
<b>Easterly</b>		
<b>Westerly</b>		
<b>Southerly</b>		

4. Master Plan – Planning District of property: \_\_\_\_\_

5. A statement of how the proposed use meets the intent, purpose, and applicable goals and objectives of the Fremont County Master Plan. <https://fremontcountyco.gov/files/planning-and-zoning/masterplan2015.pdf>

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**REQUIRED EXHIBITS**

Submittals and exhibits should be clearly identified with section and/or question number located on the bottom right-hand corner, or otherwise tabbed or marked. Any waiver requests shall be labeled as the same exhibit number.

**REQUIRED SUBMITTALS – SECTION TWO**

<input type="checkbox"/> Exhibit 2.1 <input type="checkbox"/> N/A	<p style="text-align: center;">Right to Occupy</p> <ol style="list-style-type: none"> <li>1. A copy of the current deed of record indicating ownership and the legal description.</li> <li>2. A letter authorizing a non-owner occupant to make an application.</li> </ol>
<input type="checkbox"/> Exhibit 2.2	<p style="text-align: center;">Right of access to public or private roads when the property does not have adequate frontage on a County Road.</p>
<input type="checkbox"/> Exhibit 2.3	<p style="text-align: center;">A list of names and mailing addresses for all property owners within five hundred (500') feet of the boundaries of the subject property.</p>

**IF APPLICABLE SUBMITTALS – SECTION THREE**

<input type="checkbox"/> Exhibit 3.1 <input type="checkbox"/> N/A	<p style="text-align: center;">A Fremont County Driveway Access Permit</p>
<input type="checkbox"/> Exhibit 3.2 <input type="checkbox"/> N/A	<p style="text-align: center;">A Colorado Department of Transportation access permit</p>
<input type="checkbox"/> Exhibit 3.3 <input type="checkbox"/> N/A	<p style="text-align: center;">Proof of notification and comments from the Colorado Department of Transportation</p>

**SITE PLAN**

<input type="checkbox"/>	Two (2) copies of a drawing shall be prepared to professional standards, minimum size 24" X 36", drawn at a common increment scale between or including 1" = 50' and 1" = 200' unless otherwise approved by the Department prior to submittal of the application. Two (2) reduced (to 11"x17") copies all of which shall include the following:
<input type="checkbox"/>	Written and graphic scale with minimum of 1" = 200' max 1" = 50';
<input type="checkbox"/>	Titles (Name) Zone Change Request from _____ Zone District (existing) to _____ Zone District (proposed);
<input type="checkbox"/>	Boundary drawing of the property with bearings and dimensions to illustrate the legal description of the subject property;
<input type="checkbox"/>	Legal description of the property;
<input type="checkbox"/>	Acreage or square footage of the subject property;
<input type="checkbox"/>	Zoning classification for all adjoining lots, parcels, or tracts
<input type="checkbox"/>	North Arrow;
<input type="checkbox"/>	Vicinity map locating the subject property in relation to surrounding areas;
<input type="checkbox"/>	The size, shape, and location of all existing and proposed buildings, structures, and improvements including: <i>(Note: Typical type drawings and or tables may be used to express the required information if appropriate.)</i> <ol style="list-style-type: none"> <li>1. Each such building, structure and or improvement shall have a label and or note that identifies it and states existing and/or proposed use.</li> <li>2. Location dimensions from at least two property lines for each building, structure and/or improvements.</li> <li>3. Square footage and dimensions of all buildings and structures.</li> </ol>
<input type="checkbox"/>	The drawing shall contain tables or notes comparing: <ol style="list-style-type: none"> <li>1. The maximum number of lots that could be created from the subject property taking into consideration the minimum lot size allowed in the proposed zone district and the available potable water and sewage disposal source for the property, to the amount allowed in the current zone district.</li> <li>2. The potential maximum amount of the land, in square feet and acres that would be allowed to be covered on the subject property in the proposed zone district, to the amount allowed in the current zone district.</li> </ol>
<input type="checkbox"/>	Location and dimension(s) of all access points from the subject property to the public roadway system. Locate each access point by providing dimensions from property lines.
<input type="checkbox"/>	If drawing requires the use of symbols or lines that cannot or should not be identified by label, then the drawing shall include a legend.
<input type="checkbox"/>	If the drawing requires notes to understand different aspects of the property and or proposal, the drawing shall contain a note section in which each note is identified by a numerical or alpha designation.
<input type="checkbox"/>	Identification and location of all drainageway, drainage facilities, including FEMA flood areas with the Map # and effective date, to include dimensions from property lines;