



REZONING CHECKLIST

An application for a rezoning shall be accompanied by the following information, unless one or more items are specifically waived in writing by the Planning Director:

- The Development Review Application form.
- The applicable Rezoning fee.
- A vicinity map indicating the location of the property.
- A legal description of the property.
- Proof of legal ownership in the form of a current title policy.
- A project narrative or Letter of Interest, describing the existing and proposed zoning and use(s) of the property, and justification for a rezoning based upon the evaluation criteria in Section 18.03.140 D of this title.
- A letter of representation, signed and notarized by the property owner(s), for any applicant that is not a property owner.
- A petition for rezoning signed by the owners of at least fifty percent (50%) of the area of land or area of lots subject to the rezoning application.
- Any other special reports and/or information deemed necessary by Town Staff at the pre-application meeting.
- Copies of the submittal materials in a format and quantity as specified by Town staff.

**Town of Monument
645 Beacon Lite Road
Monument, CO 80132-0325
Ph: 719-884-8015**