



Moffat County Planning Department

1198 W. Victory Way, Suite 107

Craig, CO 81625

Phone (970) 824-9148

No. R- _____

Fee: \$300.00

Date Paid: _____

APPLICATION FOR ZONE CHANGE

Applicant: _____ Phone #: _____

Email Address: _____

Address: _____

Owner: _____ Phone #: _____

Address: _____

Legal Description: (Attach proof of ownership) Section: _____ Township: _____ Range: _____

Driving Directions: _____

Proposed Zone Change: _____ acres; From: _____ To: _____

Existing Use: _____

Proposed Use (Attach description and sketches of buildings or uses proposed and indicate construction time schedule): _____

Statement of justification for the rezoning (Include at least one of the following conditions):

- a. Changing Area Conditions
- b. Suitability of Site for Certain Use
- c. Conformance to County Master Plan
- d. Error in Original Zoning

Statement of justification for any new business, commercial or industrial zoning: _____

Statement indicating what effect the new zoning would have on adjacent uses: _____

Provide a map, drawn to scale, showing the boundary of the area to be rezoned, the zone district (s) proposed, easements and structures on the property, owners' names and existing uses on all adjacent properties, and roads that serve the area.

Provide a list of all surface and mineral owners of the property to be rezoned and of all surface owners within 500 feet of the boundary of the proposed change, as shown on the last preceding tax roll.

Submitting Application

Zone Change Applications are reviewed by the Planning Commission and referred to the Board of County Commissioners for approval and filing with the County Clerk and Recorder. A notice of these hearings will be mailed to all adjacent landowners and will be advertised in the Legal Section of the Craig Daily Press.

After Planning Commission review, legal notices are sent by the County to the affected property owners at least 30 days prior to consideration by the Board of County Commissioners.

The Planning Department is responsible for posting the property with notices of the public hearing at least 30 days prior to the hearing date set by the Board of County Commissioners. All boundaries of the proposed change which abut a public right-of-way or easement shall be so posted.

It is required that the applicant landowner, or agent attend the Planning Commission meeting and recommended that they attend the Board of County Commissioners' meeting.

Approval of a Rezoning Application permits certain designated uses on the site within two years of the date of approval of the Rezoning Application. Failure to develop within the two-year period may cause the application to be reconsidered by the Board of County Commissioners.

The applicant and/or owner is responsible for ensuring that all applicable property development standards for the zone district are complied with.

The below signed hereby authorizes the Moffat County Planner to conduct an on-site inspection of the property when necessary to make an evaluation of the proposed rezoning.

Applicant Signature: _____ **Date:** _____

Agent Signature if applicable: _____ **Date:** _____

Note: Attach "Power of Attorney" form if not signed by property owner.

Formal Application Process

1. Pre-Application Meeting All applicants are required to schedule and attend a pre-application meeting with the Planning Department prior to submitting an application.
2. Submission of Application Following the pre-application meeting, the applicant must submit a completed application package to the Planning Department. This package must include all required forms, maps, and accompanying textual documentation.
3. Departmental Review Once a complete application package is received, the Planning Director will initiate a comprehensive review process. This includes:
 - o Verification of Completeness: Ensuring all required materials, forms, and supporting documents are included and properly completed.
 - o Compliance Check: The proposal will be evaluated for consistency with the County's zoning regulations, subdivision standards, and any other applicable local, state, or federal requirements.
 - o Request for Additional Information: If necessary, the Planning Department may contact the applicant to request clarification or additional materials to support the review.
 - o Preparation for Public Hearing: Once the review is complete and the application is deemed ready, staff will prepare a report and recommendation for the Planning Commission.
4. Public Notice Requirements Once the departmental review is complete and a hearing date has been set, the Planning Department will issue public notices to ensure community awareness and participation:
 - o Mailed Notice: A notice of the scheduled public hearing will be sent to all adjacent landowners at least 14 days prior to the hearing date.
 - o Published Notice: The notice will also be published in the Legal Section of the *Craig Daily Press* for at least two separate publications before the hearing.
5. Planning Commission Review The application will be placed on the agenda for review and recommendation by the Planning Commission at the next applicable meeting date.
6. Board of County Commissioners (BOCC) Review Following the Planning Commission's review and recommendation, the application will be presented to the Board of County Commissioners for final consideration at the next applicable meeting date.

*The Planning Commission meets on the first Wednesday of each month.

*The BOCC meets on the second and fourth Tuesday of each month

Applicant: _____

File#: _____

PLANNING COMMISSION ACTION:

- () Tabled
- () Denied, pursuant to the following findings:
- () Approved, pursuant to the following findings:

Chairman, Planning Commission

Date

BOARD OF COUNTY COMMISSIONERS ACTION:

- () Tabled
- () Denied, Pursuant to the following findings:
- () Approved, pursuant to the following findings:

Chairman, Board of County Commissioners

Date