



**Planning & Development Services**  
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[www.littletongov.org](http://www.littletongov.org)

*Attachment to Development Application*

**REZONING (OFFICIAL ZONING MAP AMENDMENT)  
APPLICATION PROCESS AND REQUIREMENTS**

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**Declaration of Public Policy for Rezoning:**

The council has determined that the official zoning map should not be amended unless the amendment is consistent with the goals and policies of the comprehensive plan and promotes the general welfare of the community. If a proposed amendment to the official zoning map is not consistent with the comprehensive plan, then the request may only be approved if the applicant demonstrates that the requested rezone is justified because of changed or changing conditions in the particular area, or in the city in general; or the rezone is necessary to correct a manifest error in the existing zone classification.

**Limitations on Amendments to Official Zoning Map:**

With the exception of newly annexed territory or for any parcel proposed to be placed in the OS Zone District, no amendment to the official zoning map shall be approved which creates a freestanding zone district of less than one hundred eighty thousand (180,000) square feet. For the purpose of determining the size of an area to establish compliance with this limitation, there shall be included with the subject parcel the following:

1. The area of public rights of way lying within the boundaries of the parcel proposed for rezoning; and
2. The area of land within the city, which is contiguous to the subject parcel and which bears the same or lower zone district classification than is proposed, provided the lower zone district has the same letter district designation.
3. Contiguity, as applied in this provision shall not be affected by the existence of a street, alley or other public right of way.

For purposes of meeting the one hundred eighty thousand (180,000) square foot requirement as stated above, the transitional T district may be considered similar to either residential R zone districts or business B zone districts, as applicable.

## **Pre-Application Meeting**

A pre-application meeting is required. The pre-application meeting form and information is on the City of Littleton website ([www.littletongov.org](http://www.littletongov.org)). The applicant will follow the instructions stated in the pre-application form and information and submit the required materials electronically. The purpose of the meeting is to discuss with the applicant the concepts, feasibility, regulations, and application requirements applicable to the proposal.

## **Neighborhood Outreach Meeting**

A neighborhood outreach meeting is required prior to submittal of a formal application for the following application types: General PD Plan (GPDP), GPDP Amendment, Conditional Use, Rezoning, and Planned Development Overlay (PDO).

The purpose of the neighborhood outreach meeting is to help educate adjacent property owners regarding a proposed development application in order to identify issues prior to filing the initial application with the city. It is recommended that neighborhood outreach meetings invite all property owners within 700 feet, and provide 7-10 day advance notice to neighbors for said meeting. Evidence of public meeting, map showing radius of invitations sent, sign-in sheet and summary of issues discussed during meeting is required to be submitted with a formal application.

## **APPLICATION SUBMITTAL & REVIEW PROCESS**

The City of Littleton has a two-step (2) review process that is divided into a preliminary review and a final review. The following text provides a summary of the review process and submittal requirements for a rezoning application.

### **1. Rezoning Application (Preliminary Review)**

The applicant shall submit to the Planning Division in Community Development including all checked submittal items on the application requirement checklist provided at the pre-application conference. The checklist on the following pages contains the requirements for preparing the rezone application.

A completed Comp Plan Checklist must be submitted as part of a complete land development application for all processes heard by either the Planning Commission or the City Council. Applicants will explain how their project addresses or advances each relevant policy and goal. Irrelevant policies or goals may be marked as such by the developer. The checklist will be uploaded to the Development Activity List and included with public hearing packets as necessary.

Once the City receives the application and assigns it to a planning case manager, the application will be referred to various city departments and appropriate outside agencies for review. A complete list of city and outside reviewing agencies is attached. Please note that not all the agencies listed receive every application for review.

When a complete initial submittal has been accepted, postcards will be mailed notifying area neighbors of the project submittal. Postcards will be mailed to all owners, renters, and leasees within 700' of a project site.

The cost for materials and postage will be paid by the applicant and city staff will prepare and mail the postcards. The notification will include the project number, project type, project planner's name, phone number, and email address. If notification must be sent to an apartment or multi-family building, a paper notice will be posted by city staff in a public area of said building where residents can easily read the notice.

The applicant shall organize and hold a post-first-review neighborhood meeting; city staff will be present or will attend electronically. Postcard invitations will be mailed to all property owners, residents, and leasees within 700' of a project site at least two weeks prior to the date of the meeting.

The intent is for the stakeholders to be able to learn more details about, and provide feedback on, the proposed development while still in the formative stages. It is also an important opportunity for the applicant to gather feedback before making changes to the proposed project design or program prior to the second submittal.

## **2. Rezoning Application (Final Review)**

After the technical review meeting, the applicant will then prepare a revised application packet for final review, incorporating the comments received from city staff and the reviewing agencies and the items discussed at the meeting. The applicant should also include a letter addressing each comment. The applicant must make all required revisions to the application materials and resolve all outstanding issues prior to scheduling for the Planning Commission and City Council hearings.

The applicant shall submit the final version of the application materials directly to the planner (case manager). Planning staff shall review the proposal for compliance with Zoning Regulations (Title 10, City Code), other applicable regulations, the comprehensive plan, existing and proposed development, comments from affected agencies and shall frame the city staff's formal recommendation on the proposal.

## **3. Planning Commission**

Planning Commission hearings are on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of the month. The applicant shall provide notice of the hearing by erecting a notice sign(s) on the property. See attachment for the specifications regarding the posting of notice. Applicants are also required to provide stamped envelopes for mailed notification of the application hearing to property owners within 700 feet. Once the Planning Commission has rendered a recommendation, the application may move forward to City Council. Specifications about the Planning Commission review procedure are in Sections 10-1-9(C) and 10-2-23(E) 4 of the Zoning Ordinance.

#### **4. City Council**

The Planning Division shall submit the application materials to City Council following the Planning Commission public hearing. City Council schedules public hearings on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays of the month. Procedure for providing notice of the City Council public hearing is the same as for the Planning Commission (see section above). Specifications about the City Council review procedure are in Sections 10-12-4(B) (3) and 10-2-23(E) 4 of the Zoning Ordinance.

## Application Submittal Requirements

### Rezoning (Official Zoning Map Amendment)

*\*The actual number of copies of the application documents will be determined at the pre-application conference.*

- Official Development Application Form, completed and signed.
- Application Fee.
- Letter of intent describing the proposal.
- A detailed description letter describing how the application meets the “Declaration of Public Policy for Rezoning” as the basis for granting the request (refer to Section 10-12-1 of the Zoning Ordinance and the City's COMPLAN for specific details).
- A current title commitment and, if applicable, a notarized statement signed by the property owner consenting to the proposed application.
- Copy of notice sent to mortgage holder by registered mail (if applicable).
- Name and addresses of all mineral owners and lessees of mineral owners, including signed certification signature block, which must be included in the application materials (see attached).
- Evidence of Public Outreach Meeting (sign-in sheet, map of invitation area, summary of meeting issues, etc.)
- Written description of the proposed development.
- A drainage study prepared in accordance with the City's "Storm Drainage Design and Technical Criteria Manual" as authorized in Title 7, Chapter of the City Code.
- A traffic study shall be prepared for any proposal submitted under the provisions of this Title which, in the opinion of the City's Traffic Engineer, will generate more than two hundred fifty (250) vehicle trip ends (round trips) during an average twenty four (24) hour weekday; and cause an increase in existing A.M. or P.M. peak-hour volumes on adjacent major collectors, or minor or major arterials, in excess of ten percent (10%). The study shall consider proposed and existing internal streets, and affected external streets within one-half (1/2) mile of the proposed development. Analyses shall include, but not necessarily be limited to, sight distances, travel lanes required, volume and movement of traffic at new intersections, and volume increases in adjacent existing developments. Specific

issues to be addressed by the traffic study shall be specified by the City's Traffic Engineer.

- Data showing the effects of development for both the existing zone district and the proposed zone district. Such data shall include, at a minimum, the following as applicable: projected population; school-age population; traffic generation; additional park land required and availability of City services. Unless the application is accompanied by a specific development plan (e.g., planned development plan or planned development overlay), such data shall be based on the maximum potential development permitted under the applicable existing and proposed zone districts.
- The boundary survey computed closure calculations.
- Other materials, as specified by the Planning Division, shall be included with the official application form as necessary to provide written and/or graphic information about the subject property, and impacts on the area in which the property is located, to permit a thorough and accurate analysis of the request.
- A twenty- four inch by thirty- six inch (24"x 36") map of the property which shall include the following:
  - Proposed name of development.
  - Name, address and telephone number of the legal property owner(s) and the applicant.
  - Name, address, telephone number and, if applicable, the seal and license number of the responsible consultant assisting in the preparation of the submittal.
  - North arrow, date and scale.
  - Area location map showing all streets, schools, parks and other public facilities within ½ mile radius of the boundaries of the subject property.
  - A written legal description and a certified closed and balanced boundary survey of the proposed area(s) to be rezoned or amended, inclusive of the public right-of-way to the center line of the right-of-way or the city limit, whichever is farthest.
  - Name, address, license number of the registered engineer or land surveyor responsible for preparing the survey and legal description.
  - Land area calculations for each existing and proposed zone district on property.

- All adjacent public streets and alleys, both public and private.
- A graphic representation of the property at an appropriate and commonly used scale, including the following: property lines and dimensions; location, type and size of utility lines, both existing and proposed; indication of existing overhead utility lines to be relocated underground; location and ownership of adjacent property; location and names of adjacent subdivisions; location and name of land in public ownership (e.g. schools, parks, etc.)
- Location and classification of each included and adjacent zone district.
- Natural features, including, but not limited to, topography at two foot (2') intervals, drainage ways and major foliage.
- Location of included and adjacent drainage ways and flood hazards.
- Applicable official certifications and signature blocks are required to be placed on the plan.