

REQUIREMENTS FOR A ZONING CHANGE AND MAP AMENDMENT

To change the zoning of a property or an area the petitioner must show substantial evidence that the area possesses geological, physiological, or other environmental conditions, compatible with the proposed zoning classification. Zoning changes will only be allowed if the proposed change benefits all of Logan County and not just the Applicant. *

1. A Zoning Change application must be submitted to the Department of Planning & Zoning at least 50 days prior to the regularly scheduled Planning Commission meeting. The Planning Commission meets every second Tuesday of each month. **NOTE: The Applicant, or a Representative, MUST be present at the Public Hearing and the Commissioner's meeting. If no one is present, the request will be postponed until the next meeting!**
2. A fee of **\$100.00** is due when the Application is filed. There is also a **\$25** fee (Separate Check) for the Map Amendment.
3. The Applicant may have to provide an **18"x24" or a 24"x36" survey plat and 3 additional 8.5"x11" copies**, prepared by a Registered Surveyor in the State of Colorado, if requested.
4. The Applicant must provide a **Plot Plan**, which will show the location, proposed use on the parcel, access, and adjacent uses.
5. The applicant must provide a copy of the **deed**, in order to determine if there are Mineral Estate Owners. If there are **Mineral Estate Owners**, the applicant must certify notice requirements have been met, or provide a complete listing of their names and addresses so that they can be contacted. *
6. The Applicant must provide a **Certificate of Taxes** from the County Treasurer, or proof of payment showing all taxes applicable to such land, for years prior to that year in which approval is granted, have been paid.
7. The Applicant will be required to post a Notice of Public Hearing Sign on the property, 14 days prior to the hearing date. See Attached (sign regulations).
8. The Applicant must provide a list of adjacent property owners, within 500' of the property. This list will be verified and checked by the planning and building coordinator.
9. The Planning & Zoning Department will send written notice of the hearing regarding the request to the adjacent landowners. Failure to mail such notice shall not affect the validity of any hearing or determination of the Board of County Commissioners.
10. The Planning & Zoning Department will publish a Notice of the public hearing regarding the exemption request in the Sterling Journal Advocate 14 days prior to the hearing. The Applicant will be billed for the publication.
11. The Applicant is responsible for "Making his or her Case". It is not the responsibility of the Logan County Planning and Zoning Department. Visual representations are very helpful in the review process. Additional maps, photographs, and other visual aids should be provided whenever possible.

***Refer to the Logan County Subdivision Regulations and Zoning Regulations for more details.
A Pre-Application conference with the Logan County Planner is requested.**

**PETITION FOR AMENDMENT
TO CHANGE THE ZONING CLASSIFICATION OF AN AREA
AND TO AMEND THE OFFICIAL ZONING MAP**

TO THE BOARD OF COUNTY COMMISSIONERS OF LOGAN COUNTY, COLORADO COMES NOW

(Applicant) _____ to petition the Logan County Commissioners to change the zoning classification of the following described property from _____ to _____ and to amend the official Zoning map to show such zoning classification change.

The Petitioner(s) submit that the property in question possesses geological, physiological, environmental, and or other conditions with characteristics of the _____ zone district.

Description of Property:

Legal: ¼ Section _____ Section _____ Township _____ Range _____

Address: _____ Access off CR or Hwy: _____

New Address Needed: Y or N Subdivision Name: _____

Filing _____ Lot _____ Block _____ Tract _____ Lot Size _____

Data concerning the same is as follows:

A. Water supply-existing: _____

B. Water supply-proposed: _____

C. Sewage disposal-existing: _____

D. Sewage-disposal proposed: _____

E. Property owners within 500 feet of the property: _____

F. Date the land was purchased: _____

G. Recorded in General System: Book: _____ and Page: _____

H. Recorded in Torrens System: _____

Dated at Sterling, Colorado, this _____ day of _____.

Applicant

Name: _____ Phone: _____

Address: _____

Signature of Applicant: _____

Landowner

Name: _____ Phone: _____

Address: _____

Signature of Landowner: _____

FOR COUNTY USE

Application Fee: One Hundred Dollars (\$100.00)

Date of Planning Commission: _____

Recommendation of Planning Commission: _____ Approval _____ Denial

Recommended Conditions of the Zoning Change: _____

Chairperson, Planning Commission

=====

COUNTY COMMISSIONERS ACTION:

Petition to change Zoning Classification of an area;

From _____ to _____ on property

legally described as: _____

Conditions of the Zoning Change: _____

Date Granted: _____

Date Denied: _____

Byron H. Pelton (Aye) (Nay)

Joseph A. McBride (Aye) (Nay)

Jane E. Bauder (Aye) (Nay)

APPENDIX D

SIGN REGULATIONS

A sign must be posted when applying for any Land Use Application which involves a public hearing. The purpose of this requirement is to notify the Public of the date, time and place of the Public Hearing and to inform the Public of the Type of Land Use Application.

The sign regulations are as follows:

- The sign must be posted at least **15 days** before the Public Hearing date.
- The sign must be posted on a board such as plywood. The board must be **at least 3'x4'** and must be sturdy.
- The sign must be **4 feet above the natural grade** of the ground.
- The lettering must be at least **2 inches** in size.
- The sign must be posted in a conspicuous location on the property in question. **The sign must be visible from the public road.**
- The Applicant must provide the Planning Department with a **photograph of the sign** at the location where it is displayed.

SAMPLE OF THE SIGN

PUBLIC HEARING
LOGAN COUNTY PLANNING COMMISSION

DATE:

TIME:

PLACE: LOGAN COUNTY COURT HOUSE
315 MAIN STREET
STERLING, CO 80751

REQUEST: (IE. CONDITIONAL USE PERMIT or a SPECIAL USE PERMIT or a
SUBDIVISION EXEMPTION or a PRELIMINARY SUBDIVISION
or a REZONING or an APPLICATION FOR A.....)

Your Name