



**Town of Lyons**  
**Community Development Department**  
432 5th Ave.  
Lyons, CO 80540  
(303)823-6622  
communitydevelopment@townoflyons.com

## REZONING APPLICATION CHECKLIST

LMC 16-15

### REZONING PROCESS OVERVIEW

- Before applying, please contact the Community Development Department for a pre-application meeting.
- Submit Application Materials (See next page for checklist)
  - *Staff will check for completeness. Work with Staff to address any concerns.*
- *There is a 15-day required referral period in which time Referral Agencies and surrounding/interested property owners may comment on your application. Afterward, work with Staff to respond to any concerns and resubmit materials as necessary.*
- Work with Staff to set Planning and Community Development Commission (PCDC) and Board of Trustees (BOT) public hearing dates that work for you. *There is a 15-day required notification period before each hearing.*
- Attend one (1) PCDC public hearing and present your application. *PCDC makes a recommendation to BOT.*
- Attend two (2) BOT public hearings and present your application. *BOT makes the final decision to approve, conditionally approve, or deny the rezoning application. Approval is done through Ordinance, which is effective 30 days after adoption.*
- Within 30 days after BOT approval, submit to the Town Clerk 2 original drawings of the approved zoning amendment map for recording (as well as one 11x17 in. mylar reduction of the map and one digital copy) and pay recording fees

### REVIEW CRITERIA (LMC 16-15-40)

The following criteria are used to evaluate zoning amendment applications. The official zoning map shall not be amended except:

- (1) To correct a manifest error in an ordinance establishing the zoning for a specific property.
- (2) To rezone an area or extend the boundary of an existing district because of changed or changing conditions in a particular area or in the Town generally.
- (3) The land to be rezoned is inconsistent with the policies and goals of the Comprehensive Plan.
- (4) The proposed rezoning is necessary to provide land for a municipal-related use that was not anticipated at the time of the adoption of the Comprehensive Plan, and the rezoning will be consistent with the goals and policies of the Comprehensive Plan.
- (5) The area requested for rezoning has changed or is changing to such a degree that it is in the public interest to encourage development or redevelopment of the area, and the rezoning will be consistent with the goals and policies of the Comprehensive Plan.
- (6) A rezoning to a Planned Unit Development overlay district is requested to encourage innovative and creative design and to promote a mix of land uses in the development.

**TOWN CLERK**

DATE RECEIVED:



**Town of Lyons**  
**Community Development Department**  
432 5th Ave.  
Lyons, CO 80540  
(303)823-6622  
communitydevelopment@townoflyons.com

<b>APPLICANT NAME:</b> James Dixon - Tebo Properties	<b>DATE:</b> May 9, 2024
<b>MAILING ADDRESS:</b> PO Box T, Boulder, CO 80306	
<b>APPLICANT PHONE:</b> (303) 447-8326	<b>APPLICANT EMAIL:</b> james@teboproperties.com
<b>PROJECT ADDRESS:</b> 4545 Ute Highway, Lyons, CO	

### REZONING APPLICATION CHECKLIST

- Completed Land Use Application Form and Fee Agreement
- Pay application fee (\$500) and escrow (\$1000; any remainder in escrow at end of process will be returned to applicant, and any related expense incurred by the Town in excess of the escrow will be charged to applicant)
- This Rezoning Application Checklist, completed
- A legal description of all property to be considered for rezoning
- Proof of Ownership. Current proof of ownership in the form of title insurance issued within thirty (30) days of submission of the application.
- Written statement and graphics necessary to describe the following:
  - Need for the proposed rezoning;
  - Present/future impacts on the existing adjacent zone districts, uses, and physical character of surrounding area;
  - Impact of the proposed rezoning on area accesses and traffic patterns;
  - Availability of utilities for any potential development;
  - Potential impacts on public facilities and services, including but not limited to fire, police, water, sanitation, roadways, parks, schools and transit;
  - The relationship between the proposal and the Comprehensive Plan; and
  - Public benefits arising from the proposal
- Zoning Amendment Map (24x36 in.) including:
  - Title of Project
  - North arrow, scale, and date of preparation
  - Subdivision or block and lot name of the areas to be rezoned (at top of each sheet)
  - Legal description of the area to be rezoned (entire area and individual zoning districts)
  - Location and boundaries, including dimensions, of the property(ies) proposed for rezoning
  - Acreage or square footage contained within the property proposed for rezoning
  - All existing land uses in proposed rezoning area
  - Zoning and existing land uses on all lands adjacent to the proposed rezoning area
  - Location and dimensions for all existing public rights-of-way, including streets and water courses within and adjacent to the rezoning (to center line of right-of-way)
  - Names of adjoining subdivisions with lines of abutting lots and departing property lines of adjoining properties not subdivided
  - Certificate blocks for Surveyor, Planning Commission, Board of Trustees, and Boulder County Clerk and Recorder
  - An AutoCAD drawing file (release 12 or higher) of the zoning amendment ma



**Town of Lyons**  
**Community Development Department**  
432 5<sup>th</sup> Ave.  
Lyons, CO 80540  
(303)823-6622  
communitydevelopment@townoflyons.com

- ✓ Surrounding & interested property owner report (certified by applicant to be complete and accurate).  
Includes: Current list of the names and addresses of the surrounding property owners within three hundred (300) feet of the property (staff can assist in pulling list), mineral interest owners of record, mineral and oil and gas lessees for the property, and appropriate ditch companies (if applicable).
- ✓ Surrounding and interested property ownership notification envelopes: One (1) set of stamped and addressed standard envelopes. The envelopes shall have the Town's address as the return address and the envelopes shall be addressed to the surrounding property owners within three hundred (300) feet of the property, mineral interest owners of record, oil and gas lessees for the property and the appropriate referral agencies (St. Vrain Valley School District, Boulder County Sheriff, and the Lyons Fire Protection District).
- ✓ Mineral Estate Notice Form. A signed certification from the applicant that proper notice has been provided to the mineral estate owner pursuant to and in accordance with Section 24-65.5-103, C.R.S., or a certification that such notice is not required because the surface estate has not been separated from the mineral estate for the property described in the application. It is the applicant's responsibility to ensure that accurate and complete information is provided (contact Staff if unsure how to proceed).
- ✓ All of the above in a hard copy and in an electronic copy in PDF format.

<b>TOWN STAFF ACTION – REZONING APPLICATION</b>		
REVIEWER(S):	DATE:	
COMPLETENESS CHECK OR APPROVAL:		
<input type="checkbox"/> Complete	<input type="checkbox"/> Incomplete	<input type="checkbox"/> Substantially Complete
COMMENTS:		
SIGNATURE OF AUTHORIZED STAFF REPRESENTATIVE:		