



## Zoning Map Amendment Checklist 2024

Please read the following Checklist and ensure that all required items have been submitted. Please note that uploaded plans and documents not following the naming conventions established in the Checklist and Plan Template Instructions may be considered incomplete applications and returned for corrections.

1. Zoning Map Amendment: Please upload a Zoning Map Amendment set that meets the technical requirements of the City of Brighton.

- Document Name: Zoning Map Amendment

**I verify that I have reviewed the City of Brighton's technical requirements for Zoning Map Amendment submittals and that my plans meet said requirements.**

A copy of the requirements for the City of Brighton concerning Zoning Map Amendment submittals can be found here:

- Zoning Map Amendment Template Instructions

2. Proof of Ownership: Please upload the title, deed or other legal instrument which provides evidence of the ownership consent. Property reports from County agencies will not be accepted as proof of ownership. The entity listed as the owner of the property should match the ownership information entered on the application.

- Document Name: Proof of Ownership

3. Legal Description: Please upload a description of land recognized by law, based on surveys, spelling out the exact boundaries of the entire parcel of land. It should so thoroughly identify a parcel of land that it cannot be confused with any other.

- Document Name: Legal Description

4. Traffic Impact Study: Please see Section 162.02.02 of the City of Brighton, Public Works Department Standards and Specifications Manual, Current Edition for requirements. If a Traffic Impact Study was already approved as part of another entitlement processes, please include a letter, sealed by an engineer that states the Zoning Map Amendment is in compliance with the Traffic Impact Study.

- Document Name: Traffic Impact Study or Traffic Impact Study Compliance Letter
5. Neighborhood Meeting Minutes: Please provide neighborhood meeting minutes including evidence of the notice, attendance, content and presentation, issues and discussion summary, and outcomes of the meeting. Refer to Section 2.01.D of the Land Use and Development Code for additional information.
- Document Name: Neighborhood Meeting Minutes
6. Neighboring Property Owners: Please provide a list of all property owners within 300 feet of the application property shown by the records of the county assessor no more than seven (7) days prior to the date of application. At the discretion of the Director, mailed notice to all property owners within 1,000 feet may be required and will be determined at the Preliminary Application Conference. With this list, also include two sets of pre-printed address labels of each property owner and map demonstrating the neighboring property locations as related to the application property.
- Document Name: Neighboring Property Owners
7. Cultural Resource Survey: Required if there are cultural resources on the property that are older than 50 years and potentially hold significance in architecture and social history. Cultural resource surveys for all resources on the property, as determined by City staff, shall be submitted.
- Document Name: Cultural Resource Survey
8. No hard copies are required at the time of project submission.
9. **I understand that by submitting a complete application including all electronic files to the City of Brighton Community Development Department by 5:00 PM (MT) on Tuesday, my application will meet the required deadline. If an application is deemed incomplete, it will not be accepted until all submittal items have been received. Any complete application submitted after the deadline will be officially accepted by the City of Brighton the following Tuesday.**