



# Rezoning APPLICATION CHECKLIST

*Town of Kremmling*

The following checklist is based on the submittal requirements for a Rezoning pursuant to Section 17.05.020 of the Town of Kremmling Municipal Code. All necessary application materials shall be submitted and accepted as complete before any land use request is able to be processed as set forth in the Kremmling Municipal Code.

***This checklist shall be filled out and submitted with a completed Land Use Application form and all required submittal items before the application can be deemed to be complete.***

**Project Name:** \_\_\_\_\_ **Submittal Date:** \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_

**Applicant Phone:** \_\_\_\_\_

**Applicant E-Mail:** \_\_\_\_\_

Applicant - check box in first column if document is included in application submittal.		Office Use Only		
		YES	NO	N/A
<input type="checkbox"/>	<b>1. Pre-application conference:</b> The applicant must attend and participate in a pre-application conference with the Town Manager prior to submitting a rezoning application.  <b>Comments:</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<b>2. Submit to the Town staff on Town form:</b> a. Name, address, telephone number of the applicant and all property owners. b. Street address and/or legal description of the lot. c. Description of existing zoning, land uses and adjacent zoning and land uses. d. Description of the proposed use and an explanation of how the use complies with applicable standards. e. Rezoning fee.  <b>Comments:</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**COMPLETENESS DETERMINATION** *(Office Use Only):*

**Reviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Determination:**      Complete             Complete, with conditions             Not complete, resubmittal required

**Determination Comments:** \_\_\_\_\_