



**City of Englewood**  
**Community Development Department**  
**1000 Englewood Parkway**  
**Englewood, CO 80110**  
**303-762-2342**  
**englewoodgov.org**

**TRANSIT STATION AREA REZONING or**  
**TRANSIT STATION AREA AMENDMENT**  
**CHECKLIST**

Only **complete** applications will be accepted.  
 Please use the following Checklist to complete your application.

Applicant ✓	City ✓	Checklist Items
		<b>Pre-application</b> meeting with Community Development held on:
		<b>Pre-application</b> Neighborhood Meeting held on:
		<b>Application Form</b>
		<b>Completed Checklist</b> (this form)
		<b>Letter of Authorization</b> (if applicant is not the property owner)
		<b>Documentation</b> of legal interest in the property
		<b>Fees</b>
		Application Fee (payable to City of Englewood) <b>(Non-Refundable)</b> TSA Rezoning      \$1,500.00 TSA Amendment      \$1,000.00
		Recording Fee (payable to Arapahoe County Clerk) \$ TBD (Due at recording)
		<b>Written statement</b> describing the objectives to be achieved by the proposed rezoning or amendment
		<b>Site Plan:</b>
		Maximum Size: <b>24" x 36" FOLDED</b>
		Number of copies for initial submittal: <b>15</b>
		Font size and type: legible when reduced to 1/2 sized format
		Written and graphic scale - Not less than one inch per fifty feet (1" = 50')
		North arrow
		Property address
		Legal description of property proposed for rezoning
		<b>ALTA/ACSM Land Title Survey</b>
		<b>Other Documents:</b> Provide 1 copy of any special agreements, easements, conveyances, restrictions or covenants governing the property
		<b>Drainage Report</b> <b>2</b> copies
		<b>Traffic Study</b> <b>2</b> copies
		<b>Additional material/information</b> as requested by City Manager or Designee
<b>Note:</b>		<b>Additional copies</b> will be required for: <ul style="list-style-type: none"> <li>▪ Resubmittals</li> <li>▪ Outside agency referrals</li> <li>▪ Planning and Zoning Commission Public Hearing</li> <li>▪ City Council 1<sup>st</sup> Reading</li> <li>▪ City Council Public Hearing</li> </ul>

*Avoid delays - Submit a complete application!*