CITY OF CAÑON CITY
PLANNING & ZONING DEPARTMENT

REZONING (INCLUDING TO PDD ZONE) PROCESS:

PER CHAPTER 17.17 OF THE CAÑON CITY MUNICIPAL CODE • PUBLIC NOTICE IS REQUIRED

Allow a minimum of 90-120 days for processing.

1 PRE-APPLICATION

A pre-application meeting occurs with applicant, their representative(s) and staff.

2 SUBMIT APPLICATION

Applicant submits rezoning application, including all required items and quantities in hardcopy and electronic files.

3 DETERMINE COMPLETENESS

Staff determines whether the application is complete (does it contain all of the required components?) If application is not complete, deficiencies are provided to the applicant by the City. No further processing of the application occurs until the application is complete.

4 SET PLANNING COMMISSION & CITY COUNCIL HEARING DATES

Once the application is complete, the hearing dates before Planning Commission and City Council are set, and public notice requirements for that hearing are applicable.

5 REFERRAL & REVIEW

Staff refers (sends) the application details to municipal departments, outside agencies, and utility providers for their review and comment. Concurrently, Planning & Engineering staff evaluate the request against applicable criteria as defined in the Cañon City Municipal Code.

6 REFERRAL AGENCY COMMENTS

Planning & Engineering review any comments from the required referral agencies and utilities.

7 COMMENTS TO APPLICANT

Staff provides all comments on the request to the applicant. Applicant has an opportunity to seek clarification to any comment before resubmitting.

8 APPLICANT CORRECTIONS

Applicant provides to staff any modified/updated information on the project, addressing comments received in step 7.

9 PLANNING COMMISSION HEARING

In a public hearing, Planning Commission will consider the application and make a recommendation to City Council.

10 CITY COUNCIL HEARING

In a public hearing before City Council, the council will consider the application and Planning Commission's recommendation. If approved, the change will be heard as an ordinance on first reading. Second reading will occur at the next council meeting.

11 POST APPROVAL

The ordinance is recorded after adoption on second reading. This will include Development Plan Mylars and the Development Guide if the rezoning was to a PDD.

APPLICANT & CITY

APPLICANT

CITY

July 2020