

CITY OF ALAMOSA GENERAL RE-ZONE INFORMATION

When is a re-zone appropriate?

Zoning districts are used to define appropriate uses of property within each zone. As the community changes, these zones may need to be changed as well. A requested zone change must meet the criteria in the attached ordinance.

A re-zone request is not appropriate if the intent is to "spot zone", or change the zone to allow a particular use for a small parcel of land when the surrounding zones do not allow that use.

How do I apply for a re-zone?

Only the owner(s) of the property may apply for re-zone. A representative of the owner(s) may apply if the representative can produce a Power of Attorney to act on the owners behalf.

Use the attached form to apply for a re-zone. Submit all the appropriate application materials with the \$75.00 non-refundable application fee to the Public Works Department.

Your request will be heard first by the Planning Commission through a public hearing. The property will be posted at least 10 days prior to the meeting with information about the hearing allowing interested parties to attend and voice any comments. The hearing is also advertised in the legal notice section of the local newspaper.

Planning Commission will make a recommendation to City Council. City Council then follows standard procedure for the ordinance change necessary for a re-zone. A first reading will be held at the first available City Council meeting following the hearing on the ordinance, usually to take place at the next regular meeting. Following the public hearing on the ordinance, City Council will make a decision whether or not to adopt the ordinance.

The applicant or authorized representative will be required to attend all of these meeting to present the request and answer questions.

How long does the process take?

Planning Commission meets on the fourth Wednesday of each month. In order to meet advertisement requirements, the application must be received in the Public Works office two weeks plus one day prior to the Planning Commission meeting.

City Council meets on the first and third Wednesday of each month. Normally, a request heard by the Planning Commission on the fourth Wednesday will be set for the first reading by City council on the first Wednesday of the following month, with the public hearing set for the next meeting on the third Wednesday. If adopted, the ordinance becomes effective 10 days after the meeting at which it was adopted.

This schedule is based upon the presumption that there are no delays. Meeting schedules may be affected by holidays or unforeseen circumstances which may lengthen the process. If the application materials provide insufficient information, Planning Commission or City Council may table action until the information is provided.

**CITY OF ALAMOSA
APPLICATION FOR RE-ZONE**

1. Name(s) of property owner(s): _____

2. Mailing address of owner(s): _____

3. Phone number(s)/E-mail: _____

4. Application information if different from owner. Attach Power of Attorney.
Name: _____
Mailing Address: _____

Phone Number: _____
5. Legal description of property: _____

6. Street address of property: _____

7. Present zoning: _____
8. Proposed zoning: _____
9. Proposed use/reason for rezone request: _____
10. Attach a list of adjacent property owners and addresses for notification.
(Available at County Assessors Office)
11. Attach an application fee of \$75.00 non-refundable.
12. Location map with adjacent zoning indicated to be attached by staff.

OWNER(S)

APPLICANT(S)

Signature(s)

Signature(s)

Print Name

Date

Print Name

Date