

REZONING - Overview

Use this guide for a zone map amendment, or rezoning, when changing the zoning designation of private property. The guide presents a general overview of the rezoning process, and individual circumstances may affect the complexity and timeline. This guide is for informational purposes only and does not replace zoning code requirements and other standards.

What's in the Customer Guide?

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- Attached Forms
 - Rezoning Pre-Application Review Request
 - Zone Map Amendment (Rezoning) Application
 - Zone Map Amendment (Rezoning) for PUD Application (available from Case Manager after Pre-Application meeting)
 - Sign Specifications for Planning Board Public Hearing
 - Sign Posting Affidavit for Planning Board Public Hearing
 - Sign Specifications for City Council Public Hearing
 - Sign Posting Affidavit for City Council Public Hearing

Policies and Standards That Apply

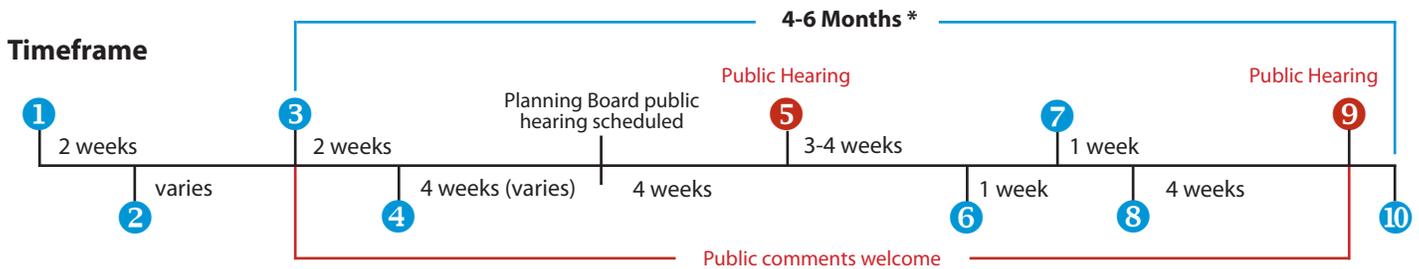
- [Denver Zoning Code](#)
- [Denver Comprehensive Plan 2040](#)
- [Blueprint Denver: An Integrated Land Use and Transportation Plan \(2019\)](#)
- [Other applicable plans](#)

Reviews and Approvals Required

- Community Planning and Development Department Review
- Other City agency reviews
- Planning Board recommendation to City Council
- City Council approval

REZONING - Process

An overview of a typical rezoning process.



* This is a typical timeframe estimate. Unique circumstances and/or rezoning complexity will adjust the timeframe.

Process Steps

1 Complete a pre-application review

- A pre-application review meeting is a required step and must be completed prior to submitting an application for a rezoning. There is no fee.
- The customer researches the property's current zoning as well as a zone district(s) he or she would potentially seek in a rezoning.
- The customer completes and submits the Pre-Application Review Request form by e-mail to Community Planning and Development. Upon receipt of the form, a case manager will be assigned to the application.
- If the site is over 5 acres the Large Development Review (LDR) process may be required. To determine whether LDR is required, the applicant should submit a project application form to Development Services. The pre-application meeting for the potential LDR will be held prior to the rezoning pre-application meeting.
- The case manager will contact the customer to schedule the pre-application meeting, and it will generally occur within two weeks of submitting the request.
- At the pre-application meeting, the customer and case manager will discuss the request and the rezoning process.

2 Conduct informal public outreach

- The customer should make contact with the affected community (e.g. adjacent property owners, registered neighborhood organizations, and other stakeholders) to familiarize them with the proposal and identify any potential issues.
- The customer may also find it beneficial to touch base with the applicable City Council Member. After an application is submitted, the Council Member is in a "quasi-judicial" role and can advise the rezoning applicant only on the process but not on the content.
- The customer should continue public outreach throughout the entire rezoning process to keep the community informed.

Contact Information

Community Planning & Development (CPD)

rezoning@denvergov.org
720.865.2974
201 W Colfax Ave, 2nd Floor
Denver, CO 80202

Pre-Application Review Request

www.denvergov.org/rezoning

Large Development Review

www.denvergov.org/largedevdevelopmentreview

Development Services
720.865.2982, Option 8
Development.Services@denvergov.org

Registered Neighborhood Organizations (RNOs)

www.denvergov.org/rno

City Council Members

www.denvergov.org/citycouncil



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3 Submit a complete application

- The customer submits a complete, signed application in electronic format, a Microsoft Word document containing the legal description for the area proposed to be rezoned, and the required fee to CPD. Checks should be made payable to “Manager of Finance” and must be mailed or delivered to CPD. To pay by credit card, contact CPD.
- Within 15 calendar days from the date of receipt, CPD will review the application for completeness. If it is not complete, CPD will contact the customer. If the application is complete, the case manager will facilitate Step 4.

Notification

- CPD will send informational notice of receipt of the complete application to the following parties:
 1. City Council Member(s) in whose district the property to be rezoned is located and at-large City Council Members (via e-mail).
 2. Registered Neighborhood Organizations (RNOs) registered according to the Denver Revised Municipal Code (D.R.M.C.) Section 12-94 whose boundaries encompass within 200 feet of the area proposed to be rezoned (via e-mail).
 3. Property owners whose property is located within 200 feet of the proposed rezoning will receive a postcard notification via U.S. mail (includes property to be rezoned).
- RNO and public comments are welcomed at this time.

Zone Map Amendment Application and Fee
www.denvergov.org/rezoning

Submit Application
rezoning@denvergov.org

Resubmit Application
rezoning@denvergov.org

4 City review and customer resubmittal, if necessary

Review

- The case manager will review and analyze the rezoning request for consistency with applicable City plans and regulations.
- Various City agencies and departments will also review the application.
- All review comments will be provided to the customer, and the case manager will request a revised application, if necessary.

Resubmittal, If Necessary

- The customer shall revise the application to address the review comments and submit the revised application to CPD.
- The revised application will be reviewed again to ensure all comments have been addressed.
- There may be more than one cycle of review and resubmittal.

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5 Planning Board public hearing

The Planning Board will hold a noticed public hearing and make a recommendation to City Council for approval, approval with conditions, or denial of the application.

Scheduling

- The case manager will schedule the Planning Board public hearing date and notify the customer.

Property Posting

- The customer is required to post sign(s) on the subject property a minimum of 15 calendar days prior to the Planning Board public hearing date.
- The case manager will notify the customer of the posting dates and e-mail a sign posting template and instructions.
- The customer must submit a signed affidavit to the case manager attesting to properly posting the public notification signage.

Notification

- CPD will notify the following parties 15 calendar days prior to the scheduled Planning Board hearing date:
 1. The City Council Members in whose district the property is located and at-large City Council Members
 2. Registered Neighborhood Organizations (RNO's) registered according to the Denver Revised Municipal Code (D.R.M.C.) Section 12-94 whose boundaries encompass or are located within 200 feet of the proposed rezoning.
 3. Property owners whose property is located within 200' of the proposed rezoning (includes property being rezoned) will receive a mailed postcard notice.
- RNOs are requested to provide their official position by taking a vote and submitting the RNO Position Statement.
- RNOs and other members of the public are encouraged to submit their comments as early as possible in advance of the Planning Board hearing date so that they may be addressed.

At the Planning Board Hearing

- The case manager will present the application and CPD recommendation.
- The customer should attend the hearing and will have an opportunity to present to the Board and answer questions. All presentation materials are required to be submitted to the case manager by noon 7 days before the Planning Board hearing.
- Any member of the public can attend and present testimony.
- The Board will make a recommendation to City Council for approval, approval with conditions, or denial of the rezoning application. In some cases, the Board may hold the item and continue it to a later date for further discussion.

After the Planning Board Hearing

- The customer submits the required mailed rezoning notice fee to CPD. Checks should be made payable to "Manager of Finance" and must be mailed or delivered to CPD. To pay by credit card, contact CPD.

Last updated: October 16, 2019

Planning Board

1st and 3rd Wednesday
3:00 pm
City & County Building
1437 Bannock St
Room 391

RNO Position Statement

www.denvergov.org/rezoning

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6 City Council's Land Use, Transportation & Infrastructure Committee meeting

The Land Use, Transportation & Infrastructure Committee will hold a noticed and televised meeting and determine if the application is ready for full City Council consideration.

Scheduling

- The Committee meeting is scheduled after Planning Board has made a recommendation to City Council (Step 5). The Land Use, Transportation & Infrastructure Committee meeting typically occurs three to four weeks after the Planning Board hearing, and the case manager will notify the customer of the meeting date.

Property Posting - There are no posting requirements during this phase.

Notification

- CPD will notify City Council Members and Registered Neighborhood Organizations within 200' of the area proposed to be rezoned via e-mail 10 working days before the meeting date. RNOs and other members of the public are encouraged to submit their comments as early as possible in advance of the meeting date so that they may be addressed.

At the Land Use, Transportation & Infrastructure Committee Meeting

- The case manager will present the application, CPD recommendation, and Planning Board recommendation. The customer should attend the meeting to answer questions.
- In some cases, the Committee may accept public comments.
- The Committee will decide whether the application is ready for full City Council hearing and action. If so, the application will proceed. In some cases, the Committee may hold the item and continue it to a later date for further discussion.

Land Use, Transportation & Infrastructure Committee

Most Tuesdays
10:30 am
City & County Building
1437 Bannock St
Room 391

7 Mayor-Council meeting

The Mayor-Council meeting will be held to inform the Mayor's office of pending applications scheduled for City Council First Reading.

Scheduling

- Mayor-Council occurs the Tuesday following the Land Use, Transportation & Infrastructure Committee meeting (Step 6).

Property Posting - There are no posting requirements during this phase.

Notification - There are no notification requirements during this phase.

At the Mayor-Council Meeting

- The case manager will present the application to the Mayor and City Council. The customer is not expected to attend this meeting.

Mayor-Council Meeting

Most Tuesdays
9:30 am
City & County Building
1437 Bannock St
Parr-Widener Community Room, Room 389

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8 City Council First Reading of the Ordinance

At the City Council First Reading, City Council will read the ordinance to change the zoning and schedule the rezoning for a public hearing.

Scheduling

- City Council First Reading of the Ordinance occurs the Monday following the Mayor-Council Meeting (Step 7).

Property Posting - There are no posting requirements during this phase.

Notification - There are no notification requirements during this phase.

At the City Council Meeting

- The case manager attends the meeting but does not provide a presentation. The customer is not usually expected to attend this meeting.
- City Council may postpone the public hearing to allow for further discussion.

City Council Meeting

Most Mondays
5:30 pm
City and County Building
1437 Bannock St
City Council Chambers, 4th floor

9 City Council public hearing

The City Council will hold a noticed and televised public hearing and approve, approve with conditions, or deny the rezoning application.

Scheduling

- The City Council Public Hearing occurs four weeks after the first reading (Step 8).

Property Posting

- The customer is required to post sign(s) on the subject property a minimum of 21 calendar days prior to the City Council public hearing date.
- The case manager will notify the customer of the posting dates and e-mail a sign posting template and instructions.
- The customer must submit a signed affidavit to the case manager attesting to properly posting the public notification signage.

Notification

- CPD will notify City Council Members and Registered Neighborhood Organizations within 200' of the area proposed to be rezoned via e-mail 21 calendar days prior to the scheduled City Council hearing date. RNOs and other members of the public are encouraged to submit their comments as early as possible in advance of the City Council hearing date so that they may be addressed.
- The City Clerk arranges publishing of legal notice for the City Council Public Hearing in The Daily Journal.

At the City Council Hearing

- The case manager will present the application, CPD recommendation, and recommendations from the Planning Board and and Use, Transportation & Infrastructure Committee.

City Council Meeting

Most Mondays
5:30 pm
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City Council Chambers, 4th floor



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- The customer must attend the public hearing. If the customer would like to speak on their application, they must sign up with the clerk at the hearing. The applicant will get two minutes to speak.
- City Council will vote to approve, approve with conditions, or deny the application.

10 Next Steps

- If the rezoning is approved or approved with conditions by City Council (Step 9), it will be forwarded to the Mayor for signature. Once signed, the rezoning becomes effective the Thursday after the public hearing when the City Clerk publishes the adopted ordinance. The official zoning map will be updated to reflect the change within two weeks.
- Planned Unit Development (PUD) map amendments are subject to vesting notification. CPD will prepare and record the Vesting of Property rights document with the Clerk and Recorder within 14 calendar days of signing of the ordinance.
- If the rezoning is denied, City Council's decision may be appealed to the Denver District Court.
- If the rezoning is denied, another rezoning application for the same zoning district cannot be submitted until 12 months has passed from the City Council public hearing date. If a rezoning application proposes a different zoning district, there is no minimum amount of time before an application can be submitted.

Zoning Map

www.denvergov.org/zoning