



**Public Works and Development**  
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[www.arapahoegov.com](http://www.arapahoegov.com)

## Comprehensive Plan Amendment Submittal Requirements

**Land development application items received after 2:00 pm shall be date stamped the following business day.**

**A COPY OF THE FOLLOWING ITEMS SHALL BE SUBMITTED TO THE PLANNING DIVISION, A MINIMUM OF 25 DAYS PRIOR TO THE HEARING DATE AND IN REPORT FORMAT:**

1	<b>Presubmittal Meeting with summary of initial stakeholder meetings:</b> Prior to submittal of a Complan amendment application a staff meeting with applicant will be conducted to explain the amendment process, and identify and additional submittal requirements (See section V-4-5, of the Arapahoe County Land Development Code on county web-site.)
2	<b>Informal Planning Commission Discussion:</b> Letter of request for the informal PC discussion from the applicant. (See section V-5, of the Arapahoe County Land Development Code on county web-site.)
3	<b>Formal Application:</b> Land Use Application Form with case type Complan Amendment, in addition to paper submittals, must also include a CD-ROM or USB flash drive, Proof of Ownership, with copies of all required documents, a \$7,500.00 check to Arapahoe County Planning.
4	<b>Presubmittal Notes:</b> written response to all questions raised in presubmittal meeting.
5	<b>Project Narrative (8 1/2 x 11)</b> - See Chapter V, 1-13 of the Comprehensive Plan
6	<b>Vicinity Map-</b> site relationship to major streets section lines and landmarks
7	<b>Comprehensive Amendment Map (24 x 36)</b> - See Chapter V of the Comprehensive Plan
8	<b>Amendment Description-</b> proposed changes to map and text showing relationship to current Comprehensive Plan
9	<b>Development Concept-</b> description including Density, Floor Area Ratio, Land Use Type, and Design Guidelines
10	<b>Current Land Use &amp; Zoning:</b> within one mile of site
11	<b>Summary/Rationale for amendment-</b> justifications, benefits, and conclusion
12	<b>Complete referral packets</b> and envelopes to Agencies and Envelopes for adjacent Property Owners
13	<b>Impact Reports</b> –if any (within one mile). To include floodplain, geologic hazard and mineral resource areas
14	<b>Airport Impact Report-</b> if applicable
15	<b>Traffic &amp; Transportation Impact Report-</b> as specified by the Planning Dept.
16	<b>Water &amp; Sewer Services-</b> which agency will supply services
17	<b>Fire Protection Impact Report-</b> and Contact name
18	<b>School Services Report-</b> which agency will supply services & children generated
19	<b>Fiscal Impact Statement-</b> describing the NEED for proposed use and identifying potential cost impacts to the County
20	<b>Other Fees-</b> such as special hearings, postings, and publication fees (as determined by your planner)

### Public Notification of Hearing:

1	<b>Homeowners Association Notification:</b> At least twenty (20) working days prior to the Planning Commission hearing, the applicant will provide written notice to the president of each homeowners association with the affected area. The Planning Division can provide the applicant with a list of homeowners association within the unincorporated areas of the county.
2	<b>Newspaper Notification:</b> A minimum of ten (10) working days and in local area newspapers (Prepared by the Planning Division.)
3	<b>Landowner Mailing</b> - At least 10 working days prior to the Planning Commission hearing, mail a written notice of the hearing via first-class mail to the address of each abutting landowner and landowners within one quarter mile at such address shown in the records of the Arapahoe County Assessor’s Office. The notice shall read substantially the

same as the published notice also required by this section.

At least 5 working days prior to the public hearing, the applicant shall submit the following to the Planning Division:

1. An alphabetical list of the abutting landowners and landowners within one quarter mile.
2. A map showing the site and the location of the landowners.
3. A copy of the notice sent to the landowners.
4. The certificate of mailing.

(Refer to pages V-3 through V-8 of the Comprehensive Plan available on the Arapahoe County Website, for exact code.)

### **Definitions:**

- ◆ **Administrative Amendments-** Changes that do not affect the goals, objectives, policies, or maps in any substantive way shall be considered Administrative Amendments.
  - ◆ Examples of Administrative Amendments include:
    - ◆ Updating the Land Use Plan map to show areas newly designated as preserved or conserved.
    - ◆ Updating the Land Use Plan map to show newly annexed areas or incorporated municipalities.
    - ◆ Updating population and employment forecasts
    - ◆ Formatting changes.
  - ◆ The Arapahoe County Planning Commission, either on its own or at the request of members of the community, the Board of County Commissioners, or the Planning Division, may initiate administrative amendments.
- ◆ **Amendments-** Revisions to the document which would change the intent of the approved goals, policies, or maps shall be considered Major Amendments.
- ◆ An Amendment would be defined as a change in text or map that modifies wording or graphic presentation in order to create a different intent of a goal, policy, or map land use representation.
- ◆ A request for a major amendment review is to be submitted in writing to the Planning Department by a member of the Board of County Commissioners, by Planning Division staff, or by any member of the public for consideration.
- ◆ A Presubmittal meeting is required to meet with staff to review the proposal and discuss the procedures and submittal requirements. The applicant shall contact the Planning Division and schedule a presubmittal meeting.
- ◆ At the discretion of the applicant, the applicant may request an informal discussion of the proposed amendment with Planning Commission. This discussion will be scheduled as part of a study session at a regular meeting of the Planning Commission. The intent of this discussion is to provide the applicant with preliminary comment and issues that the Planning Commission has identified. The discussion should not be considered an indication of the Planning Commission's intention to approve or deny the amendment request.