

**SUBMITTAL REQUIREMENTS
PLANNING AND ENVIRONMENTAL COMMISSION
ZONING CODE AMENDMENT OR AMENDMENT TO DISTRICT BOUNDARIES**

Amendment Procedure

An amendment of the zoning regulations or change in zone district boundaries may be initiated by the Town Council, by the Planning and Environmental Commission, by petition of any resident or property owner in the Town, or by the Administrator. Required criteria and findings for such petition are stated in Section 12-3-7C, Vail Town Code. Relevant sections of the Vail Town Code can be found on the Town's website at www.vailgov.com. The proposed project may also require other permits or applications and/or review by the Design Review Board and/or Town Council.

The Town of Vail offers two (2) methods for submittal of materials for review of applications. Materials can be submitted either digitally or on paper. Whichever method you select all materials shall be submitted in that format throughout the Design Review process. The Town encourages you to consider using the submittal of digital documents and plans.

If submitting digitally all elements of the application shall be uploaded to the Town's share file site as a complete set of materials. If submitting paper three (3) copies of the materials noted with an asterisk (*) and one (1) copy of all others are required. The materials necessary to have a complete application are as follows:

- Completed application form including:
 - Complete description of request
 - Ownership Information as recorded with Eagle County Assessor
 - Street Address, Unit #
 - Parcel Number
 - Owner's signature (cover sheet)
- Joint Property Owner Written Approval Letter, if applicable. If the property is owned in common (condominium association) and/or located within a Development Lot, the written approval of the other property owner, owners, or applicable owners' association shall be required. This can be either in the form of a letter of approval or signature on the application.
- Stamped, addressed envelopes and a list of the property owners adjacent to the subject property, including properties behind and across streets. The list of property owners shall include the owners' name (s), corresponding mailing address, and the physical address and legal description of the property owned by each. The applicant is responsible for correct names and mailing addresses. This information is available from the Eagle County Assessor's office.
- Application fee
- Title report, including Schedules A & B to verify ownership and easements.
- A written statement addressing the following:
 - A description of the proposed changes in district boundaries
 - How the proposed change in district boundaries is consistent with the adopted goals, objectives and policies outlined in the Vail Comprehensive Plan and compatible with the Town of Vail's development objectives.
 - How the proposed change in district boundaries is compatible with and suitable to adjacent uses and appropriate for the area.
- A map indicating the existing and proposed district boundaries (three copies).
- The Administrator and/or PEC may require the submission of additional plans, drawings, specifications, samples and other materials (including a model) if deemed necessary to determine whether a project will comply with Design Guidelines or if the intent of the proposal is not clearly indicated.
- If this application requires separate review by any local, State or Federal agency other than the Town of Vail, the application fee shall be increased by \$200.00. Examples of such review, may include, but are not limited to: Colorado Department of Highway Access Permits, Army Corps of Engineers 404, etc.
- The applicant shall be responsible for paying any publishing fees which are in excess of 50% of the application fee. If, at the applicant's request, any matter is postponed for hearing, causing the matter to be re-published, then, the entire fee for such re-publication shall be paid by the applicant.

Applications deemed by the Community Development Department to have design, land use or other issues which may have a significant impact on the community may require review by consultants in addition to Town staff. Should a determination be made by the Town staff that an outside consultant is needed, the Community Development

Department may hire the consultant. The Department shall estimate the amount of money necessary to pay the consultant and this amount shall be forwarded to the Town by the applicant at the time of the determination. Expenses incurred by the Town in excess of the amount forwarded by the applicant shall be paid to the Town by the applicant within 30 days of notification by the Town. Any excess funds will be returned to the applicant upon review completion.

Please note that only complete applications will be accepted. All of the required information must be submitted in order for the application to be deemed complete.