



**Rio Blanco County Community Development Department  
Planning Division**

Historic Courthouse  
555 Main Street, 3rd Floor  
Post Office Box 599  
Meeker, CO 81641  
Phone: 970-878-9454  
Website: [www.rbc.us](http://www.rbc.us)

For Rio Blanco County Use:  
Reference File Number: \_\_\_\_\_

**Please submit 1 Hard Copy and 1 Digital Copy of the Application Materials**

<b>Property Owner/Applicant</b>	
Name	
Phone	
Mailing Address	
City	
State	
Zip Code	
Email	

<b>Authorized Agent (Authorization Required)</b>	
Name	
Phone	
Mailing Address	
City	
State	
Zip Code	
Email	

<b>Project Information</b>	
Name	
Assessor's Parcel Number	
Physical/Street Address	
Legal Description	Please attach the legal description to this form
Existing Zone District	
Property Size	

Proposed Zone District	
Adjacent Property Owners (See note below)	Please attach a separate document to this form. Adjacent Property Owners need to be identified within a ½ mile radius of the project site. If the project is within ½ mile of an incorporated community boundary, noticing will be sent to the owners of record of all adjacent property within 500 feet of the project site. Project Site definition: “The entire area included in the legal description of the land on which a use or development is existing or proposed.”
Brief Description of Project	

Property Owner/Applicant printed name \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note to Property Owner/Applicant:**

Please see the Rio Blanco County Land Use Regulations, current adopted version, Section 4-201 Outline of Process for details regarding the Rio Blanco County Land Use Change Permit process.

**Adjacent Property Owners**

4-301(B)(1)

*“e. Names and Addresses of Adjacent Property Owners - If the application requires mailed notice, provide a list of the names and mailing addresses of adjacent property owners. This information can be obtained from the County Assessor’s Office. Adjacent properties listed shall be in accordance with Section 4-101.I.2 of this Article.”*

## 4-207 Rezoning Review

### Step 1: Pre-application Conference

- May be conducted in person or by phone

### Step 2: Application Submittal

### Step 3: Completeness Review

- 21 calendar days to review
- If incomplete, applicant will be informed in writing

### Step 4: Schedule Public Hearing

- Notice by Publication
- Notice to Adjacent Property Owners

### Step 5: Referral to Agencies

- 21 calendar day comment period
- Additional agency fees may be imposed

### Step 6: Evaluation by Assigned Staff

- Staff Report prepared

### Step 7: Recommendation by Planning Commission

### Step 8: Decision by Board of County Commissioners