



City of Englewood
 Community Development Department
 1000 Englewood Parkway
 Englewood, CO 80110
 303-762-2342
 englewoodco.gov

TRANSIT STATION AREA OVERLAY

CHECKLIST

Only **complete** applications will be accepted.

Please use the following Checklist to complete your application.

Submittals will only be accepted via <https://ims.englewoodco.gov>

Apply under Planning Projects: Submit Application → Zoning → Transit Station Area

| Applicant √ | City √ | Checklist Items |
|----------------|-----------|--|
| | | Pre-application meeting with Community Development held on: |
| | | Pre-application Neighborhood Meeting held on: |
| | | Letter of Authorization (if applicant is not the property owner) |
| | | Documentation of legal interest in the property |
| | | Fees |
| | | Application Fee (payable to City of Englewood) (Non-Refundable) TSA Rezoning \$2,000.00 TSA Amendment \$1,200.00 |
| | | Recording Fee (payable to City of Englewood) \$ TBD (Due at recording) |
| | | Written statement describing the objectives to be achieved by the proposed rezoning or amendment |
| | | Site Plan: |
| | | Written and graphic scale - Not less than one inch per fifty feet (1" = 50') |
| | | North arrow |
| | | Property address |
| | | Legal description of property proposed for rezoning |
| | | ALTA/ACSM Land Title Survey |
| | | Other Documents: Provide any special agreements, easements, conveyances, restrictions or covenants governing the property |
| | | Drainage Report |
| | | Traffic Study |
| | | Additional material/information as requested by City Manager or Designee |
| Note: | | Additional copies will be required for: <ul style="list-style-type: none"> ▪ Resubmittals ▪ Outside agency referrals ▪ Planning and Zoning Commission Public Hearing ▪ City Council 1st Reading ▪ City Council Public Hearing |

Avoid delays - Submit a complete application!