

Congress Park Neighbors, Inc

Rezoning to R2 – 9 Basic steps to submit an application

John Van Sciver (303) 377- 4913

- 1) Learn the basics of Rezoning:** Read the “Rezoning - Frequently Asked Questions.” Call for answers to questions you may have. (See contact information below)
- 2) Speak informally to your neighbors about the idea of Rezoning:** Your application will need to either touch an existing R2 zone, or include at least 1 acre (about 10 houses which must touch each other in some way.)
- 3) Print off a map for your block which shows individual owner parcels:** These are available on the internet at denvergov.org/realproperty.asp (look for “Assessor’s Parcel Map” link). Mark the properties where owners show interest in rezoning. (Call for help if you have difficulty here.)
- 4) Hold an informal block meeting:** Invite your neighbors to an informal meeting to discuss Rezoning. Have a representative from Congress Park Neighbors present to answer questions, provide samples of forms, and explain the process. (John Van Sciver is available to help with this.)
- 5) Consider the cost:** The application fee is \$1000 for up to 1 acre, and \$500 for each added acre or portion thereof. It works out to about \$100 per house.
- 6) Meet with the Denver Community Planning & Development Department:** Once you think you have enough interest in Rezoning, contact Chris Gleissner at (720) 865-2938 to explain your proposed application. Chris will go over the application process in detail and provide electronic copies of needed forms.
- 7) Complete the forms:** Have all interested property owners complete the one page “Ownership information Form”, sign the “Applicant List Form”, and provide a \$100 check to help cover the cost. Complete the one page “Application For Zone Map Amendment” form. (Call for tips on how to make this step go smoothly.)
- 8) Meet with City Councilwoman Jeanne Robb:** *Before* submitting your application, contact Councilwoman Robb’s office at (303) 377-1807 and schedule a meeting to discuss your application. She will not be able to discuss and give her opinion on your application once it is formally submitted.
- 9) Submit your application to Chris Gleissner:** Chris will then become formally involved in the process and will help

coordinate through the point where City Council considers your application for approval.

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