



A COMMUNITY OF CHOICE

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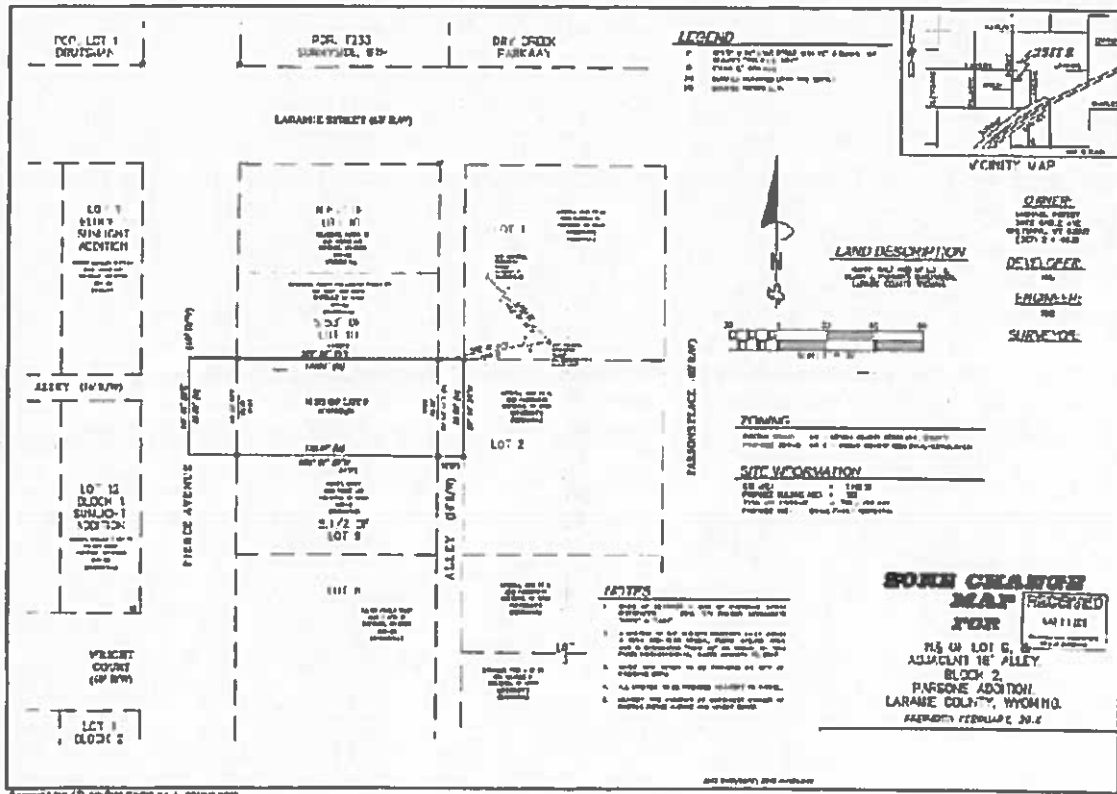
UDC ZONING IMPLEMENTATION GUIDELINE

August 28, 2017

Zone Change Maps Requirements

Section 2.2.1 of the City of Cheyenne Unified Development Code (UDC) establishes the procedures for Applicants submitting an application for a zone change, rezoning, of their property within the City. The application must be accompanied by a Zone Change Map which shows a drawing of the property to be rezoned as well as the legal description of that same property. If the City's Governing Body, City Council and Mayor, approve the zone change, the zone change map becomes a legal document and instructs the City's GIS staff to revise the City's Official Zoning Map. The map **does not** have to be completed by a surveyor or draftsman, but the following information must be shown on the zone change map.

1. Drawing of the subject property or properties showing the dimensions of each of the boundaries (property lines);
2. Show the legal description for the subject property;
3. Show and label abutting or nearby street names, alleyways or access easements granted to the property;
4. Provide a label stating it is the Zone Change Map for [legal description].
5. Label the date the map was prepared and by whom;
6. List the current owner(s) name(s);
7. Show a vicinity map;
8. List the scale of the map and provide a north arrow;
9. Drawing of subject lot(s) in context of abutting lots on both sides of the street or alley;
10. On the map show the names and addresses of abutting lot owners;
11. On the map show the surrounding land uses and zoning districts;
12. Zoning Block indicating existing and proposed zoning district;
13. Site information block indicating existing square footage or acreage size of each subject property;
14. General Notes indicating special characteristics of the property(s) if applicable; and
15. If the site was surveyed, the name and contact information of the surveyor.



Sample or Example Zone Change Map

Authorized by:

Jim Voeller, Interim Director