



**Planning Division
Community Development Department
THE CITY AND COUNTY OF BROOMFIELD**

Project Name: _____ **Case No.:** _____

CHECK-LIST: SITE DEVELOPMENT PLAN MODIFICATION (ADMINISTRATIVE)

Please refer to Broomfield Municipal Code Section 17-38-230 for eligibility requirements. The requirements are available for review at:

<http://www.ci.broomfield.co.us/code>

The estimated review time is approximately two weeks but may vary depending on case load, the need for additional information, or other factors. Below are the typical requirements for a Site Development Plan modification by administrative review.

- Staff Consultation**
A consultation with a Planner is recommended prior to application submittal. The consultation may be by phone or in person.

- Completed Development Application**
Signed by Owner and Notarized.
Application attached and available on the Planning website at:
<http://www.ci.broomfield.co.us/planning/development/index.shtml>

- \$50.00 Review Fee**
Payable to The City and County of Broomfield.

- Letter of Explanation and Justification**
Briefly explain the request.

- Plans**
Requirements vary and should be discussed with a Planner.

Applicant's Signature _____ Date: _____

APPLICATION COMPLETE

DATE: _____

COMMENTS: