



Planning Division  
Community Development Department  
THE CITY AND COUNTY OF BROOMFIELD

CONCEPT PLAN CHECK-LIST

(For Planned Unit Development Plans and Site Development Plans in a PUD Zone District)

Project Name: \_\_\_\_\_ Case No.: \_\_\_\_\_

**Please note that unless a requirement is waived in writing, an application missing any of the items below will be considered incomplete and will not be processed.**

1. **Schedule:** Concept Review Public Meetings are typically held the third Tuesday of each month.
2. **Initial Submittal Date:** Two months (60 days) prior to targeted hearing date. See also typical schedule below.
3. **General Requirements:**

**Pre-Concept Plan Review Meeting** – Highly recommended with a Planner prior to plan submittal.

**Development Application** – Signed by Owner and Notarized

**Brief Project Narrative** (1-2 pages maximum) – Please address the following:

- Project Description
- Land Use Data for Residential Projects: please provide the minimum, maximum and average lot and unit sizes; density; and projected selling price/range of homes.
- Background: List any prior known concept reviews and/or formal approvals for the site including PUD Plans, Plats, Site Development Plans and Agreements.
- Proposed Architecture/Urban Design concepts and Landscape Concept
- Proposed Land Use Planning (for PUD Plans)
- Any proposed Open Lands, Parks and Trail Amenities
- Proposed Circulation System
- Proposed Phasing

**Color Site Data Graphic** (8.5" x 11") - Show the acres (or square feet if more appropriate) and percentage of the proposed land uses graphically within the site boundary. Refer to attached example or separate link on planning web page.

**Fee:** Check made payable to The City and County of Broomfield:

- \$200 if less than 10 acres or
- \$500 if 10 acres or more

4A. **Initial Submittal Requirements for Site Development Plan Concept Review** (10 initial sets - 11" x 17" size)

**Sheet 1 - Vicinity Map:** Show and label the project site within the context of the surrounding area.

**Sheet 2 - Site Plan**

- Show adjacent zoning and land use.
- Show proposed building(s), open areas, parking lots, access locations and adjacent right-of-ways. Include sidewalks, trail connections, bike paths and streets.
- Provide a chart with the area and percent of the total site for the following:
  - Total site area
  - Building coverage
  - Parking and drive coverage
  - Open Area (Landscape Coverage)

Continued on Page 2...

**CONCEPT PLAN CHECK-LIST (Continued)**

**Sheet 3 – Color Conceptual Landscape Plan**

- Identify type of ground cover and location of trees, shrubs (deciduous and coniferous), and flower beds
- Identify irrigated and non-irrigated areas
- Show proposed grading plan (existing grades, proposed grades and proposed detention areas)

**Sheet 4 – Color Building Elevations**

- Indicate type of material proposed for building (Include base, wall and roof)
- Indicate proposed colors of the above materials
- Show type of roof proposed
- Provide for the screening of mechanical equipment (roof and ground)
- Indicate the proposed location(s), type(s), and size(s) of signs

**Sheets 5 & 6 – Three Dimensional Perspectives**

- Provide two eye-level, three dimensional perspectives of the proposed development to convey the sense of scale, setbacks, etc. The perspectives should be generated from still images and should show adjacent context (buildings, etc.) where applicable.

**4B. Initial Submittal Requirements for a PUD Plan (5 initial sets – 11" x 17" size)**

**Sheet 1 – Vicinity Map:** Show and label the project site within the context of the surrounding area.

**Sheet 2 - Land Use Plan, Color Preferred** (May vary depending upon individual proposal.)

- Identification of all proposed land uses by area, type, location and size
- Overall project design concept and design concept for each type of land use
- Statement of methods for addressing the unique features of the site
- Land use chart with the following information.
  - Gross acreage of site
  - Proposed square feet of building area and floor area ratio (FAR) (for commercial and industrial)
  - Number of dwelling units and gross density (for residential)
  - Minimum lot sizes and proposed setbacks

**5A. Concept Review Meeting: Final Submittal (35 sets, 11" x 17" size, stapled and folded to an 8.5" x 11" size)**

- Typically due at least 8 days before the public meeting

**5B. Concept Review Presentation**

- Refer to Sheet 3 for details regarding presentations.

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APPLICATION COMPLETE

DATE: \_\_\_\_\_

COMMENTS:

## TYPICAL CONCEPT REVIEW PROCESS

The following is a general outline for the Concept Review Process. The process typically culminates in a Public Meeting before the City Council and Planning and Zoning Commission.

### 1. Concept Review Meeting Schedule

- Concept Review meetings are typically scheduled on the third Tuesday of every month. Projects are assigned to the meeting agenda based on a variety of factors including the number of other pending proposals.

### 2. Initial Submittals

- The initial Concept Plan submittal must be provided a **minimum of sixty (60) days** prior to the desired public meeting date.
- The details for submittal are set forth in the **Concept Review Check-List**. Refer to the previous page.

### 3. Plan Revisions

- Depending on the nature of the proposed project, one or more revised set of plans may be required prior to the public meeting.

### 4. Public Notice Requirements

- Public Notice Signs must be posted by the applicant **10 calendar days** prior to public meeting.
- The Broomfield Planning Division will provide completed signs announcing the Public Meeting.
- All signs must be picked-up from the Planning Division Office **before 5:00 p.m. on the Friday prior to the final posting date.**
- Signs must be posted on the property or on a public right-of-way by the applicant. The Planning Division does not provide stakes or equipment for posting the signs.
- An Affidavit of Posting will be provided with the signs and must be signed (by the person posting the signs), notarized, and returned to the Planning Division **immediately** after posting the notice.
- All public notice signs posted must be removed by the applicant within 48 hours after the hearing.

### 5. Final Submittal for Concept Review Meeting

- The final submittal is required **7 days** prior to the public meeting.
- Submit 35 Color Plan Sets (site plan/landscape plan and building elevations)
- Plans must be 11" x 17" or 8.5" x 11" in size. The 11" x 17" plans must be tri-folded to an 8.5" x 11" size.

### 6. Presentations

- Maximum recommended length of applicant's presentation is 10 minutes.
- Most presentations are made using the overhead camera. Applicants should bring color land plans and any other presentation materials you may wish to present such as material and color boards.
- PowerPoint presentations are allowed but must be set up in advance through Broomfield's GIS Division.
- **On Friday before the scheduled meeting**, contact Greg Scott (303) 438-6247 in GIS regarding Power Point setup instructions.
- **For PowerPoint presentations, hard copies of the presentation must be provided to the Planning Division the day before (typically Monday) the Public Meeting or Study Session. Fifteen (15) copies are need for a City Council Meeting and twenty-five (25) copies are needed for a Study Session. PowerPoint presentations should be printed with one slide per page.**

**Typical Concept Review Timeline\***

Pre-Application Meeting (With staff)	Application (Initial Submittal) Revisions may be requested.	Public Notification (Post Signs)	Final Submittal (35 Plan Sets)	Contact GIS Staff (PowerPoint Set Up)**	Public Meeting (Before City Council & Planning & Zoning Commission)
Varies	<b>60 days before Public Meeting</b>	<b>Friday 10 days before Public Meeting</b>	<b>Minimum: 7 days before Public Meeting</b>	<b>Friday 5 days before Public Meeting</b>	<b>Third Tuesday of the Month</b>

\*Timeline is typical and is subject to change.

\*\* PowerPoint presentation is not necessary.