



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 is 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 (typically 8 ½ x 11 inch or 11 x 17 inch size)**  
Requirements vary and should be discussed with a Planner.
- Letter of Approval or Consent** - May be requested from homeowners or owners association or similar entity.

APPLICATION COMPLETE

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

COMMENTS:

**Broomfield Municipal Code - Title 17**  
**Regarding Administrative Modification to an approved Site Development Plan**

**17-38-230 Modification.**

(A) The city manager or his or her designee may approve modifications to the site development plan if he or she determines the modifications are generally consistent with the approved PUD plan and site development plan. Such modifications are also restricted to the following categories and limits:

- (1) Floor area ratios, number and density of dwelling units, building coverage, and overall exterior dimensions may be decreased by any amount or may be increased by not more than ten percent.
- (2) Minimum lot sizes and open area may be increased by any amount or may be decreased by not more than ten percent.
- (3) Parking and drive coverage may be changed by not more than ten percent.
- (4) Location, species, and size of new trees and shrubs, and location and type of turf, ground cover, planting areas, retaining and decorative walls, fences, and similar structures can be changed, provided that materials remain equivalent and locations remain appropriate.
- (5) The grading plan may be changed, provided that the city engineer determines there is a sound engineering basis for such change.
- (6) Other modifications may be made if, in the opinion of the city manager or his or her designee, they are minor in scope, will not have a detrimental effect on the neighborhood or the project, and satisfy the review standards of section 17-38-220.

(B) Except as provided in subsection (A) of this section, any modification to an approved site development plan requires the same review by the land use review commission and the city council as the original site development plan.

(C) At the discretion of the city manager or his or her designee, a formal or informal hearing may be conducted to assist in making findings relevant to modifications permitted by this section. All costs of notification and hearing shall be borne by the proponent of, or applicant for, the modification. (Ord. 725 §1, 1987; Ord. 849 §1, 1989; Ord. 1111 §37, 1995; Ord. 1364 §5, 1998)



Application for Development Review

This form is intended to be used along with additional information applicable to the particular request.

PROJECT CASE NO
DATE OF SUBMITTAL
FEE PAID:
PROJECT NAME
4. TYPE OF REQUEST

PLEASE TYPE

1. Applicant/Developer:

Person to Contact:
Address:
Telephone:
Fax Number:
E-Mail:

2. Property Owner (Per Current Title Policy):

Person to Contact:
Address:
Telephone:
Fax Number:
E-Mail:

3. Planner/Architect/Engineer:

Person to Contact:
Address:
Telephone:
Fax Number:
E-Mail:

- Conceptual Review
Comprehensive Plan Amendment
PUD - PUD Plan
PUD - PUD Plan Amendment
Rezoning
ROW / Easement Vacation
Sign Code Exception
Site Development Plan with Agreement\*
Site Development Plan Amendment - Hearing
Site Development Plan - Admin. Modification
Subdivision - Final Plat with Agreement\*
Subdivision - Preliminary Plat
Subdivision - Replat
Subdivision - Minor
Use by Special Review
Vesting Rights
Urban Renewal Site Plan
Other
\*See Owner/Developer Information Form for Subdivision Improvement Agreements.

5. Property Address and General Location:

6. Legal Description (attach on disk Word 6.0 if longer than one page)

7. Area of Property: Acres/Square Feet

8. Current Zoning:

9. Current Land Use:

10. Proposed Zoning:

11. Summary of Proposal:

12. Estimated Project Valuation for land: \$ and new construction \$

As owner of the aforementioned property, I hereby consent to the submission of this Application for Development Review and authorize the applicant to act on my behalf with regard to this application.

13. Owner

By

STATE OF )
) ss.
COUNTY OF )

The foregoing instrument was acknowledged before me this day of , 20

by

Witness my hand and official seal.

Signature

Notary Public

