



Planning Division
Community Development Department
THE CITY AND COUNTY OF BROOMFIELD

USE BY SPECIAL REVIEW CHECKLIST

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.

Pre-Application Meeting

- Highly recommended with a member of the Planning staff at least two weeks prior to plan submittal.

Executed Forms

- Development Application - Original, Signed by Owner and Notarized
- Certificate of Notice For Owner of Severed Mineral Estates – Original Signed and Notarized

Current Proof of Ownership

- Title Commitment – Current within 60 days from date of application

Fee for Processing, Noticing and Recording. Check made payable to: The City and County of Broomfield

- Processing and Recording Fee = \$500
- Notice and Publication Fee = \$100

Use by Special Review Plan – Minimum/Initial Requirements (Refer to Broomfield Municipal Code Chapter 17-38)

- Plans – 3 sets (24" x 36") – Stapled and folded to 8.5" x 11" size
- Plans – 25 sets (11" x 17") – stapled and folded to 8.5" x 11" size
- Color Plans – 2 sets (11" x 17") – Stapled and folded to 8.5" x 11" size. Please include:
 - Combined site and landscape plan
 - Building elevations
 - 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.
- Legal Description – Provide on disk (Word 6.0) if longer than one page
- Electronic Copy of Entire Plan – Provide on Computer Disk or DVD (Auto Cad v.13 through 2005)

The following items may be required - Verify with Planning and Engineering

- 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.
- 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 the Planning web page.
- Completed Open Land Tracking Form – 2 copies
- Evidence of existence and status of organization for maintenance of private common areas (i.e., CC&Rs)

USE BY SPECIAL REVIEW CHECKLIST (Continued)

The following reports may be required – Verify with Planning and Engineering

- Utility Report – 4 copies
- Drainage Report – 3 to 4 copies (consult with Planner)
- Traffic Analysis Report – 3 copies
- Geotechnical Study – 2 copies
- Earthen Cut and Fill Investigation Report – 2 copies
- Environmental Assessment & Open Land/Trails Analysis – 2 to 3 copies (consult with Planner)
- Oil and Gas Well Abandonment Report – 2 copies

Refer Broomfield Municipal Code Section 17-52 regarding public notice requirements.

To be completed by Planning:

- APPLICATION COMPLETE AND ACCEPTED
- DATE: _____