



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

**USE BY SPECIAL REVIEW CHECK-LIST**

**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.  
 Open Land Tracking Form - Completed  
 Evidence of existence and status of organization for maintenance of private common areas (i.e., CC&Rs)

**Continued on Page 2...**

**USE BY SPECIAL REVIEW CHECK-LIST (Continued)**

**The following reports may be required - Verify with planning and engineering**

- Utility Report – 3 copies
- Drainage Report – 3 copies
- Traffic Analysis Report – 3 copies
- Geotechnical Study – 2 copies
- Earthen Cut and Fill Investigation Report – 2 copies
- Wildlife Assessment and Relocation Study – 2 copies
- Oil and Gas Well Abandonment Report – 2 copies

Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Refer to Attachment for additional information and requirements regarding public notices, hearings, etc.**

APPLICATION COMPLETE

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

Revised: 11/06 – waldo\planning\forms&templates\check-list-usr