



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

Project Name: _____ Case No.: _____

CHECK-LIST: COMPREHENSIVE PLAN AMENDMENT

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 - Signed by Owner 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

- If less than 10 acres = \$200
 If more than 10 acres = \$650
 Notice and Publication Fee = \$100

Legal Description

- Legal Description on 8 1/2" by 11" paper for each proposed zone district with drawing of each area as attached exhibits. Provide on disk (Word) if longer than one page

Comprehensive Plan Amendment – Minimum / Initial Requirements

- Written description of the proposal.
 Vicinity map indicating project location and boundaries
 Supplemental information which may help the City Council in its decision
 Plan 1" = 1000' or larger scale which identifies the proposed land use changes

Applicant's Signature _____ Date: _____

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

APPLICATION COMPLETE DATE: _____

COMMENTS: