



DEVELOPMENT REVIEW APPLICATION

Community Development Department • Planning Division

Project Name*: _____

Project Case No.*: _____ **Submittal Date*:** _____ **Fee*:** _____

**To be completed by City staff*

Type of Request:

- | | | |
|---|--|--|
| <input type="checkbox"/> Conceptual Review | <input type="checkbox"/> Revocable Permit | <input type="checkbox"/> Use by Special Review (Various) |
| <input type="checkbox"/> Comprehensive Plan Amendment | <input type="checkbox"/> Site Development Plan | <input type="checkbox"/> Urban Renewal Site Plan |
| <input type="checkbox"/> Planned Unit Development Plan | <input type="checkbox"/> Site Development Plan Amendment | <input type="checkbox"/> Vesting Rights |
| <input type="checkbox"/> Planned Unit Development Amendment | <input type="checkbox"/> Subdivision - Final Plat / Replat | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Rezoning | <input type="checkbox"/> Subdivision - Preliminary Plat | |
| <input type="checkbox"/> ROW / Easement Vacation / Easement Grant | <input type="checkbox"/> Subdivision - Minor Plat | |

Summary of Request: _____

Project Address or Parcel IDs: _____

Applicant / Developer:

Company: _____

Contact: _____

Address: _____

Phone: _____

E-Mail: _____

Property Owner: (per current title policy)

Company: _____

Contact: _____

Address: _____

Phone: _____

E-Mail: _____

Planner/Architect/Engineer:

Company: _____

Contact: _____

Address: _____

Phone: _____

E-Mail: _____

Project Information:

Legal Description: *(attach additional sheet if necessary)*

Subdivision: _____

Lot(s): _____ Blk(s): _____

Proposed Subdivision Name: _____

Est. Project Land Valuation: \$ _____

Est. New Construction Valuation: \$ _____

Development Statistics:

(do not leave any blanks - use n/a)

Current Zoning: _____ Proposed Zoning: _____

(i.e. A-1, E-1, R-1, B-1, I-1, PUD, etc.)

Current Land Use: _____

Proposed Land Use: _____

Size of Property: _____ *(acres/sq.ft.)*

Proposed residential lots: _____

Single-family lots: _____ *Townhome units:* _____

Condo units: _____ *Apartment units:* _____

Proposed commercial: _____ *(sq.ft.)*

Proposed industrial: _____ *(sq.ft.)*

Proposed system: *(check one - if applicable)*

City Sewer - Lift Station - OWTS/Septic

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.

Owner: _____ **Signature:** _____

Please Print



COMPREHENSIVE PLAN AMENDMENT

Community Development Department • Planning Division

Applicants must submit the following information in order for the application to be deemed complete and accepted. An application missing any of the items below will be considered incomplete and cannot be processed until the missing items are provided. All information must be submitted following the specifications listed in the [Submittal Guidelines](#) document.

- Pre-Application Meeting** - Date: _____ Planner: _____
(It is highly recommended to meet with a member of the Planning staff at least two weeks prior to plan submittal. The meeting provides an opportunity for the applicant to discuss the development proposal and receive preliminary comments and direction from various city department representatives.)
- Fee for Processing, Noticing and Recording**
(Check made payable to: The City and County of Broomfield)
 - \$250 = less than 10 acres; or
 - \$650 = more than 10 acres.
 - \$100 = notice and publication fee. (required)

APPLICATION SUBMITTAL DOCUMENTS:

1. Submit disc(s) or flashdrive(s) with a pdf of all items listed on the checklist below. All files must be named and organized in accordance with the [Submittal Guidelines](#).
2. Submit one paper copy of all items listed on checklist below.

- Application Packet (mm-dd-yyyy)** (Development Review Application and Checklist)
Items waived by city staff must include the authorizing staff member's name next to the checkbox.
- Legal Description (mm-dd-yyyy)** - required for each proposed zone district with a drawing of each area as attached exhibits. *(For hard copy - printed at 8.5"x11")*
- Proof of Ownership (mm-dd-yyyy)**
(Title Commitment current within 60 days from date of application)
 - Include electronic link with live links to exceptions
- Comprehensive Plan Amendment (mm-dd-yyyy)**
Minimum - Initial Supporting Documentation (BMC Chapter 17-58)
 - Written description of the proposal and specify which Comprehensive Plan goals, objectives, or policies the amendment compliments.*
 - Vicinity map indicating the 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.*
- _____ (mm-dd-yyyy) - other requirement as requested

To be completed by Planning:

- INCOMPLETE APPLICATION AND APPLICANT INFORMED ON: _____ (date)
- APPLICATION COMPLETE AND ACCEPTED ON: _____ (date)