



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.)*
 Flood zone(s): _____
 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:** _____



CONCEPT REVIEW

Community Development Department • Planning Division

The [Broomfield Municipal Code \(BMC\) Section 17-38-030](#) establishes the minimum requirements for Concept Reviews in Broomfield, please review those requirements and additional items in the checklist below.

Applicants must submit the following information 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. Use this [Pre-Application Meeting Request](#) form and submit to Planning@Broomfield.org. 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 and Noticing**
 - \$200 = less than 10 acres; or
 - \$500 = more than 10 acres.

Broomfield accepts payment of fees by credit card (after submitting your application please call: 303-438-6284) or check (made payable to: The City and County of Broomfield). Please include a reference to the project name or property address in the subject line of the check if sending prior to the issuance of a case number by Broomfield.*

**Note that there is a processing fee of 2.65% for payments made by credit cards.*

APPLICATION SUBMITTAL DOCUMENTS:

Submit email with a pdf of all items listed on the checklist below to planningapps@broomfield.org. Dropbox or other file sharing tools may be used if needed. All files must be named and organized in accordance with the [Submittal Guidelines](#).

- 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.
- Project Description (mm-dd-yyyy)** - Please address the following:
 - Land Use Data for Residential Projects - *(please provide the minimum, maximum, and average lot sizes and unit sizes; density; and projected selling or rental price or price range of homes)*
 - Proposed Architecture/Urban Design concepts and Landscape concept
 - Proposed Land Use Planning - *(for PUD Plans)*
 - Any proposed Open Lands, Parks, and Trail Amenities
 - Proposed Circulation System
 - Proposed Phasing
 - Proposed Sustainability Elements
- Concept Plan (mm-dd-yyyy)** Plan sheets to be numbered and include the following information:
 - Vicinity Map - show project site within the context of the surrounding area ([example](#))
 - Site Plan
 - Show adjacent zoning and land use.

- Show proposed building(s), open areas, parking lots, access locations and adjacent right-of-ways. Include sidewalks, trail connections, bike paths, and streets.
- Color Conceptual Landscape Plan
 - Identify type of ground cover and location of trees, shrubs (deciduous and coniferous), and flower beds.
- Color Building Elevations*
 - Indicate type of material proposed for building (*include base, wall, and roof*).
 - Indicate proposed colors of the above materials.
- Three Dimensional Perspectives*
 - Provide two eye-level, three dimensional perspectives of the proposed development to convey the sense of scale, setbacks, etc. The perspective should be generated from still images and should show adjacent context (buildings, etc.) where applicable.

*If specific building design is not prepared, applicants may provide images of similar facilities/developments as 'inspiration' images to provide a preview of the anticipated architectural style and materials.

- Public Land Dedication Table (mm-dd-yyyy)** - for residential projects ([example](#) at bottom of page)
- Housing Division Review Form**) - for residential projects ([form](#))

To be completed by Planning:

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