



# 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:** \_\_\_\_\_



# EASEMENT RELEASE

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. Use this [Pre-Application Meeting Request](#) form and submit to [Planning@Broomfield.org](mailto: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.)*
- Requested Easement Release Type** (Check All That Apply)
  - Easement dedicated or conveyed to the City and County of Broomfield.
  - Easement, or portion thereof, is not in use.
  - Easement, or portion thereof, will not be used in the future.
  - Written approval of affected utility companies or public agencies *(include letter(s) of consent as a combined separate file named: **Letter(s) of Consent**)*

## **APPLICATION SUBMITTAL DOCUMENTS:**

Submit email with a pdf of all items listed on the checklist below to [planningapps@broomfield.org](mailto:planningapps@broomfield.org). Provide online submittal with a pdf of all items listed on the checklist below. 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.
- Proof of Ownership (mm-dd-yyyy)**  
(Title Commitment current within 60 days from date of application)
  - Include electronic link with live links to exceptions
- Request Letter (mm-dd-yyyy)**  
Written description of why the easement release is requested.
- Release of Easement Document (mm-dd-yyyy) - attached**
  - Exhibit A**
    - Legal Description** - typically a metes and bounds description
    - Exhibit** - depicting easement location or portion thereof to be vacated

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## **To be completed by Planning:**

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

City and County of Broomfield

RELEASE OF EASEMENT

THE CITY AND COUNTY OF BROOMFIELD, a Colorado municipal corporation and county, for valuable consideration, the receipt and adequacy of which are hereby acknowledged, does hereby forever remise and release all of its right, title, and interest in and to those Easements described in Exhibit A, which by this reference is incorporated and attached herein.

THE CITY AND COUNTY OF BROOMFIELD,  
COLORADO

\_\_\_\_\_  
City and County Manager

ATTEST:

\_\_\_\_\_  
City & County Clerk

STATE OF COLORADO    )  
  ) ss.  
COUNTY OF BROOMFIELD )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by \_\_\_\_\_, as City and County Manager of the City and County of Broomfield, a Colorado municipal corporation and county.

WITNESS my hand and official seal.

My commission expires: \_\_\_\_\_

(SEAL)

\_\_\_\_\_  
Notary Public