



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. The meeting provides an opportunity for the applicant to discuss the development proposal and receive preliminary comments and direction from various city department representatives.)

Neighborhood Meeting - Date: _____
(A neighborhood meeting is required prior to plan submittal. Frequently Asked Questions and Guidelines for neighborhood meetings can be [found here](#). The meeting provides an opportunity for the applicant to discuss the development proposal and receive preliminary comments and direction from neighboring residents and business owners.)

Copy of Meeting Notes

List of Attendees

Fee for Processing, Noticing, and Recording

\$550 = less than 10 acres; or

\$650 = more than 10 acres, plus \$10 per additional acre over 10 acres.
(round to the nearest acre)

\$100 = notice and publication fee. (required)

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) (separate write-up in letter format)
(For residential projects include: minimum, maximum, and average lot sizes and unit sizes; density; and projected price or price range of homes.)

Owner-Developer Information (mm-dd-yyyy) ([Form](#))
For Improvement Agreement (IA) or Subdivision Improvement Agreement (SIA)

Exhibit A (Legal Description) - separate file

- Exhibit C** (*Itemized List of Public Improvements and Estimated Costs*) - separate file ([example](#))
- Proof of Ownership (mm-dd-yyyy)**
(Title Commitment current within 60 days from date of application)
 - Include electronic link with live links to exceptions
- Mineral Estates Notification (mm-dd-yyyy)** - Signed by Owner ([form](#))
- Final Plat (mm-dd-yyyy)** (BMC [Chapter 16-20](#))
 - Include applicable [certification blocks](#), [development tables](#), and [standard notes](#).
 - Please provide a minimum 1 inch margin on all sheets for Final Plat
- Address Plat (mm-dd-yyyy)**
- Geodetic Survey Requirements (mm-dd-yyyy)** - signed by the Surveyor
- AutoCad Files** (AutoCad for all sheets of Final Plat and Address Plat must be submitted matching the PDF sets in AutoCAD v.2017 or older)
- _____ (**mm-dd-yyyy**) - other requirement as requested

FINAL REPORTS AND STUDIES: (*separate electronic folder to include all items required below*)

- Utility Report (mm-dd-yyyy)**
- Drainage Report (mm-dd-yyyy)**
- Traffic Analysis Report (mm-dd-yyyy)**
- Geotechnical Study (mm-dd-yyyy)** (including Earthen Cut and Fill Investigation Report)
- Environmental Assessment & Open Lands/Trails Analysis (mm-dd-yyyy)** ([guidelines](#))
- Floodplain Channel Improvement Report (mm-dd-yyyy)** (Only required if improvements are being made within a FEMA Regulatory Floodplain. Contact Broomfield's Floodplain Manager for specific requirements prior to submitting applications.)
- Oil and Gas Well Abandonment Report (mm-dd-yyyy)**
*Only if there are plugged/abandoned wells on site or within 250 feet of site ([instructions](#))
- Closure Report (mm-dd-yyyy)** (1:10,000)
- _____ (**mm-dd-yyyy**) - other report or study as requested

Note: A certificate of taxes due indicating a \$0 balance will be required prior to recording of any plat documents.

To be completed by Planning:

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