



MINOR PLAT

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.

Pre-Application Meeting - Date: _____ Planner: _____
(A pre-application meeting is highly recommended at least two week 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.)

\$250 Application Review Fee for Processing and Recording
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** (Development Review Application and Checklist)
Items waived by city staff must include the authorizing staff member's name next to the checkbox.
- Project Description** (separate write-up in letter format)
- Proof of Ownership** (Title Commitment current within 60 days from date of application, include live links to exceptions)
- Completed Mineral Estates Notification form - Signed by Owner**
[Mineral Interest Notification Requirements](#) and Related Resources: [House Bill 01-1088](#)
- Minor Plat** (BMC Chapters 16-16, 16-20, and 16-22)
 - Include applicable [certification blocks](#), [development tables](#), and [standard notes](#).
- Address Plat**
- AutoCAD files of the Minor Plat and Address Plat** (must be submitted matching the PDF sets in AutoCAD v.2017 or older)
- Geodetic Survey Requirements** - signed by the Surveyor

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

- Oil and Gas Well Abandonment Report**
**Only if there are plugged/abandoned wells on site or within 200 feet of site (instructions)*
- Closure Report** (1:10,000)

To be completed by Planning:

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