



# 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*



# 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. 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.)*
- \$250 Application Review Fee for Processing and Recording**  
*(Check made payable to: The City and County of Broomfield)*

### **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 AutoCAD copy of the Minor Plat and the Address Plat (all sheets, use AutoCAD v2017 or older) in accordance with the [Submittal Guidelines](#).
3. 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.
- Project Description (mm-dd-yyyy)** (separate write-up in letter format)
- 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](#))
- Minor Plat (mm-dd-yyyy)** ([BMC Chapters 16-16, 16-20, and 16-22](#))  
*(For hard copy - printed to scale at 11"x17", stapled, and folded backward to 8.5"x11")*
- Address Plat (mm-dd-yyyy)**
- Geodetic Survey Requirements (mm-dd-yyyy)** - signed by the Surveyor ([form](#))

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

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

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

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

## Required Certification Blocks and Standard Notes Minor Plat

(Reference the 'Cover Page Example' for placement guidance)

### **CERTIFICATION BLOCKS:** (*Certification Block Templates*)

1. Legal Description
2. Owner Certificate
3. Lien Holder Certificate - if applicable
4. City Approval
5. Attorney's Certificate - if applicable
6. Surveyor's Certificate

### **DEVELOPMENT TABLES:** (*Development Table Templates*)

1. As requested

### **STANDARD PLAN NOTES:** (*Additional notes may be requested as part of the review process*)

1. This plat contains **[insert: number]** lots and **[insert: number]** tracts.
2. Notice: According to Colorado Law you must commence any legal action based upon any defect in this survey within three (3) years after you first discover such defect. In no event may any action based upon any defect in this survey be commenced more than ten (10) years from the date of the certification shown hereon.
3. Floodplain: The property is in Zone **[insert: zone]**, determined to be **[select: inside/outside]** the **[insert: percent]** annual chance floodplain per FEMA flood insurance rate map number **[insert: number]** Revised **[insert: date]**. If this site is not within an identified special flood hazard area, this flood statement does not imply that the property and/or the structures thereon will be free from flooding or flood damage. On rare occasions, greater floods can and will occur and flood height may be increased by man or natural causes. This flood statement shall not create liability on the part of the surveyor.
4. Basis of bearings .....
5. Project Benchmark .....
6. Combined scale factor .....
7. Colorado Coordinate system....
8. The Colorado Oil and Gas Conservation Commission online records do not disclose, as of the date of approval of this final plat, any plugged or abandoned oil and gas wells, production sites, or any former oil and gas production sites located within the boundaries of the SDP or within 200 feet of such boundaries, pursuant to BMC Section 17-38-160(F).
  - a. **Or, if there are plugged or abandoned wells within 200 feet the note shall state**, "The owner shall disclose to prospective purchasers of lots within a radius of 200 feet of the plugged and abandoned well of (1) the location of the plugged and abandoned well, (2) the location of the maintenance and workover easement, and (3) the purpose for the well maintenance and workover easement".
9. All easements are hereby granted on all lots as shown herein.
10. The No-Build Area is for the exclusive use of an Onsite Wastewater Treatment System (OWTS) serving a single lot. Nothing shall be placed or constructed on the soil treatment area that would seal the surface of the soil or cause compaction, such as, but not limited to, concrete (walkways and driveways, etc.), asphalt, pools and corrals. The No-Build Area is graphically shown on the plat. The actual size will be determined by a design engineer and reviewed by Broomfield Public Health as part of the application process. Approval or rejection of the application will be based on the application review and compliance with City and County of Broomfield OWTS regulations. (*\*required when OWTS is proposed for rural residential lots and Public Health needs to approve the OWTS permit before the final plat approval.*)
11. The collective improvements (storm drainage, collective open lands, etc) will be owned and maintained by  

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  - a. **Or in the alternative**, "See ownership and maintenance table for responsibilities on the Site Development Plan".