



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

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.)
- Neighborhood Meeting** - Date: _____
(A neighborhood meeting is required prior to plan submittal. 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**
(Check made payable to: The City and County of Broomfield)
 - \$250 = 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)

APPLICATION SUBMITTAL DOCUMENTS:

1. Submit pdf of all items listed on the checklist below via email at planningapps@broomfield.org. All files must be named and organized in accordance with the Submittal Guidelines.
 2. Submit AutoCAD copy of the PUD Plan (all sheets, use AutoCAD v2017 or older) 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.)
 - 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](#))
 - PUD Plan (mm-dd-yyyy)** (BMC Chapters 16-16 and 17-38)
 - Bike / Pedestrian Plan if requested by Planner ([Instructions](#))
 - Site Data Graphic (mm-dd-yyyy)** ([example](#))
 - _____ (mm-dd-yyyy) - other requirement as requested

PRELIMINARY 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](#))
- 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](#))
- _____ (mm-dd-yyyy) - other report or study as requested

To be completed by Planning:

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

Required Certification Blocks, Tables, and Standard Notes Planned Unit Development (PUD) Plan

(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. Land Use Review Commission Certificate
5. City Council Certificate
6. Surveyor's Certificate

DEVELOPMENT TABLES: ([Development Table Templates](#))

1. Ownership and Maintenance
2. Site Data
3. Public Land Dedication - if residential
4. Open Lands Tracking Table - if applicable
5. Variances - if applicable

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

1. This PUD Plan or any phase hereof may be revoked by the City Council if a Site Development Plan is not submitted to the City and County of Broomfield within five years from the date of approval of this PUD Plan.
2. The Colorado Oil and Gas Conservation Commission online records do not disclose, as of the date of approval of this planned unit development plan, 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".