



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



SITE DEVELOPMENT PLAN AND/OR PLANNED UNIT DEVELOPMENT PLAN TEXT AMENDMENT

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.)
- 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 to planningapps@broomfield.org. 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)
- Proof of Ownership (mm-dd-yyyy)**
(Title Commitment current within 60 days) Include electronic link with live links to exceptions
- Mineral Estates Notification (mm-dd-yyyy)** - Signed by Owner ([form](#))
- Legal Description (mm-dd-yyyy)**
- Reference Plan (mm-dd-yyyy)** - if applicable
- Executed Text Amendment (mm-dd-yyyy)** ([example](#))
(The amendment may be revised during the review process. The revised plan will need to be re-executed.)
- _____ **(mm-dd-yyyy)** - other requirement as requested

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

The applicant may request that one or more of these reports be waived by the City Engineer. The applicant should submit a request and justification in writing. The justification will be considered as part of the review process.

- 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 the 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)