Project Name/Address*: _____

Project Case No.*: _____ **Submittal Date*:** _____ **Fee*:** _____
*To be completed by City staff

Broomfield Municipal Code (BMC) Section 17-38-230 outlines the eligibility requirements for a site development plan administrative modification within a PUD zone district. The modifications shall be generally consistent with the approved PUD plan and site development plan. Such modifications are also restricted to the following categories and limits:

1. Floor area ratios, number and density of dwelling units, building coverage, and overall exterior dimensions may be decreased by any amount or may be increased by not more than ten percent.
2. Minimum lot sizes and open area may be increased by any amount or may be decreased by not more than ten percent.
3. Parking and drive coverage may be changed by not more than ten percent.
4. Location, species, and size of new trees and shrubs, and location and type of turf, ground cover, planting areas, retaining and decorative walls, fences, and similar structures can be changed, provided that materials remain equivalent and locations remain appropriate.
5. The grading plan may be changed, provided that the city engineer determines there is a sound engineering basis for such change.
6. Other modifications may be made if, in the opinion of the city manager or his or her designee, they are minor in scope, will not have a detrimental effect on the neighborhood or the project, and satisfy the review standards of section 17-38- 220.

The estimated review time for an administrative modification is approximately two weeks, but may vary depending on caseload, the need for additional information, or other factors.

Property Location:

Address: _____

Parcel Number: _____

General Location: _____

Applicant Information:

Applicant: _____ Person to Contact: _____

Address: _____

Phone: _____ E-Mail: _____

Owner Information: (per current title policy)

Applicant: _____ Person to Contact: _____

Address: _____

Phone: _____ E-Mail: _____

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. All information must be submitted following the specifications listed in the Submittal Guidelines document.

☐ **Preliminary Questions** - If you have questions regarding the process or the application materials, please contact planning@broomfield.org.

If you have been working with a specific planner please provide their name: _____

☐ **Fee for Processing**

 ☐ $50 = application fee

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. All files must be named and organized in accordance with the Submittal Guidelines.

☐ **Application Packet (mm-dd-yyyy)**

☐ **Plan (mm-dd-yyyy)**
The plan should clearly show the proposed change including location, dimensions, planting materials, and/or architectural information as necessary depending on the type of request

☐ **Letter of Approval or Consent (mm-dd-yyyy)**
Approval or consent from a homeowners association or similar entity may be required, depending on the request.

☐ **Letter of Explanation and Justification (mm-dd-yyyy)**
Written description of the proposed request.

☐ _____ - other requirement(s) as requested

To be completed by Planning:

☐ INCOMPLETE APPLICATION AND APPLICANT INFORMED ON: _____ (date)

☐ APPLICATION COMPLETE AND ACCEPTED ON: _____ (date)