



# SITE DEVELOPMENT PLAN AND URBAN RENEWAL SITE PLAN

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. Use this [Pre-Application Meeting Request](#) form and submit to [Planning@Broomfield.org](mailto: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.)*

- Neighborhood Meeting** - Date: \_\_\_\_\_  
*(A neighborhood meeting is required prior to plan submittal. Frequently Asked Questions and Guidelines for neighborhood meetings can be [found here](#). 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**

- \$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)

*Broomfield accepts payment of fees by credit card\* (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](mailto: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 (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)
- Land Use Data for Residential Projects - *(please provide the minimum, maximum, and average lot sizes and unit sizes; density; and projected selling or rental price or price range of homes)*
  - Proposed Architecture/Urban Design concepts and Landscape concept
  - Proposed Land Use Planning - *(for PUD Plans)*
  - Any proposed Open Lands, Parks, and Trail Amenities
  - Proposed Circulation System
  - Proposed Phasing

- Proposed Sustainability Elements
  
- Owner-Developer Information Form (mm-dd-yyyy)**  
For Improvement Agreement (IA) or Subdivision Improvement Agreement (SIA)
  - Exhibit A** ([Legal Description](#)) - separate file
  - Exhibit C** ([Itemized List of Public Improvements and Estimated Costs](#)) - separate file
  
- 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](#))
  
- Site Development Plan and/or Urban Renewal Site Plan (mm-dd-yyyy)** (*BMC Chapter 17-38*)  
Plan sheets to be numbered and shall include the following minimum information:
  - Cover Page*
    - Include applicable [certification blocks](#), [development tables](#), and [standard notes](#).
  - Site Plan*
  - Grading Plan*
  - Bike/Pedestrian Circulation Plan* ([instructions](#))
  - Landscape Plan including plant list and quantities*
  - Building Elevations (black/white) including specification for building materials and colors*
  - Site Details (trash enclosure, retaining walls, fencing, park equipment, benches, bike racks, light poles, etc. Include legible photo or drawing with dimensions and color noted.)*
  - [Photometric Plan and Lighting Details](#)
  
- Color Plan Set (mm-dd-yyyy)** (combined)
  - combined site and landscape plan
  - building elevations
  - two eye-level, three-dimensional perspectives of the proposed development to convey the sense of scale, setbacks, etc. The perspectives should be generated from still images and should show adjacent context (buildings, roads, etc.) where applicable.
  
- Address Plat (mm-dd-yyyy)**  
\*If not already provided with a Final Plat application
  
- Housing Division Review Form (mm-dd-yyyy)** - for residential projects ([form](#))
  
- Water Adequacy Form (mm-dd-yyyy)** - ([form](#))
  
- Fire Access Exhibit (mm-dd-yyyy)**  
(Utilize base site plan details as a [single page exhibit](#))  
  
*Include: 25-50-foot turning radii arcs at each intersection; fire lane no parking sign layout; fire lane curb painting plan where required for a project; parking striping (parallel street parking spaces); snow storage areas; traffic calming measures and details; retaining walls and fences with dimensional callouts; and buildable areas/building footprints.*
  
- AutoCad Files** (AutoCad for all sheets of SDP/URSP must be submitted matching the PDF set in AutoCAD v.2017 or older)

**FINAL 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](#))
- Floodplain Channel Improvement Report (mm-dd-yyyy)** (Only required if improvements are being made within a FEMA Regulatory Floodplain. Contact Broomfield's Floodplain Manager for specific requirements prior to submitting applications.)
- 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](#))
- Maintenance of private common areas (mm-dd-yyyy)**  
Evidence of existence and status of organization. (i.e. CC&Rs)

**To be completed by Planning:**

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