



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 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. 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](#).
2. Submit AutoCAD copy of the Site Development Plan and/or Urban Renewal Site Plan and the Address Plat (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.)

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*)

(For hard copy - printed to scale at 11"x17", stapled and folded backwards to 8.5"x11")
Plan sheets to be numbered and shall include the following minimum information:

- Cover Page
- 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)
(For hard copy - printed to scale at 11"x17", stapled, and folded backwards to 8.5"x11")

- 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

Site Data Graphic (mm-dd-yyyy) ([example](#))

Housing Advisory Committee Information (mm-dd-yyyy) - for residential projects ([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.

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](#))
- 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)

Required Certification Blocks, Tables, and Standard Notes Site Development Plan and/or Urban Renewal Site 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 - if applicable
6. Urban Renewal Authority Certificate - if applicable
7. 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) (Cover Page)

1. This site development plan [or if applicable: urban renewal site plan] may be revoked by the City Council if building permits are not issued to the owner by the City and County of Broomfield within three years from the date of approval of this site development plan [or urban renewal site plan] by the City Council.
2. Any element of the construction, location, design, use, or operation of land or buildings not specifically shown on the approved site development plan in graphic or written form shall conform to the requirements of the **[insert: Plan name, if applicable]** and then the Broomfield Municipal Code **[insert most applicable: zone district]** zone district.
3. The Colorado Oil and Gas Conservation Commission online records do not disclose, as of the date of approval of this site 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".
4. All necessary easements shall be dedicated by the owner.
5. The property owner is responsible for all on-site maintenance (including internal private drives) and for maintenance of public right-of-way landscaping and public walkways; including snow removal adjacent to the property.
6. All rooftop and ground mounted mechanical equipment shall be fully and permanently screened.
7. Rooftop projections such as pipes and vents shall be painted to match the roof surface color.
8. The amount of space provided for the collection and storage of recyclable materials is at least as large as the amount of space provided for the collection and storage of refuse materials and is designed to accommodate collection and storage containers consistent with the recyclable materials generated.
9. On-site snow storage is adequately accounted for.

(Landscape Plans)

1. All landscaping will be irrigated.
2. All public landscaping and irrigation will comply with Broomfield Standards and Specifications.
3. Landscaping shall comply with sight line triangles at intersections, per Broomfield's Standards and Specifications. See sight line triangles on plans.
4. Landscape and irrigation work shall be completed prior to the issuance of the final certificate of occupancy for the site, or as specified in a subdivision improvement agreement or improvement

agreement. If completion is delayed by weather, the owner or assigns shall provide an itemized list and plan with a cost estimate of all outstanding landscaping along with a financial security, acceptable by Broomfield, to guarantee completion of the outstanding private landscape work to the City and County of Broomfield.

5. Minor adjustments to the landscape material and locations may be proposed for City consideration of approval at the construction document stage to respond to market and field conditions. However, the number and general size of materials shall remain equivalent.

GENERAL PLAN REQUIREMENTS:

1. Architectural sheets should include a legend for materials and colors, referenced as callouts on the elevations. Please use common color references such as beige, dark brown, tan, light blue, etc. so we can understand the intent. You may also include the color spec if desired. *(the actual color must be shown in a material board)*
2. Photometric plan needs to be legible at an 11"x17" inch size. Include the light cut sheet details. *(photo(s) are preferred but a spec/detail is also acceptable)*
 - a. Target 0.0 foot candle at the property line.
 - b. Include the following note on the plans: All fixtures shall be full cut-off and directed down in full cut-off position.
3. Electric vehicle charging infrastructure shall be provided in all site development plans in accordance with the [EV parking informational handout](#).