



# DEVELOPMENT APPLICATION SUBMITTAL GUIDELINES

Community Development Department • Planning Division

A complete submittal must be received to be deemed complete and accepted by the Planning Division. An application missing any submittal requirements, as noted on the application checklist, will be considered incomplete and will not be processed. All submittals must adhere to the guidelines found below and complete the appropriate application checklist.

Complete submittals must include:

- one (1) electronic copy of all required files; and
- one (1) hard copy of all required files.

## FILE FORMATTING:

Electronic files must be in the following formats:

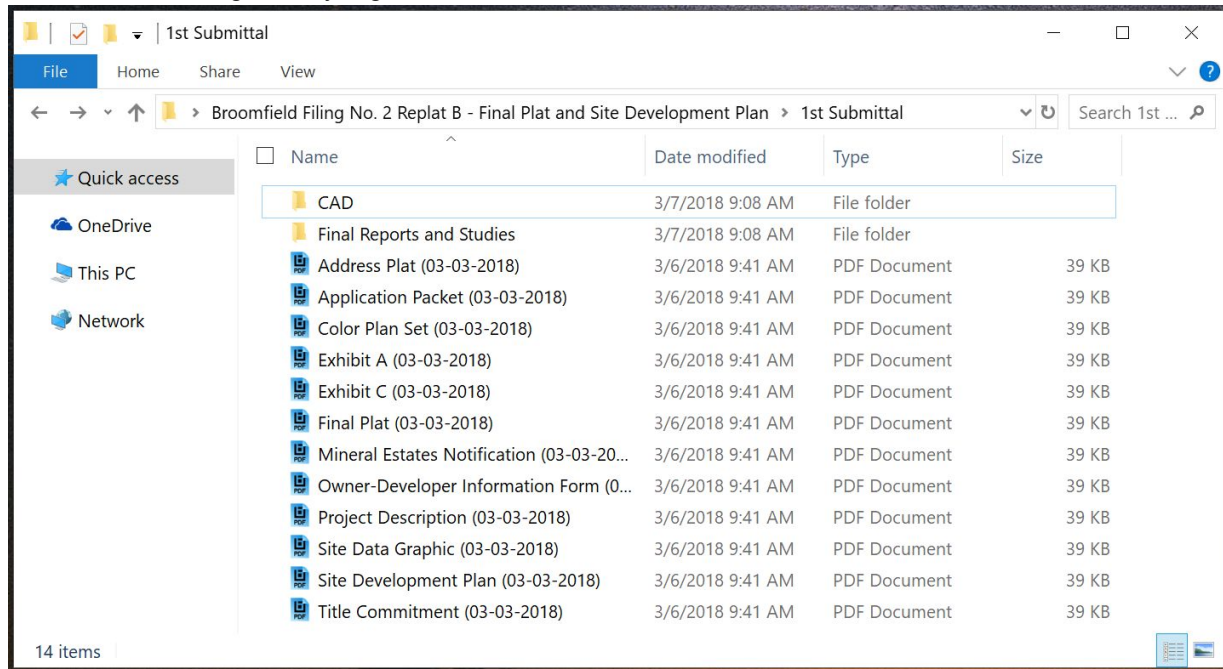
- PDF format - as required
  - Applications and Reports - formatted to 8.5"x11" size
  - Plans - formatted to 24"x36" size
- AutoCAD v.2017 or older - as required

Hard copies:

- Applications and Reports - 8.5"x11" size
- Plans - printed to scale at 11"x17" (stapled and folded backwards to 8.5"x11" size)

## FILE FOLDER ORGANIZATION AND NAMING:

Electronic files must be generally organized as shown below.



## File Naming

The application materials should generally adhere to the naming conventions of the required files, as shown in the applicable application checklist and the example above. Example of file naming: **Application Packet (mm-dd-yyyy)**; **Project Description (mm-dd-yyyy)**; etc.

**FILE TRANSMISSION/SUBMITTAL:**

Complete applications and resubmittals must be submitted to the City's Planning Division by the following methods:

<i>Electronic Files</i>	<i>Hard Copies</i>
Disc or Flashdrive	In Person
<p><i>Email a link to an ftp site or dropbox project folder to:</i>  <a href="mailto:PlanningApps@broomfield.org">PlanningApps@broomfield.org</a></p> <p><i>*Please state in your email how you will be making your payment.</i></p>	<p><i>By mail to:</i></p> <p>Planning Division            City and County of Broomfield            One DesCombes Drive            Broomfield, CO 80020</p>

**Note:**

- *The application fee must be received for an application to be deemed complete and accepted.*
- *Once an application or submittal is deemed complete and accepted by the Planning Division, staff will begin the routing and review process.*

**ROUTING TO EXTERNAL REFERRAL AGENCIES:**

The City will route application materials to external referral agencies. Any comments received will be included with staff comments, following staff's review. It is the applicant's responsibility to provide any additional items required by external agencies for their review and approval. All coordination, fees, etc. required by any outside agency is the applicant's responsibility.

**RESUBMITTALS:**

If revisions are required, the applicant will be emailed the comments or given instructions on how to access comments. Comments and redlines should be carefully reviewed. Please contact the Project Planner or the individual reviewers if there are any questions regarding comments.

Resubmittals must contain the entire document that was revised. For example, if certain pages of a report or drawing set required revisions, then the entire report or drawing set are required to be resubmitted. Partial submittals will not be accepted.

An applicant response document, responding to all staff comments, is required as part of all resubmittals. Please name this file: **Response to Staff Comments (mm-dd-yyyy)**.

**FINAL DOCUMENTS:**

If an application requires execution of a Subdivision Improvement Agreement (SIA) or an Improvement Agreement (IA), it is the applicant's responsibility to deliver the executed document and all exhibits to the Planning Division by the date requested to remain on the targeted schedule for the City Council meeting date.

Once notified that final, signed drawings are required, it is the applicant's responsibility to fulfill the request in a timely manner and deliver the drawings to the Planning Division. If the project requires Council approval, the signed drawings need to be submitted to the Planning Division at least one week prior to the scheduled meeting.

It is the applicant's responsibility to submit all required copies of final reports and supplemental documents, as requested.