



PRE-APPLICATION MEETING REQUEST

Community Development Department • Planning Division

Applicants should submit the following information in order to request a pre-application meeting with staff*. A member of the planning staff will contact the applicant to schedule the meeting and send an invitation after reviewing the submitted application. The application and attachments may be emailed to planning@broomfield.org.

** Please note, all meetings are currently conducted virtually via Google Meet*

FORM #*: _____ SUBMITTAL DATE*: _____

**To be completed by Planning Division Staff*

TYPE OF REQUEST (If known):

- Comprehensive Plan Amendment
- Final Plat
- Use by Special Review
- Planned Unit Development Plan
- Minor Plat
- Urban Renewal Site Plan
- Planned Unit Development Amendment
- Site Development Plan
- Other: _____
- Rezoning
- Site Development Plan Amendment

APPLICANT INFORMATION:

Name	Company	Role	Email	Phone

Dates Available in the next 2 weeks (Monday-Friday): _____

Preferred Times (9:00am-4:00pm): _____

Interpretation/Translation Services Requested:

- No
- Yes - Preferred Language: _____

PROJECT LOCATION:

Address: _____

State Parcel Number: _____

General Location: _____

BRIEF DESCRIPTION OF APPLICANT'S PROPOSAL:

DISCUSSION TOPICS (Traffic/Fire Protection/Utilities/Timeline/Zoning/etc.):

ATTACHMENTS:

- Preliminary site plan showing proposed building location, parking and landscaping areas (if applicable).
- List of specific questions for staff.

Please Note The Following:

1. Review times may vary depending on caseload, the need for additional information, or other factors.
2. The Pre-application review is intended as a service to the applicant and not intended as a formal review.
3. Pre-application review forms do not verify compliance with past approvals, development regulations, parking, or certify legal non-conforming uses.