

Pre-Application Meeting



Facts to Know

WHAT IS A PRE-APPLICATION MEETING?

In order to provide future applicants with the best customer service, ensure complete applications, and exchange key information, the city offers (to individuals who are considering potential projects within the City's growth boundary) complimentary pre-application meetings that are designed to be an informal, preliminary exchange of information. These meetings usually involve discussing process timelines, submittal requirements, and specific requirements for a particular property.

IS A PRE-APPLICATION MEETING CONSIDERED A PRELIMINARY APPROVAL?

NO. The information exchanged at a pre-application meeting does not imply approval or conditional approval. Staff's subsequent review of your formal application may require changes, alterations, or the submittal of additional information. It is the applicant's responsibility to review and adhere to all applicable codes and regulations.

HOW DO I SCHEDULE A PRE-APPLICATION MEETING?

Pre-application meetings are scheduled in 45-minute blocks beginning at 1:45 p.m. to 4:45 p.m. every Tuesday at the City's Civic Center located at 7887 E. 60th Avenue (specifically in the Community Development Department offices on the first floor). These meetings are scheduled by the city and require an appointment.

In order to provide the best customer service and make efficient use of everyone's time, **the city requires that anyone wishing to schedule a pre-application meeting complete the attached questionnaire** by including as much detail as possible and returning it to either your city contact person or the Planner of the Day. To allow adequate time for staff to review the provided information and prepare for the meeting, **pre-application questionnaire forms must be completed and returned to staff by 12 p.m. on Friday** to be scheduled for a meeting the following Tuesday. If the form is not received by this day and time, or pre-application meeting time slots already are full, your meeting will be postponed until the following week.

WHAT SHOULD I BRING TO A PRE-APPLICATION MEETING?

While a completed questionnaire is the city's only requirement to schedule and attend a pre-application meeting, it is helpful for applicants to have sketch drawings of site plans and rough-draft versions of any proposed buildings, and be prepared to discuss the use or type of business that will be conducted on the property. Staff's ability to answer specific questions related to a particular property is dependent on having these questions answered on the submitted questionnaire.

HOW DO I OBTAIN ADDITIONAL INFORMATION OR SCHEDULE A PRE-APPLICATION MEETING?

For answers to questions regarding the city's pre-application schedule, or for additional information or to schedule a pre-application meeting, contact the Planner of the Day at 303-227-8777 or cdplanner@c3gov.com. Also, to obtain some of the information required for a pre-application meeting, you may click the following link to access an interactive map on the city's website: <http://maps.c3gov.com/propertyLookup/>