

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?

Note: Pre-application meetings are being conducted in person on Thursday afternoons. You must submit your pre-app questionnaire and supplemental documents via eTRAKiT. To submit you must visit c3gov.com/etrakit

Once the pre-app questionnaire is received, it will be assigned a date to be reviewed. Applicants should expect a response from a planning staff member as well as an engineer from the public works department. A limited number of pre-app questionnaire reviews are assigned each week; therefore, please understand that a response may not be expected until a later date.

WHAT SHOULD I BRING TO A PRE-APPLICATION MEETING?

A completed questionnaire, general site plan and brief narrative are required to schedule and attend a pre-application meeting. Narrative should include:

- A discussion the use of the property and the scope of the project.
- Describes site layout and circulation.
- Identifies the anticipated number of employees.
- Identifies the hours of operation.
- Highlights the anticipated number of vehicles or deliveries.
- Discusses any buffering of neighboring land uses.
- Discusses any phasing of the project, construction timelines, and the anticipated time frame for opening the development.
- Any other relevant information.

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/>



Pre-App Questionnaire

*Note- Please be sure to attach required Site Plan and Narrative

CONTACT INFORMATION

APPLICANT/CONTACT _____

EMAIL ADDRESS _____

PHONE NUMBER _____

PROPERTY INFORMATION

ADDRESS (subject site) _____

PARCEL NUMBER(s) _____

SITE SIZE (acres / sq. ft.) _____

CURRENT ZONING _____

PROPOSED USE _____

(Brief description only – detailed description of proposed use to be provided in narrative)

Outdoor Storage Proposed? Yes No

If "Yes", what will be stored? _____

PROPOSED STRUCTURE(S) Height (ft.): _____ Size (sq. ft.): _____

SPECIFIC QUESTIONS

Are there any questions you would like to have answered as part of your pre-application?

1. _____
2. _____
3. _____
4. _____
5. _____

Disclaimer

Please be advised that written pre-app responses are provided as a courtesy in order to help potential developments anticipate likely timelines, prepare the appropriate materials, and consider "big picture issues" as early as possible. Pre-app meetings and/or responses are in no way an approval of a project or a guarantee of staff's support of a project. In addition, comments may change or be updated based on submittals and additional information. The applicant is still responsible to follow all standard requirements of the Engineering Construction Standards and Specifications as well as the Land Development Code. Ultimately, it is the applicant's responsibility to review and adhere to all applicable City Codes, laws, and regulations.