



Planning & Development
11701 Community Center Drive
Northglenn, CO 80233
P: 303-450-8739
F: 303-450-8708
northglenn.org

PRE-APPLICATION MEETING

Application Guide

OVERVIEW

A Pre-Application Meeting is generally mandatory for most entitlement applications but is offered as an optional meeting for other development-related projects. It is intended to provide an open and collaborative environment in which the city's representatives can discuss and inform you about submittal requirements, procedures, and schedule for your project. The city's goal is to provide you with important information up-front in the development process by providing discussion on potential projects with property owners, contractors, developers and business owners and specifically the following topics:

1. Outlining various regulations applicable to a proposed development or other project.
2. Discussing potential issues associated with the project.
3. Identifying the review process for the proposed development or project.

The meeting will be attended by various members of the city's Development Review Committee (DRC). The DRC consists of the following agencies: Planning, Building Permitting and Inspections, Engineering, Public Utilities (including water and sanitary sewer), Economic Development, Police, Parks, Recreation and Culture, North Metro Fire Rescue, and any other city staff member that may have an interest in reviewing the proposal. Applicants will be provided with a summary set of notes from the meeting that details the review process, submittal requirements, and any potential issues associated with the proposed project.

A Pre-Application Meeting should be scheduled prior to submittal of a formal application for entitlements or before any building permits are submitted for review.

SUBMITTAL REQUIREMENTS

The following application package must be submitted to the Planning and Development Department to commence review. Submittals should be electronic, or one (1) paper copy will also be accepted. Any missing information may cause the application to be incomplete and, therefore, rejected by the Planning department.

- Completed **Application Form**.
- Application Fee** of \$50.
- Project Description Letter** that summarizes the proposed development including existing and proposed land uses; including occupancy type (if known), what uses are to be performed in the space, and whether any hazardous materials are to be stored or used on site. You may also include any specific issues you would like to discuss at the meeting.
- Conceptual Site Plan**, including square footage of proposed or existing building(s), and all applicable dimensions to property lines, access points, parking, drainage facilities and other improvements existing or proposed on the site.
- Preliminary Exterior Elevations**, if available, showing all proposed exterior materials and calling out dimensions for building height.
- Additional Information**, as may be required by the Planning staff or if applicable to the proposed development.



Planning & Development
11701 Community Center Drive
Northglenn, CO 80233
P: 303-450-8739
F: 303-450-8708
northglenn.org

PRE-APPLICATION MEETING Application Guide

PROCESS

- To schedule a Pre-Application Meeting, submit all of the items listed in the Submittal Requirements above. Keep in mind that the more information available to the city's review team, the more thorough and complete our comments can be.
- Applications can be submitted electronically to development@northglenn.org or directly to Planning and Development Department staff at City Hall (11701 Community Center Drive).
- Applications are due the Friday before the scheduled Pre-Application Meeting. However, if an agenda is full, your application may be scheduled for the following meeting.
- Pre-Application Meetings are held on the second and fourth Thursday of each month from 1:30 to 3:30 p.m. Planning staff will set and coordinate the agenda. You will be notified directly by a member of our Planning staff as to what time to attend.
- Meetings are held at City Hall (11701 Community Center Drive). You can check in at the building permitting counter when you arrive for your PAC meeting.
- At the meeting, you will be provided an opportunity to present your proposal to the DRC for comment and discussion. The DRC will provide verbal comments on various regulations related to your project and describe the necessary steps to seek approval.
- Within a week of the Pre-Application Meeting, a member of the Planning and Development Department staff will provide you with a written summary of the items discussed at the meeting and any related information and applications pertinent to your proposal.

CODE REQUIREMENTS

Section 11-6-3(b) of the Unified Development Ordinance (UDO) addresses the requirements for a Pre-Application Meeting. Please refer to the city's Municipal Code at www.northglenn.org/municode for a complete listing of all requirements outlined in the UDO.

Please be advised that this is a preliminary review of the information provided at the time of this Pre-Application Meeting. The city will conduct a full and complete review at the time formal submittal of land use applications and/or building permits. Additionally, materials submitted as part of Pre-Application Meetings do not constitute a formal application, and therefore do not "vest" an application. This meeting is for informational purposes only and shall not be interpreted as a binding commitment by the City of Northglenn.



City of Northglenn
11701 Community Center Drive
Northglenn, CO 80233
P: 303-451-8326
F: 303-450-8708
northglenn.org

PRE-APPLICATION MEETING APPLICATION

Planning and Development Department

PROJECT INFORMATION

Project name: _____

Property address, if known: _____

Legal description of site: _____

Current Use: _____ Proposed Use: _____

Zoning District (Existing): _____ Zoning District (Proposed, if applicable): _____ Lot area: _____

Attach to this application a Project Description Letter that describes in detail the proposed development.

PROPERTY OWNER(S) INFORMATION

Name: _____

Company (if applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

AUTHORIZED AGENT (If other than owner)

Name: _____

Company (if applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

OWNER(S) & AGENT CERTIFICATION

I hereby depose and state under the penalties of perjury that all statements, proposals and/or plans submitted with/or contained in this application are true and correct and the application is complete to the best of my knowledge and belief.

Agent's Signature: _____ Date: _____

Owner(s)' Signature(s): _____ Date: _____

STAFF USE ONLY:

Case Number: _____

Date of PAC Meeting: _____

Date Application Received: _____