



CITY OF BOULDER
Planning and Development Services Center
1739 Broadway, third floor ♦ P.O. Box 791 ♦ Boulder, Colorado 80306
Phone: 303-441-1880 ♦ Fax: 303-441-3241 ♦ Web: boulderplandevlop.net

ADMINISTRATIVE REVIEW APPLICATION FORM

APPLICATION DEADLINE IS 10 A.M. ON MONDAYS.

The types of reviews for which this form is used and a fee schedule are listed on page 2. Application requirements and required separate attachments for each review type begin on page 3. **Inaccurate or incomplete information will result in rejection of the application.**

GENERAL DATA

(To be completed by the applicant.)

PROPERTY

- Street Address (or general location if not addressed): _____
- Legal Description: Lot _____ Block _____ Subdivision _____ (or attach description)
- Lot Area (in square feet or acres): _____ Existing Zoning: _____
- Existing Use of Property: _____

TYPE OF REVIEW (From page 2) _____

PROPOSAL

- Description of proposal (Include proposed use and summarize number and size of units/buildings/lots, as applicable):

- Name of Development: _____
- Name of Applicant: _____ E-mail: _____
- Address: _____ Phone: _____
- City: _____ State: _____ Zip Code: _____ FAX: _____
- Contact Person (if not applicant): _____ E-mail: _____
- Address: _____ Phone: _____
- City: _____ State: _____ Zip Code: _____ FAX: _____

STAFF USE ONLY

Application received by: _____ Date/Time: _____ Review # _____

Case Manager: _____ Track #: _____ Project Name _____

REVIEW TYPES, REQUIREMENT AND FEES

To indicated the type of review requested, **check the appropriate box and any applicable subcategories**. If more than one review type is requested, **pay the fee for each**. Payment can be made with Visa, MasterCard (maximum transaction amount of \$2,500), or **by check payable to the City of Boulder**.

√	Type of Review	Code Reference	Application Requirements (See key on page 4.)	Fee
	Accessory Dwelling Unit	9-6-3(a)	6,18	\$420
	<input type="checkbox"/> Transfer Fee			\$168
	Administrative Parking Deferral	9-9-6(e)	1,2,3,10	\$337
	Administrative Parking Reduction	9-9-6(f)	1,2,3	\$605
	Administrative Setback Variance	9-2-3(c)	2,3,4,7	\$252
	Administrative Solar Exception	9-9-17(f)	3,4,11,18	\$252
	All Other Conditional Uses not specifically listed		1,2,3,4,5	\$1,090
	Antenna for Wireless Telecommunications Services	9-6-9(a)	1,2,14	\$2,440
	Change of Address	9-9-20(c)	1,26	\$274
	Change of Street Name	9-9-20(d)	1,26	\$1,580
	Co-operative Housing Units (MU, RH, RM, RL, RE, & RR zoning districts)	9-6-3(b)	1,2,3,5,10,15,18	\$590
	Day Care Center - less than 50	9-6-6(a)	1,2,3,4	\$1,090
	Day Shelter	9-6-6(b)	1,2,3,4,5	\$1,090
	Detached Dwelling Unit with Two Kitchens	9-6-3(c)	1,2	\$1,090
	Extension of Development Approval/Staff level	9-2-12(b)(1)	23	\$136
	Gasoline Service Station	9-6-9(d)	1,2,3,4,5	\$1,090
	Group Home Facility	9-6-3(d)	1,2,3,4	\$505
	Landscape Standards Modification	9-3.3-2	1,2,3,5	\$274
	Limited Accessory Unit & Transfer Fee	9-6-3(a)	6	\$420 \$168
	Minor Modification of an Approved Discretionary Review Plan	9-2-14(k)	2,4,8,9	\$168 \$757
	<input type="checkbox"/> Simple (Requires prior authorization)			
	<input type="checkbox"/> Standard			
	Non-Conforming Uses			
	<input type="checkbox"/> Extension of one-year expiration	9-10-2(a)	1,2,20	\$274
	<input type="checkbox"/> Change of Use	9-10-3(c)(2)	1,2,21	\$274
	<input type="checkbox"/> Change of Use with nonstandard parking	9-10-3(c)(3)	1,2,3,22	\$274
	Overnight Shelter	9-6-6(b)	1,2,3,4,5	\$1,090
	Owners Accessory Dwelling Unit	9-6-3(a)	6	\$420
	<input type="checkbox"/> Transfer Fee			\$168
	Parking Stall Requirements Modification	9-9-6(d)(2)	1,2,3,5	\$274
	Public Utility Easement Vacation	8-6-10	1,2,3,5,16,17,27	\$505
	Rescission of Development Approval	9-2-12(e)	5,24,28	\$547
	Residential and Congregate Care Facilities	9-6-3(f)	1,2,3,4	\$1,090
	Restaurants & Taverns of 1,500 sq ft or less, closing before 11 p.m.	9-6-5	1,2,3,4,5	\$1,090
	Restaurants in the Industrial Districts	9-6-5(b)(3)	1,2,3,4,5	\$1,090
	Sales or Rental of Motor Vehicles on lots located 500 feet or less from a residential use module	9-6-9(i)	1,2,3,4,5	\$1,090
	Selling from a Movable Structure, Vacant Lot or Parking Lot (including Christmas tree sales) or Temporary Outdoor Entertainment	9-6-5(c)	1,2,3	\$252
	<input type="checkbox"/> Application Renewal			\$84
	Site Access	9-9-5	1,2,3,5,19	\$274
	Small Recycling Collection Facilities	9-6-9(h)(2)	1,2,3,4,5	\$1,090
	Solar Access Permit	9-9-17(h)	27	\$550
	Two Detached Dwellings on a Single Lot	9-7-9	1,2,3,4,5,12	\$589
	Zoning Verification*		25	\$136

*Included in a standard **Zoning Verification Letter** is the following information:

- Current zoning of the parcel in question.
- Any prior discretionary reviews.
- Any unresolved zoning, land use and/or building code violations or complaints on record.

Information for a given parcel beyond these three points is available as a separate informational request with an additional hourly fee.

APPLICATION REQUIREMENTS

Planning and Development Services is now offering two different types of application requirements. Applicants may choose between the **standard application requirements** or the new **electronic application requirements**. The standard application requirements have not changed. The new electronic application requirements allow for fewer hard copies to be submitted in addition to electronic materials. Either application requirements may be chosen by the applicant.

STANDARD APPLICATION REQUIREMENTS

The key on the following page corresponds to the numbers listed on page 2. Attachments noted below are available at the Planning and Development Services Center or online (http://www.bouldercolorado.gov/www/publications/publication_search.htm), and **include checklists that must be completed and submitted with your application**. Application materials must be submitted in multiple, collated packets, with one complete packet marked "Original." Each packet must include one of every required plan, statement, etc. Every packet must include a cover sheet indicating the materials contained in that packet. Where less than 15 copies of an item is required, the cover sheets should clearly indicate which packets contain those items. **Do not duplicate materials for multiple application types.**

ELECTRONIC APPLICATION REQUIREMENTS

Applicants may choose to submit electronic applications which require fewer hard copy packets and materials. The key on the following page corresponds to the numbers listed on page 2. Attachments noted below are available at the Planning and Development Services Center or online (http://www.bouldercolorado.gov/www/publications/publication_search.htm), and include **checklists that must be completed and submitted with your application**. All electronic applications materials should be submitted to Planning and Development Services Center on a CD along with the required hard copies. Electronic documents must be named according to the required document names on the electronic application key. File types accepted include .PDF, .TIFF, and .JPEG. Required hard copy materials must be submitted in multiple, collated packets, with one complete packet marked "Original." **Do not duplicate materials for multiple application types.**

APPLICATION FEES

Please note that applications for administrative reviews are not subject to hourly billing and are not meant to be iterative. The application fee covers one staff review. If an application is incomplete or cannot be approved after the initial staff review, a full resubmittal, including a new application and fee, will be required. Typically, corrections to plans will not be accepted however, staff will use their discretion in determining whether minor corrections can be accepted. Contact Planning and Development Services staff for additional information.

Application Requirements

Administrative Review Applications		Standard Application Requirements	Electronic Application Requirements		
Document Key	Document Description	Hard Copies Required	Hard Copies Required	Electronic Copies Required	Required Electronic Document Names
	Completed ADR Application	1	1	1	0_ADR Application
1	Vicinity map (8 1/2"x11") indicating the site and adjacent streets.	5	3	1	1_Vicinity Map
2	Written statement that describes the proposal and indicates how the application meets all applicable review criteria. (See specific review attachment or applicable code section.) Include a description and calculation of information relevant to the review request (e.g. number of rooms, seats, parking spaces, landscaping, and requested variations).	5	2	1	2_Written Statement - proposal description
3	Site development plans , drawn to a standard scale not less than 1" = 20' (not larger than 18"x24" folded to 9"x12") showing the major details of the development, including the location of existing and proposed buildings, usable open space, off-street parking areas, off-street loading areas, service and refuse areas, means of ingress and egress, circulation pattern, landscaping, screening, signs, and all easements. (The site plan should be based on an improvement survey or improvement location certificate for the property, if one is available.)	5	2	1	3_Site Plans
4	Floor plans (no larger than 18"x24" folded to 9"x12") of the existing structure and any proposed additions, renovation, or new structures. If new exterior construction is proposed, also include elevation drawings of the existing structure and proposed construction.	5	3	1	4_Floor Plans
5	Improvement survey or an improvement location certificate by a registered surveyor.	1	1	1	5_Survey_ILC
6	All required application materials as listed in the Accessory Dwelling Unit attachment, Limited Accessory Unit, or Owners Accessory Unit attachment.	1	1	1	6_ADU application
7	Written approval from the affected adjacent property owners of the required setback variance. Approval may be indicated either in the form of a signed letter of authorization or signatures on proposed plans. Contact the Planning and Development Services Center for a determination of the affected neighboring properties. (Note: When determining adjacent properties, streets and alleys are ignored.)	1	1	1	7_Written Approval
8	Approved discretionary review plan (e.g. site review, use review, or planned unit development plan) illustrating the requested modification (shown by red-line notations or another equally clear drawing technique).	5	3	1	8_Approved discretionary review plan(s)
9	For projects that are partially or totally developed, proof of notification of the requested modification to affected property owners within the development. Contact the Planning and Development Services Center for determination of affected owners.	1	1	1	9_Proof of notification
10	On the required site plan, show how the total number of required parking spaces can be accommodated on site and note that this land will be reserved for future parking.	1	1	1	10_Required parking
11	All required materials as listed in the Administrative Solar Exception attachment, including but not limited to an actual shadow analysis, addresses and legal descriptions for the subject and affected lots, and written approval from affected property owners.	1	1	1	11_Solar exception application
12	A shadow analysis plan and master utility plan, both meeting the requirements as described in the Section 9-7-3 attachment.	1	1	1	12_Shadow Analysis
13	A written statement describing the proposed use and the applicant's interpretation of the applicable land use classification as listed in Section 9-6-1, "Schedule of Permitted Uses of Land," B.R.C. 1981.	1	1	1	13_Written statement - proposed use
14	All required application materials as listed in the Antenna for Wireless Telecommunication Services attachment.	1	1	1	14_Antenna for wireless application
15	Provide a statement of current ownership and a legal description of the property; provide a list of the stockholders in the cooperative housing corporation and a copy of all corporate documents; provide the name of the local agent.	1	1	1	15_Property ownership and legal information
16	Legal description(s) .	1	1	1	16_Legal Description
17	Public Service, U.S. West, and cable company signatures .	1	1	1	17_Utility Signature Form
18	A completed sign acknowledgment form signed by the applicant, indicating that the applicant understands his/her responsibility to post a public notice sign on the subject property.	1	1	1	18_Sign Posting Form
19	A written statement addressing the exception criteria of section 9-9-5.	1	1	1	19_Written statement - exception criteria
20	A written statement that explains what undue hardship would result if an extension were not granted.	1	1	1	20_Written statement - hardship
21	A written statement that explains how the proposed use will have similar or less impacts than the replaced use and will not result in an "expansion of a nonconforming use" (see definition).	1	1	1	21_Written statement - nonconforming use
22	A written statement that explains how the new use will have an equivalent or less parking requirement than the use being replaced.	1	1	1	22_Written statement - parking

23	A written statement that identifies the case number of the development approval requested for extension, the address or street location of the site, the reasons why the extension is requested, the work done to date by the applicant to implement the original approval, whether this is the first or second extension, and whether additional requests for extension are anticipated; and one copy of the Notice of Decision document for the original approval.	1	1	1	23_Written statement - extension
24	A written statement that describes the existing uses and condition of the property included in the rescission request, the case number of development approval requested for rescission, the intended use of the property, and an explanation of how the request complies with the criteria for granting a rescission identified in Section 9-2-12 (e) B.R.C. 1981.	1	1	1	24_Written statement - rescission request
25	A written statement that includes the legal description, address and location of the property for which zoning verification is requested, the reason why a zoning verification is requested, and any additional information the applicant wishes to provide. Attach one (1) copy of a vicinity map, not smaller than 8 ½ X 11 inches, showing the streets, street names, and lots within three hundred (300) feet radius of the property.	1	1	1	25_Written statement - zoning request
26	A written statement that includes the existing address, requested address, legal description, and explanation of why a change of address or street name is requested and how the change is consistent with the city's addressing/street naming system. For property address changes: attach five (5) copies of a vicinity map, not smaller than 8 ½ X 11 inches, showing the affected property and an area not less than 300 feet radius around the property, indicating all the street names and property addresses within the radius. For street name changes: attach five (5) copies of a vicinity map, no smaller than 8 ½ X 11 inches, showing the extent of the street proposed for name change, and area of at least 300 feet beyond the street corridor in all directions, showing all the street names in that area, all the lots adjacent to the street proposed to be renamed, and a chart identifying the owners of each lot adjacent to the subject street.	1	1	1	26_Written statement - address change
27	Three (3) copies of the proposed easement vacation legal description and three (3) copies of an 8 1/2" x 11" scaled exhibit map showing the subject property and vacation area. Label both with a header "Exhibit A".	3	3	1	27_Proposed easement vacation
28	Two (2) copies of a current title insurance commitment or attorney memorandum, based on an abstract of title, current to within 30 days.	2	2	1	28_Title Insurance

DATA REQUIRED

The following data is required for the review types listed. While a written statement may also include this information, please enter the data here to expedite the review. Please complete only the section applicable to your request.

Minor Modification:

Description of request: _____

Total gross building floor area in square feet (if applicable):

Existing square feet: _____

Proposed square feet: _____

Case number of previous PUD or Site Review: _____

List any related Site Review, PUD or Use Review Cases:

Administrative Setback Variance:

Type of setback (✓ requested type):

- Front Yard Rear Yard
 Side Yard - adjacent to a street
 Side Yard Total Side Yard – Interior

Which direction (✓ correct direction):

- North South Northeast Northwest
 East West Southeast Southwest

Principal or Accessory Building (circle one)

Current Setback (in feet): _____

Proposed Setback (in feet): _____

Required Setback (in feet): _____

Second setback variance information (if applicable):

Type of setback (✓ requested type):

- Front Yard Rear Yard
 Side Yard - adjacent to a street
 Side Yard Total Side Yard - Interior

Which direction (✓ correct direction):

- North South Northeast Northwest
 East West Southeast Southwest

Principal or Accessory Building (circle one)

Current Setback (in feet): _____

Proposed Setback (in feet): _____

Required Setback (in feet): _____

Administrative Parking Reduction:

Existing Spaces: _____

Total Spaces Proposed: _____

Required Spaces: _____

Percent (%) Reduction Proposed: _____

Administrative Parking Deferral:

Existing Spaces: _____

Total Spaces Proposed: _____

Proposed Percent (%) Deferred: _____

Required Spaces: _____

Deferred Spaces Proposed: _____

PERSONS IN INTEREST

Names of all persons and companies who hold an interest in the described real property, whether a owner, lessee, optionee, mortgagee, etc. Application will not be accepted without the required signatures or a letter of authorization. Attach additional sheets as necessary.

Owner Lessee Mortgage Other _____

◆ Name (s): _____ E-mail: _____

◆ Interest: _____

◆ Address: _____ Telephone: _____

◆ City: _____ State: _____ Zip Code: _____ FAX: _____

◆ Signature: _____

Owner Lessee Mortgage Other _____

◆ Name (s): _____ E-mail: _____

◆ Interest: _____

◆ Address: _____ Telephone: _____

◆ City: _____ State: _____ Zip Code: _____ FAX: _____

◆ Signature: _____

Owner Lessee Mortgage Other _____

◆ Name (s): _____ E-mail: _____

◆ Interest: _____

◆ Address: _____ Telephone: _____

◆ City: _____ State: _____ Zip Code: _____ FAX: _____

◆ Signature: _____

OWNER/APPLICANT CERTIFICATION

(This certification may be completed by an applicant, owner or other representative.)

I certify that the information and exhibits herewith submitted are true and correct to the best of my knowledge and that in filing the application I am acting with the knowledge and consent of those persons listed above without whose consent the requested action cannot lawfully be accomplished. I understand that there may be additional fees required to complete the land use review process.

• Name: _____ Title: _____

• Address: _____ Telephone: _____

• City: _____ State: _____ Zip Code: _____

• Signature: _____