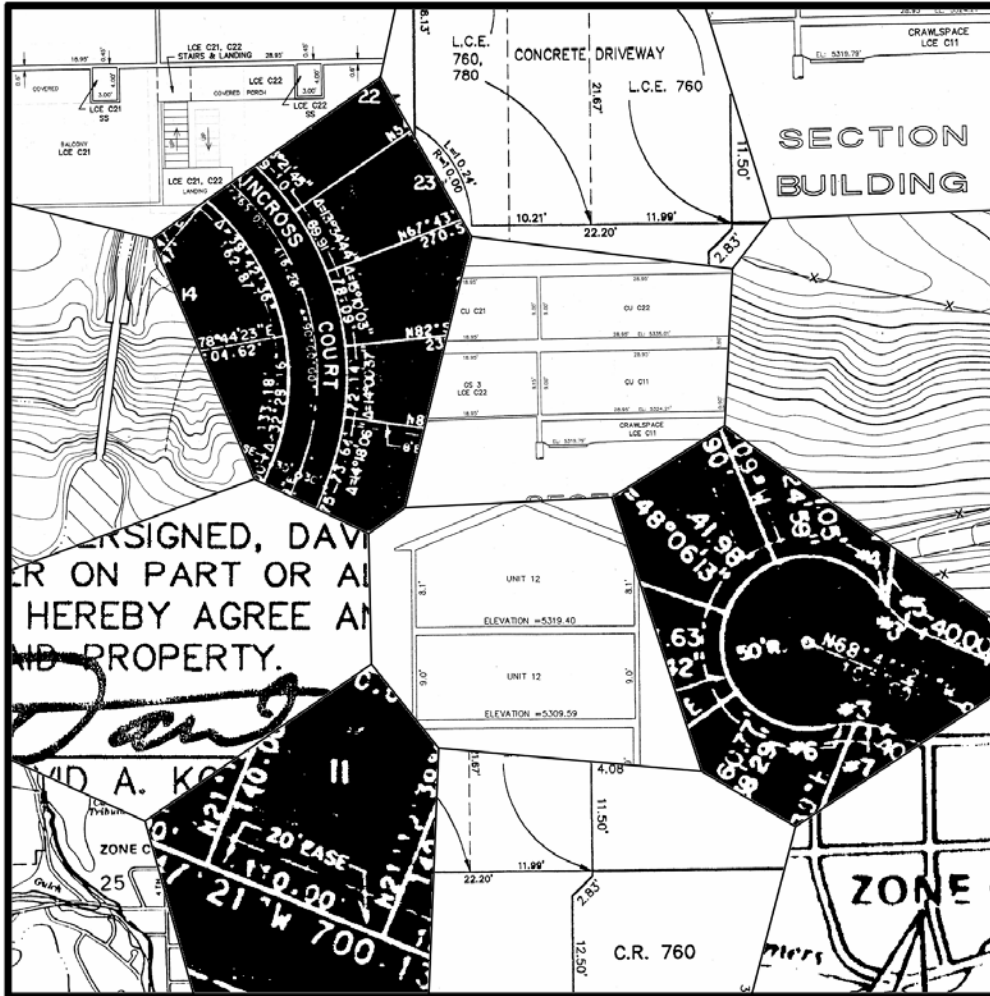


Concept Plan Review and Comment

Attachment to *Land Use Review Application*



City of Boulder Planning and Development Services Center
1739 Broadway, third floor
Mail: P.O. Box 791 Boulder, CO 80306-0791
Phone: 303-441-1880, Fax: 303-441-3241
Web: boulderplandevop.net

Revised Sept. 2007
204.pdf

SECTION ONE - CONCEPT PLAN REVIEW AND COMMENT

GENERAL INFORMATION

How to Use this Attachment

Section One of this attachment contains general information about the review type, and the process used to review your application. Keep this section as a reference while your application proceeds through review.

Section Two contains material that **you are required to fill out, detach, and submit with your application.** The Application Submittal Requirements checklist describes the minimum information to include in your application. Your application will not be accepted for review unless all the information is present.

Use the information in this attachment to prepare your application. The information in this, and related, attachments **identifies the criteria that will be used to evaluate your application.** Your application should **focus on demonstrating how your proposal complies with all the criteria.** Effective use of this attachment will help you avoid costly revisions to your application later.

Concept Plan Review and Comment Summary

The purpose of a concept plan review and comment process is to evaluate **conceptual** site development **options** at an early stage. It provides an opportunity to “test” development options before investing in creation of detailed plans and engineering. A concept plan will help determine a general development plan for a site as well as to identify any additional regulatory processes required prior to development. The concept plan review and comment process also can identify any additional constraints and opportunities for the development of the site.

This step provides the applicant an opportunity early in the development review process to get comments from the Planning Board as to whether the concept plan addresses city requirements as set forth in its adopted ordinances, plans and policies.

Your application for Concept Plan Review and Comment is **not subject to approval or denial.** It is simply a **non-binding** opportunity to begin a dialogue with staff, the community and the Planning Board about your potential project. You are encouraged to begin the process with general schematic plans **that illustrate the variety of site design alternatives you have considered,** and an analysis that explains the strengths and limitations of each.

After completing the Concept Plan Review and Comment process, you might find it helpful to refine your concept based on the comments received, and then submit an additional Concept Plan application to obtain review and comment on your refined concept. This **iterative approach** may assist in developing a concept that can later proceed through the site review process more quickly.

Staff Review

After an application has been submitted, a Planning and Development Services Department **case manager is assigned** and the city’s Development Review Committee (comprised of multi-department staff) reviews the concept plan for compliance with adopted ordinances, plans, and policies of the city. **The DRC review takes three weeks, once it has started the review track.**

A Planning Board date for the public hearing will be scheduled after your application has been accepted for review. The hearing date is **typically 8 to 12 weeks after the application has started the review track.**

The DRC review findings are compiled in writing (Development Review Results and Comments) and forwarded to the applicant. The applicant then decides whether or not to go forward to the Planning Board for a public hearing. **Revisions are not accepted for Concept Plan Review and Comment applications.** However, a new application with fee may be filed at any time if the applicant wishes to propose a revised concept.

Planning Board Review

Two weeks prior to the Planning Board hearing, the DRC review findings and the applicant's concept plan are packaged together and forwarded to the Planning Board for its review and comment.

Planning Board holds public meetings which provide opportunities for public comment on applications. Notification of the meetings are published in the *Sunday Camera*. After the public meeting, the Planning Board will provide additional comments on the application using the guidelines for review and comments found in Section 9-2-13(g) B.R.C.1981, as described below:

- (1) Characteristics of the site and surrounding areas, including, without limitation, its location, surrounding neighborhoods, development and architecture any known natural features of the site including, without limitation, mature trees, watercourses, hills, depressions, steep slopes and prominent views to and from the site;
- (2) Community policy considerations including, without limitation, the review process and likely conformity of the proposed development with the Boulder Valley Comprehensive Plan and other ordinances, goals, policies, and plans, including, without limitation, subcommunity and subarea plans;
- (3) Applicable criteria, review procedures, and submission requirements for a site review;
- (4) Permits that may need to be obtained and processes that may need to be completed prior to, concurrent with, or subsequent to site review approval;
- (5) Opportunities and constraints in relation to the transportation system, including, without limitation, access, linkage, signalization, signage, and circulation, existing transportation system capacity problems serving the requirements of the transportation master plan, possible trail links, and the possible need for a traffic or transportation study;
- (6) Environmental opportunities and constraints including, without limitation, the identification of wetlands, important view corridors, floodplains and other natural hazards, wildlife corridors, endangered and protected species and habitats, the need for further biological inventories of the site and at what point in the process the information will be necessary;
- (7) Appropriate ranges of land uses; and
- (8) The appropriateness of or necessity for housing.

The information gathered through this process can then be used by the application to prepare an application for site review (per Section 9-2-14, B.R.C. 1981) in addition to any other regulatory approvals that may be necessary to develop the site.

THRESHOLDS FOR CONCEPT PLAN REVIEW AND COMMENT AND SITE REVIEW APPLICATIONS

Excerpt of City Code Paragraph 9-2-14(b)

(1) Development Review Thresholds

- (A) **Minimum Thresholds:** No person may apply for a site review unless the project exceeds the thresholds for the "minimum size for site review" category set forth in Table 2-2, Site Review Threshold.
- (B) **Site Review Required:** No person may apply for a subdivision or a building permit for a project that exceeds the thresholds for the "site review required" category set forth in Table 2-2, below, until a site review has been completed.
- (C) **Common Ownership:** All contiguous lots or parcels under common ownership or control, not subject to a planned development, planned residential development, planned unit development or site review approval, shall be considered as one property for the purposes of determining whether the maximum site review thresholds below apply. If such lots or parcels cross zoning district boundaries, the lesser threshold of the zoning districts shall apply to all of the lots or parcels.

TABLE 2-2: SITE REVIEW THRESHOLD TABLE

Zoning District Abbreviation	Use	Form	Intensity	Minimum Size For Site Review	Concept Plan & Site Review Required	Current Zone
A	A	a	1	2 acres	-	(A-E)
BC-1	B3	f	15	1 acre	3 acres or 50,000 sq. ft. of floor area	(CB-D)
BC-2	B3	f	19	1 acre	2 acres or 25,000 sq. ft. of floor area or any site in BVRC	(CB-E)
BCS	B4	m	28	1 acre	3 acres or 50,000 sq. ft. of floor area	(CS-E)
BMS	B2	o	17	0	3 acres or 50,000 sq. ft. of floor area	(BMS-X)
BR-1	B5	f	23	0	3 acres or 50,000 sq. ft. of floor area	(RB-E)
BR-2	B5	f	16	0	3 acres or 50,000 sq. ft. of floor area	(RB-D)
BT-1	B1	f	15	1 acre	2 acres or 30,000 sq. ft. of floor area	(TB-D)
BT-2	B1	c	21	0	2 acres or 30,000 sq. ft. of floor area	(TB-E)
DT-1	D3	p	25	0	1 acre or 50,000 sq. ft. of floor area	(RB3-E/X)
DT-2	D3	p	26	0	1 acre or 50,000 sq. ft. of floor area	(RB2-X)
DT-3	D3	p	27	0	1 acre or 50,000 sq. ft. of floor area	(RB2-E)
DT-4	D1	q	27	0	1 acre or 50,000 sq. ft. of floor area	(RB1-E)
DT-5	D2	p	27	0	1 acre or 50,000 sq. ft. of floor area	(RB1-X)
IG	12	f	22	2 acres	5 acres or 100,000 sq. ft. of floor area	(IG-D/E)
IM	13	f	20	2 acres	5 acres or 100,000 sq. ft. of floor area	(IM-D/E)
IMS	14	r	18	0	3 acres or 50,000 sq. ft. of floor area	(IMS-X)
IS-1	I1	f	11	2 acres	5 acres or 100,000 sq. ft. of floor area	(IS-E)
IS-2	I1	f	10	2 acres	5 acres or 100,000 sq. ft. of floor area	(IS-D)
MH	MH	S	-	5 or more units are permitted on the property	-	(MH-E)
MU-1	M2	i	18	0	1 acre or 20 dwelling units	(MU-D)
MU-2	M3	r	18	0	3 acres or 50,000 sq. ft. of floor area	(RMS-X)
MU-3	M1	n	24	5 or more units are permitted on the property	1 acre or 20 dwelling units, or 20,000 sq. ft. of non-residential floor area	(MU-X)

TABLE 2-2: SITE REVIEW THRESHOLD TABLE

Zoning District Abbreviation	Use	Form	Intensity	Minimum Size For Site Review	Concept Plan & Site Review Required	Current Zone
P	P	c	5	2 acres	5 acres or 100,000 sq. ft. of floor area	(P-E)
RE	R1	b	3	5 or more units are permitted on the property	-	(ER-E)
RH-2	R6	c	12	0	2 acres or 20 dwelling units or less than 3200 sq. ft. of lot area / dwelling unit	(HZ-E)
RH-3	R7	l	14	5 or more units are permitted on the property	2 acres or 20 dwelling units	(HR1-X)
RH-4	R6	h	15	5 or more units are permitted on the property	2 acres or 20 dwelling units	(HR-D)
RH-5	R6	c	19	5 or more units are permitted on the property	2 acres or 20 dwelling units	(HR-E)
RL-1	R2	d	4	5 or more units are permitted on the property	3 acres or 18 dwelling units	(LR-E)
RL-2	R2	g	6	5 or more units are permitted on the property	3 acres or 18 dwelling units	(LR-D)
RM-1	R3	g	9	5 or more units are permitted on the property	2 acres or 20 dwelling units	(MR-D)
RM-2	R2	d	13	5 or more units are permitted on the property	2 acres or 20 dwelling units	(MR-E)
RM-3	R3	j	13	5 or more units are permitted on the property	2 acres or 20 dwelling units	(MR-X)
RMX-1	R4	d	7	5 or more units are permitted on the property	2 acres or 20 dwelling units	(MXR-E)
RMX-2	R5	k	8	0	2 acres or 20 dwelling units	(MXR-D)
RR-1	R1	a	2	5 or more units are permitted on the property	-	(RR-E)

- (3) Exceptions:** The following developments that exceed the maximum site review thresholds set forth in this Section shall not be required to complete a site review:
- (A)** Minor modifications and amendments to approved development review applications;
 - (B)** Building permits for additions to existing structures that do not exceed a cumulative total, over the life of the building, of 25 percent of the size of the building on which the addition is proposed and that do not alter the basic intent of an approved development;
 - (C)** Subdivisions solely for the purpose of amalgamating lots or parcels of land;
 - (D)** Subdivisions solely for the purpose of conveying property to the city; and
 - (E)** City of Boulder public projects that are otherwise required to complete a public review process.

CONCEPT PLAN REVIEW AND COMMENT - SECTION TWO

APPLICATION SUBMITTAL CHECKLISTS AND FORMS

Submit with your application.

Section Two contains:

- Application Submittal Requirements checklist
- Sign Posting Requirements Acknowledgement form

These documents must be filled out completely and submitted with your application, in the quantities specified on the Land Use Review application form and on the Concept Plan Review and Comment Application Requirements checklist.

CONCEPT PLAN REVIEW AND COMMENT APPLICATION SUBMITTAL REQUIREMENTS CHECKLIST

Submit with your application.

All required materials must be included in order for an application to be accepted by the Planning and Development Services Center. Incomplete applications will not be accepted and will be returned to the applicant.

All application materials must be submitted in 15 collated packets, with one complete packet marked "Original." Each packet must contain one of each required plan, statement, etc. Every packet must include a cover sheet that clearly indicates the contents of the packet. Where fewer than 15 copies of an item are required, the cover sheet should clearly indicate the packets that contain those items.

Complete the checklist below, marking those items as they are included in your application submittal, and sign at the end. The checklist is intended to assist the applicant in collecting all of the required materials and to assist the Planning and Development Services Center in determining that all of the application requirements are met.

Application Requirements

- [] (1) A complete **Land Use Review Application** form, including signatures by or the written consent of the owners of all property to be included in the development.
- [] (2) A completed **Sign Posting Acknowledgment** form, signed by the applicant.
- [] (3) Fifteen (15) copies of a **context map**, drawn to scale, showing the site and an area of not less than 300 feet radius around the site, including streets, zoning, general location of buildings, and parking areas of abutting properties.
- [] (4) Fifteen (15) copies (18"x24" or 24"x36") folded to 9"x12", of a scaled and dimensioned **schematic drawing of the site development concept**, and an area of not less than 200 feet around the site, showing:
 - [] (A) Access points and circulation patterns for all modes of transportation;
 - [] (B) Approximate locations of trails, pedestrian and bikeway connections, on-site transit amenities, and parking areas;
 - [] (C) Approximate location of major site elements, including buildings, open areas, natural features such as watercourses, wetlands, mature trees, and steep slopes; and
 - [] (D) Proposed land uses and approximate location.
- [] (5) Two (2) copies of the **trip generation analysis** and **trip distribution analysis** in accordance with sections 2.03(J) and 2.03(K) of the City of Boulder Design and Construction Standards.
- [] (6) Fifteen (15) copies of **architectural character sketches** showing building elevations and materials; and
- [] (7) Fifteen (15) copies of a **written statement** that describes, in general how the proposed development meets Title 9, "Land Use Regulation," B.R.C. 1981, city plans and policies, and addresses the following:
 - [] (A) Techniques and strategies for environmental impact avoidance, minimization, or mitigation;

- (B) Techniques and strategies for practical and economically feasible travel demand management techniques, including, without limitation, site design, land use, covenants, transit passes, parking restrictions, information or education materials or programs that may reduce single-occupant vehicle trip generation to and from the site; and
- (C) Proposed land uses and if it is a development that includes residential housing type, mix, sizes, and anticipated sale prices, the percentage of affordable units to be included; special design characteristics that may be needed to assure affordability.
- (8) The concept plan review **fee**, as stated on the Land Use Review Application Form.
- (9) Any other information that the applicant wishes to submit.

(signature of person who filled out checklist)

(print name)

SIGN POSTING REQUIREMENTS APPLICANT'S ACKNOWLEDGMENT FORM

Required for Certain Land Use Review, Administrative Review, and Technical Document Review Applications

CITY CODE REQUIREMENT FOR SIGN POSTING OF LAND USE REVIEW APPLICATIONS -

Excerpt of Section 9-4-3(c), B.R.C. 1981: Public Notice of Application: The city manager will provide the following public notice of a development review application:

(1) Posting: After receiving such application, the manager will cause the property for which the application is filed to be posted with a notice indicating that a development review application has been made, the type of review requested, and that interested persons may obtain more detailed information from the planning department. The notice shall meet the following standards:

- (A) The notice shall be placed on weatherproof signs that have been provided by the City and placed on the property that is the subject of the application.
- (B) All such notice shall be posted no later than ten days after the date the application is filed to ensure that notice is posted early in the development review process.
- (C) The signs shall be placed along each abutting street, perpendicular to the direction of travel, in a manner that makes them clearly visible to neighboring residents and passers-by. At least one sign shall be posted on each street frontage.
- (D) The signs shall remain in place during the period leading up to a decision by the approving authority, but not less than ten days.
- (E) On or before the date that the approving authority is scheduled to make a decision on the application the city manager will require the applicant to certify in writing that required notice was posted according to the requirements of this section.

I, _____, am filing a Land Use Review or Technical Document Review
(PRINT NAME OF APPLICANT OR CONTACT PERSON)
application [on behalf of the property owner(s)] _____ for property located
(PRINT NAME OF OWNER(S) IF OTHER THAN APPLICANT/CONTACT)
at _____. I have read the city's sign posting requirements above and acknowledge and
(PRINT PROPERTY ADDRESS OR LOCATION)
agree to the following:

1. I understand that I must use the sign(s) that the city will provide to me at the time that I file my application. The sign(s) will include information about my application and property location to provide required public notice.
2. I am responsible for ensuring that the sign(s) is posted on the property described above in such a way that meets the requirements of Section 9-4-3(c), B.R.C. 1981 (listed above), including visibility of the sign(s) and time and duration of the sign(s) posting, and including reposting any signs that are removed, damaged, or otherwise displaced from the site. As necessary, I shall obtain a replacement sign(s) from the city for reposting.
3. I understand that certain future changes to my application, including but not limited to, changes to the project description or adding a review type, may require that I post a new sign(s). The city will notify me if such a reposting is required and provide me with a necessary replacement sign(s).
4. I understand that failing to provide the public notice by sign posting required by the city's land use regulation may result in a delay in the city's issuing a decision or a legal challenge of any issued decision.

NAME OF APPLICANT OR CONTACT PERSON

DATE

Please keep a copy of this signed form for your reference. If you have any questions about the sign posting requirements or to obtain a replacement sign, please call 303-441-1880.