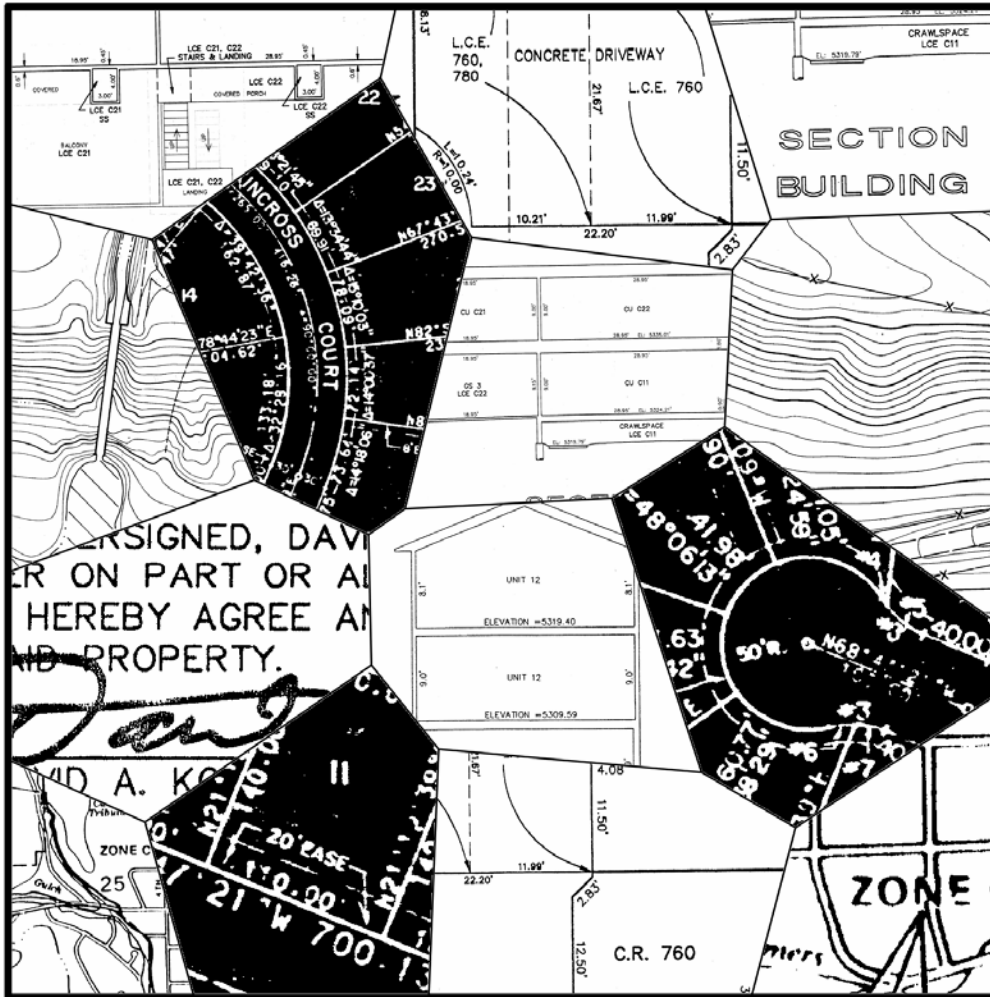


Outside City Utilities

Attachment to Land Use Review Application Form



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

OUTSIDE CITY UTILITY APPLICATION REQUIREMENTS AND CHECKLIST

An application for city water or sewer service to properties outside the city limits must include the information necessary to demonstrate compliance with the city code requirements of Section 11-1-15, B.R.C. 1981 (for water service) and/or 11-2-10 (for sewer service). These application requirements are summarized below and are listed on the Land Use Review Application Form. An application fee, as specified on the application form, is also required. In addition, an applicant may submit any additional materials which may be appropriate to the review.

All required materials must be included along with a complete form 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. An application may be filed only by the owner(s) of the subject property. The owners must consent to the application and sign the application form.

Please use the list below as a checklist, marking those items as they are included in your application. 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.

Outside City Utility 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. 3 copies of an **improvement survey** or improvement location certificate by a registered surveyor, of the subject property.
- 3. A **legal description** of the subject property, printed clearly on an 8 ½" x 11" sheet.
- 4. 15 copies of a **vicinity map** (8 ½" x 11") indicating the site and adjacent streets. If the site is less than one acre, the map must be drawn at a minimum of 1":200'.
- 5. 15 copies of a **written statement** which describes the proposal and addresses how the annexation meets the attached out-of-city utility conditions.
- 6. 15 prints (no larger than 24"x36" folded to 9"x12") of a **utility plan or utility connection plan**, depending on whether public improvements are required (see attached list of plan requirements).
- 7. 15 copies of a completed **Land Use Review Project Fact Sheet** (attached).
- 8. 2 copies of a **current title insurance commitment** or attorney memorandum based on an abstract of title.
- 9. The outside city utility permit **fee**, as stated on the Land Use Review Application Form.
- 10. Any other information that the applicant wishes to submit.

OUT-OF-CITY UTILITY CHECKLIST

11-1-15 Out-of-City Water Service.

- (a) Any person outside of the city limits desiring to make a connection or repair to or disconnect from the water utility or to use water therefrom shall apply to the city manager for a revocable out-of-city water permit, which may be issued after approval of the city manager if the manager finds that the application meets the following conditions:
- (1) The property is located within Area II of the Boulder Valley Comprehensive Plan, unless the facility to be served is a publicly owned facility that because of its nature is most appropriately located outside Area II and because of the general public interest should be served by water service;
 - (2) There is no main extension involved for such service beyond one hundred feet or in violation of the main extension limit, whichever is less;¹
 - (3) The city planning department has determined that the proposal does not constitute new urban development and is consistent with the comprehensive plan;
 - (4) The city has referred the application to the Boulder County Planning Department under the referral provisions of the comprehensive plan;
 - (5) The service is to be extended to a structure, which contains a legal use, that existed on the effective date of this chapter or to a platted single-family lot existing on the effective date of this chapter;
 - (6) The property is located below the "Blue Line"; and
 - (7) The property owner agrees in an agreement running with the land to annex to the city as soon as the property is eligible for annexation.

11-2-10 Out-of-City Sewer Service.

- (a) Any person outside of the city limits desiring to make a connection to the wastewater utility shall apply to the city manager for a revocable out-of-city wastewater permit, which may be issued after approval of the city manager if the manager finds that the application meets the following conditions:
- (1) The property is located within Area II of the Boulder Valley Comprehensive Plan, unless the facility to be served is a publicly owned facility that because of its nature is most appropriately located outside Area II and because of the general public interest should be served by wastewater service;
 - (2) There is no main extension involved for such service beyond one hundred feet;
 - (3) The city planning department has determined that this proposal does not constitute new urban development and is consistent with the Comprehensive Plan;
 - (4) The city has referred the application to the Boulder County Planning Department under the referral provisions of the Comprehensive Plan;
 - (5) The service is to be extended to a structure, which contains a legal use, that existed on the effective date of this chapter or to a platted single-family lot existing on the effective date of this chapter;
 - (6) The property is located below the "Blue Line"; and
 - (7) The property owner agrees in an agreement running with the land to annex to the city as soon as the property is eligible for annexation.

REQUIREMENTS FOR UTILITY CONNECTION PLANS AND UTILITY PLANS

All proposed developments which will be served by city water or sanitary sewer are required to submit a plan demonstrating how these services will be provided. In many cases, utilities are already available adjacent to the site and a **Utility Connection Plan** showing locations for services (domestic water, fire protection, irrigation, sanitary sewer) and meters is adequate. For projects that require installation of new public mains or fire hydrants, additional detail is needed to show that infrastructure construction is feasible and that any associated easements can be accommodated within the development plan. In these cases, a more detailed **Utility Plan** is required. Most projects requiring a **Utility Plan** will also require a subsequent **Technical Document Review** to obtain approval of final design details.

Utility Connection Plan

A Utility Connection Plan may be submitted in lieu of a Utility Plan for projects meeting all of the following requirements:

Main Frontage - The proposed project must have frontage on existing water and sewer mains. If a property fronts on a main, but the main does not extend the full length of the frontage, the applicant should contact the Planning and Development Services Center to determine whether a main extension is required.

System Capacity - Water and sewer mains adjacent to the property must be a minimum of eight (8) inches in diameter. For industrial and large commercial projects, the applicant should check with city staff to determine whether system capacity may be an issue.

Fire Protection - A Utility Connection Plan cannot be used where additional fire hydrants will be required to meet city standards. Generally, single-family residential areas require 500-foot hydrant spacing and commercial areas require 350-foot spacing. For structures other than single-family residential units, no portion of the structure can be more than 175 feet of fire access distance from the nearest hydrant. Please refer to the *City of Boulder Design and Construction Standards* for complete requirements.

Utility Connection Plan Requirements

Utility Connection Plans must include the following basic information. Please refer to the *City of Boulder Design and Construction Standards* for complete requirements.

- Title block with name of project, date, and name and address of preparer
- Vicinity map showing location of project
- North arrow
- Identified scale of plan (must be 1:10, 1:20, 1:30, 1:40, 1:50, 1:60, or 1:100)
- Names of adjacent streets
- Location of property lines and rights-of-way
- Location of any existing or proposed easements
- Location of structures and trees
- 100-year floodplain limits
- Location, type and size of all existing and proposed mains, services, and meters.
- Note stating: "Utilities shall comply with the *City of Boulder Design and Construction Standards*".

For Annexation and Outside City Utility Service Applications Only:

For single-family residential dwellings, the required Utility Connection Plan information may be added to a scaled improvement location certificate or improvement survey.

Utility Plan

All projects which include construction of public water and sewer mains or fire hydrants require a Utility Plan so that the project feasibility and land use impacts can be assessed. Utility Plans must be prepared by a professional engineer licensed in the state of Colorado, but do not need to be stamped and signed unless they will also serve as the utility construction drawing. In most cases, a stamped utility plan and profile construction drawings will need to be submitted through the technical document review process. Due to the technical nature of utility design and the level of detail involved, applicants should refer to the *City of Boulder Design and Construction Standards* for complete requirements.

PROJECT FACT SHEET

For Land Use Review Applications

Accurate and complete information about a project is integral to a timely and thorough city review. **Please type or print complete answers to the items listed under the boxes that relate to your project.** While some of this information may be included on the project site plans or discussed in the written statement, please also enter it here. If you choose to recreate this document, please only include the items that relate to your project. An electronic version of this document is available on the Web at www.boulderplandevlop.net

ALL PROJECTS

Key Information

Subject property address/location: _____

Owner name and address: _____

Legal Description (or attach): _____

Age of existing structures: _____

Size of site in square feet and acres. Gross: _____
Net (after public dedications): _____

Current Zoning Designation: _____

For rezoning and annexation applications,
Proposed Zoning Designation: _____

Boulder Valley Comprehensive
Plan Land Use Designation: _____

Previous Approvals (specify
project name, review type): _____

Solar Access Area Designation (circle one): Area I Area II Area III

Does the project include the demolition of any structures? Yes No
If yes, what year was the structure built? _____

Please list any requested variations to the land use regulations (specific variance information is requested later in the project fact sheet):

Please indicate with a checkmark if your property is affected by any of the following:

- Wetland area _____
- Airport Influence Zone _____
- Historic landmark designation/district _____
- Boulder Valley Regional Center (BVRC) _____
- 100 Year Flood Zone _____
- North Boulder Subcommunity Plan _____
- CAGID parking district _____
- UHGID parking district _____
- Other local improvement district _____

Land Use

Please describe the proposed use(s) of the property, including activities conducted on site, number of seats, number of guest rooms, number of residents, number of employees, hours of operation and any other unique operating characteristics. Also, please specify which land use category(ies) in the Schedule of Permitted Land Uses (Section 9-6-1) that most closely describes the proposed use:

Utilities

- Are existing buildings hooked-up to city water? Yes No
- Are existing buildings hooked-up to city sewer? Yes No
- Are there city water mains adjacent the property? Yes No
- Are there city sewer mains adjacent the property? Yes No

Please name any utility districts that currently serve the property: _____

Projects with residential dwelling units (existing or proposed)

	Existing	Proposed
Total # of lots	_____	_____
Size of lots	_____	_____
Total # of buildings	_____	_____
Size of each building	_____	_____
	_____	_____
	_____	_____
Total # of dwelling units	_____	_____
Total # of kitchens	_____	_____
Total floor area	_____	_____
Number of stories	_____	_____
Maximum building height	_____	_____

	Existing	Proposed	Floor Area/unit
Specify the number of units with each bedroom configuration.	_____ ELU*	_____ ELU*	_____ ELU*
	_____ 1 BR	_____ 1 BR	_____ 1 BR
	_____ 2 BR	_____ 2 BR	_____ 2 BR
	_____ 3 BR	_____ 3 BR	_____ 3 BR
	_____ 4 BR	_____ 4 BR	_____ 4 BR
	_____ other	_____ other	_____ other

* *efficiency living unit*

Project density:	Existing	Proposed
Gross units/acre	_____	_____
Net units/acre	_____	_____
Lot area/unit	_____	_____
Total useable open space	_____	_____
Useable open space/unit	_____	_____
Floor area ratio	_____	_____

Is open space reduction requested**? (If yes, specify %) _____

** *Open space reduction requests may only be made for properties in the RH-1 or RH-2 zoning district.*

Projects with non-residential uses (existing or proposed)

	Existing	Proposed
Total # of lots	_____	_____
Total # buildings	_____	_____
Size of each building	_____	_____
	_____	_____
	_____	_____
Total floor area	_____	_____
Floor area ratio	_____	_____
Total building coverage	_____	_____
Number of stories	_____	_____
Maximum building height	_____	_____
Ratio of non-residential floor area to number of parking spaces	_____	_____
Ratio of non-residential floor area to residential floor area	_____	_____

What type of building code occupancy classification is required? _____

Projects with a mix of non-residential and residential uses

In addition to the information above, please describe the proposed project, and any project characteristics or requested variations of the mixed-use project.

LAND USE REVIEW AND TECHNICAL DOCUMENT REVIEW PROCESS SUMMARY

The Planning Department coordinates discretionary reviews through a Land Use Review process. The various review types are listed on the Land Use Review Application Form and include annexation, site review, use review and preliminary plat for subdivision. The Land Use Review process is summarized here.

Pre-Application

If you are considering filing a development review application, a pre-application review may be beneficial. An interdepartmental city staff team is available to answer questions about applicable regulations, application requirements, and how they may affect a project on a particular site. Many pre-application questions can be answered without need for a meeting. Occasionally, staff will determine that a meeting will be the most effective approach. Pre-application review is optional; however, there are certain types of projects and reviews for which city staff recommends a pre-application review. Please refer to the pre-application review brochure for more information.

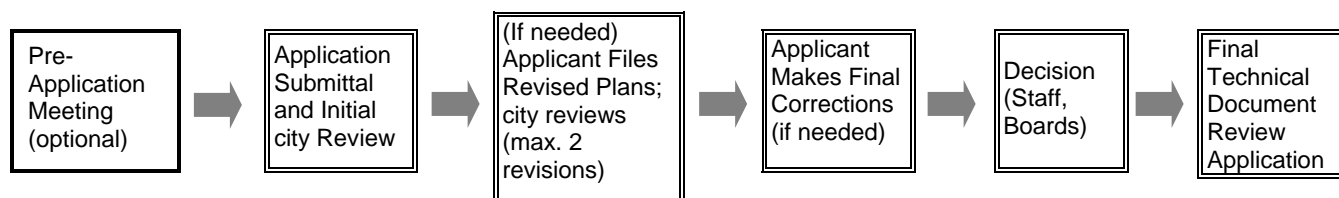
Application

A request for Land Use Review is made by completing and filing an application in the Planning and Development Services Center. Land Use Review applications are accepted daily. **Bimonthly deadlines are at 10 a.m. on the first and third Mondays of each month.** A case manager is assigned to each application and manages the land use review process for the individual project. The case manager also serves as the primary contact for the project in interactions with other city departments, the applicant and the public.

Review Schedule

Each application is assigned to a "track" based on availability of staff resources to conduct the review. The track assigned determines the land use review schedule which the project will follow and helps applicants to gauge the time needed to complete the review process. A generalized diagram of the land use review process appears below. Once a review track has been assigned, the city commits to this time schedule, assuming the applicant meets appropriate deadlines. In addition, the schedule may be accelerated or a project placed on a later track based on the applicant's response time, the number of revisions, and staff, Planning Board or City Council work volume.

Basic Steps in the Land Use Review (LUR) Process



Reviewers

The land use review process includes review by the Development Review Committee (DRC), which is made up of representatives from city departments and other referral agencies. Each representative provides review and comment about how the application complies with code and policy requirements within their area of responsibility. When the interests of individual departments diverge, developing consensus is the responsibility of the Policy Resolution Group (PRG), made up of supervisors of Planning and Development Services and the City Attorney's Office.

Initial Review and Review of Revised Plans

Public notice, by mail and posting a sign on the property, occurs during the initial review. The applicant is responsible for posting of a sign that is issued by the Planning and Development Services Center.

During a project's initial review, a summary of the city's findings, a list of requirements and informational comments are identified and given to the applicant in the form of Development Review Results and Comments.

Projects are reviewed for conformance with development standards and requirements and some are evaluated against qualitative design criteria. City comments and/or a decision are issued approximately three weeks after the start of the assigned review track.

Issuance of the Development Review Results and Comments concludes the services covered by the initial application fee. Any additional time spent by staff after this point is subject to hourly billing or by revision fees where applicable.

The case manager is available to meet with the applicant to review and discuss the city comments. After considering the issues identified in the initial review, the applicant is given the opportunity to propose revisions. Revisions must be submitted, or a written request for continuance received within 60 days from the date of city comments; otherwise, staff will either take action on the latest plans on file or the application is voided. Revised applications are evaluated by DRC staff members and review of revision comments are issued by the case manager within 15 working days after the start of the assigned review track. Up to two revisions may be filed for each project.

Decisions/Call-ups/Appeals

Depending on the potential impact, Boulder's land use regulations assign approval authority to either city staff, Planning Board, or both Planning Board and City Council. After the completion of staff review, the Planning Department either issues a staff decision or refers the project to the Planning Board or City Council. For site review, use review and subdivision (at final plat review), a "Notice of Disposition" is issued. This is a one- or two-page document stating the decision and listing any conditions of approval. These decisions are final after a 14-day "call-up" period. Staff-level decisions may be called up by the Planning Board for a final decision or appealed to the Planning Board by the applicant or any interested person. Planning Board decisions are also issued as dispositions and are final after a 30-day call-up period. Board decisions may be called up for review by City Council with a majority vote of City Council in favor of the call-up. Decisions by Planning Board and City Council are made following public hearings at regularly scheduled meetings.

Several types of Land Use Review applications do not have dispositions issued and follow a slightly different review process at the time of the project decision. For example, out-of-city utility permits are approved by city staff and subject to a call-up by the City Council. Annexations follow a state law approval process, including a recommendation by the Planning Board and approval of an ordinance at two readings by City Council. For additional information on the steps towards a final decision for a particular application type, please refer to the application attachment for the review type or contact the Planning and Development Services Center.

Technical Document Review and Permit Review

The conditions of approval for most Land Use Review applications will generally require several documents to be prepared, filed and recorded depending on the review type. These may include final plans (architecture, site, landscape), a subdivision final plat and agreement, a development agreement, engineering plans, and dedications of easements or rights-of-way.

For city review and approval of these technical and final documents, *the applicant files a Technical Document Review application*. The Technical Document Review process (TEC DOC) is similar to Land Use Review (same application deadlines, but no hearings are involved).

After the required technical documents have been approved, the applicant may file a building permit application for any new construction. Information on building permits is available in the Planning and Development Services Center (303-441-1880). The applicant may also need to obtain other permits to complete the project, including growth management allocations and floodplain development permits.

Expiration of Approval

For site and use reviews, the applicant must begin and substantially complete an approved project within three years from the date of final approval (or as modified by a specific development schedule). If a project is not completed within three years, or according to the project's approved development schedule, the approval expires. If the project is not completed within this time frame, the applicant may request administrative extension of the development approval. Up to two six-month extensions can be granted by staff. After that, extensions can only be granted by the Planning Board, after a public hearing, and upon a showing by the applicant that reasonable diligence has been exercised to complete the project.