



**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

## REVOCABLE APPLICATION FORM

**APPLICATION DEADLINE IS 10 A.M. ON MONDAYS.**

**Inaccurate or incomplete information will result in rejection of the application.**

One original and two copies of the application packet are required, and must be submitted in person.  
A separate building permit and public right-of-way permit may be required in addition to a sign permit, revocable permit or lease.

### 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)
- Type of Improvement: \_\_\_\_\_
- Location on Property: \_\_\_\_\_
- Does encroachment presently exist?  Yes  No If yes, since what date? \_\_\_\_\_
- Landmark Alteration Certificate (if needed) HIS \_\_\_\_\_ - \_\_\_\_\_

#### TYPE OF REVIEW (Check one)

Lease:

- Patio\*
- Planter/ Landscape Wall
- Air Rights (cornice)
- Building
- Monitoring Well
- Other \_\_\_\_\_

Permit

- Projecting Sign
- Awning

\*A proposed patio for a restaurant use may require Use Review Approval

- 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 #: \_\_\_\_\_ File Name \_\_\_\_\_  
 Subcommunity: \_\_\_\_\_ Project Name: \_\_\_\_\_ Coord.: \_\_\_\_\_  
 Fee: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Check #: \_\_\_\_\_

## PERSONS IN INTEREST

Names of **all persons and companies who hold an interest in the described real property**, whether as owner, lessee, optionee, mortgagee, etc. Except for Zoning Verification, 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: \_\_\_\_\_

### 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: \_\_\_\_\_

# Revocable Application Requirements Checklist:

## A REVOCABLE PERMIT OR LEASE APPLICATION WILL NOT BE ACCEPTED WITHOUT THE FOLLOWING INFORMATION:

- Application Fees – Please refer to the Schedule of Fees on our web site for exact fees**
    - A change or transfer of ownership or tenant requires a new application fee.
    - Leases are assessed an **annual** fee based on the square footage of the approved encroachment. A bill is sent after the revocable is approved and annually thereafter.
    - Permits are charged a renewal fee every **three** years. A renewal notice is mailed to the applicant 30 days in advance of the due date.
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### FROM THE BUILDING OWNER

- Proof of Ownership** from a title company (Commitment for Title Insurance), current to within **30** days, including a legal description. Titles older than 30 days are *not* acceptable and the application will not be accepted.  
**OR**
- An Attorney’s Memorandum**, stating the fee ownership in the property as well as a legal description.

**If the owner is an entity**, then proof of authorization to bind on behalf of the entity is required. Please note that different forms of documentation are required depending on the type of entity (i.e. a Limited Liability Company vs. a Corporation). The name and title of person(s) authorized to sign (Manager, General Partner, etc) must be provided, and they must provide a notarized signature.

If the entity is a **Limited Liability Company (LLC)** or a **Limited Liability Partnership (LLP)**, the following are **examples** of documentation that may be accepted, subject to the review of the city:

- Articles of Organization
- Operating Agreement
- Partnership Agreement
- Statement of Authority
- Attorney’s Memorandum (must be dated and signed and include company name and title of the authorized person)

If the entity is a **Corporation**, the following are examples of documentation that may be accepted, subject to the review of the city:

- Articles of Incorporation/ Bylaws
- Corporate Minutes confirming current officers
- Statement of Authority or Delegation
- Attorney’s Memorandum (must be dated and signed and include company name and title of the authorized person)

**Please note that a copy of the “Articles of Organization” or “Articles of Incorporation” printed from the Secretary of State website listing the name of the “Registered Agent” alone is not sufficient proof of authorization to bind. The documentation provided must clearly show who has the authority to bind on behalf of the entity.**

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### FROM THE TENANT

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- Articles of Organization
- Operating Agreement
- Partnership Agreement
- Statement of Authority
- Attorney’s Memorandum (must be dated and signed and include company name and title of authorized person)



the Landmarks Board. This approval is required in addition to any other approval for a permit or lease. For private encroachments in a public right-of-way located in both the Downtown Historic District (the Pearl Street Mall area) and the Downtown Pedestrian District, landmarks staff will coordinate city review. For further information call 303-441-3207.

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**Restaurant Information (If applicable)**

For restaurant uses only. The addition of a patio to a restaurant can require Use Review approval in some zoning districts. For a new patio for a restaurant use, provide a written statement including:

- Total floor area of the restaurant and total number of seats (indoor)
- Total area of the exterior patio and total number of seats (outdoor)
- Hours of operation

**FOR ADDITIONAL INFORMATION**

Please see Section 8-6-6 "Requirements for Revocable Permits, Short-Term Leases, and Long-Term Leases" of the Boulder Revised Code, 1981. You may also contact a Project Specialist at 303-441-1880 for additional information.

I, \_\_\_\_\_ (print name), the Owner/Tenant (circle one), verify that all required documents as listed above have been completed and submitted to the city of Boulder in addition to the Revocable Application form.

\_\_\_\_\_ (Signature)

\_\_\_\_\_ (Date)

## UTILITY COMPANY ACKNOWLEDGEMENT

Please complete the following:

### CENTURYLINK

Contact: Kathy Dunbar at 303-441-7113, fax 303-441-6683  
1855 South Flatiron Court, Boulder, CO 80301  
[kathy.dunbar@centurylink.com](mailto:kathy.dunbar@centurylink.com)

I have reviewed the proposed encroachment plans and recommend \_\_\_\_\_ Approval    \_\_\_\_\_ Disapproval  
Comments:

\_\_\_\_\_  
Representative's Signature

\_\_\_\_\_  
Date

### XCEL ENERGY

Contact: Donna George at 303-571-3306, fax 303-571-3524  
1123 West 3rd Avenue, Denver, CO 80023  
[Donna.L.George@xcelenergy.com](mailto:Donna.L.George@xcelenergy.com)

A statement will be provided on Xcel Energy letterhead in lieu of a signature

### COMCAST

Contact: Kevin Young at 720-281-8666, fax 303-603-5628  
8470 Umatilla Ave., Federal Heights, CO 80221  
[kevin\\_young@cable.comcast.com](mailto:kevin_young@cable.comcast.com)

I have reviewed the proposed encroachment plans and recommend \_\_\_\_\_ Approval    \_\_\_\_\_ Disapproval  
Comments:

\_\_\_\_\_  
Representative's Signature

\_\_\_\_\_  
Date

### REVOCABLE REQUIREMENTS BY TYPE

Type of Encroachment	Scaled Site Plan	Include existing site information showing all existing features in Right-of-Way (bike racks, tree grates parking meters, etc)	Area (sq. ft.) of Right-of-Way encroachment	Elevation	Height Clearance (ft. and inches) above ground	Section	Details (Railings, Attachments, etc.)	Utility Company Acknowledgement Form	Landmark Alteration Certificate	Restaurant Information	Notes
Patio (sidewalk seating)	X	X	X	X			X		C	X	1. Show all surrounding elements and dimensions on plan including parking meters, signs, trees and tree grates, benches, etc. 2. Include railing attachment detail.
Planters/ Landscape Walls	X	X	X	X		X	X		C		
Stairs/Ramps	X	X	X	X					C		
Projecting Sign	X			X	X		X		C		1. Show any other projecting sign within 25'. 2. Include attachment detail. 3. Show building frontage. 4. See Sign Code for size restrictions. 5. A sign permit will be required.
Awning	X			X	X		X		C		1. Include attachment detail. 2. If a sign is to be located on the awning an additional sign permit will be required.
Cornice	X			X	X	X		X	C		
Monitoring Wells	X							X	C		
Conduits	X							X	C		

C. Conditional. If the location is a landmark, located within the historic district, then a Landmark Alteration Certificate (LAC) is required.

