



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

LAND USE REVIEW APPLICATION FORM

APPLICATION DEADLINE IS 10 A.M. THE FIRST AND THIRD MONDAY OF EACH MONTH.

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 are 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 #: _____ File Name _____
 Subcommunity: _____ Project Name: _____ Coord.: _____
 Fee: _____ Receipt #: _____ Check #: _____

REVIEW TYPES, REQUIREMENTS AND FEES

To indicate 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.**

Applications will not be processed until all required information is provided.		Staff Use Only			
√	Type of Review Check the appropriate Review Type on the left	Application Requirements (See key on page 3.)	Fees		
			Initial Application ¹	Planning Board Administrative Fee ²	Hourly Billing ³
	ANNEXATION/INITIAL ZONING <input type="checkbox"/> Simple Single-Family Residential <input type="checkbox"/> Standard <input type="checkbox"/> Complex Each additional annexation agreement	1,3,4,5,6,9,10,11,20,21	\$5,000 \$15,000 \$20,000 \$2,500	\$1,580 \$1,580 \$1,580 N/A	N/A N/A N/A N/A
	ANNEXATION FEASIBILITY STUDY	3,4,5,20,28	\$2,100	N/A	N/A
	CONCEPT PLAN REVIEW AND COMMENT	1,6,22,23,31,33	\$8,915	\$1,580	N/A
	OUTSIDE CITY UTILITY PERMIT	3,4,5,6,11,19,21,29	\$4,680	N/A	\$131/hr
	OFF-SITE AFFORDABLE HOUSING DESIGN	3,4,5,6,7,8,11,12,15,16,18,20,24,32,33	\$2,100	N/A	\$131/hr
	PRELIMINARY PLAT FOR SUBDIVISION	1,2,3,4,5,6,11,12,13,15,20,21,24,29,33	\$4,680	N/A	\$131/hr
	MINOR SUBDIVISION (Only one new lot created)	1,2,3,4,5,6,11,13,15,20,21,24,25,26,29,33	\$1,050	N/A	\$131/hr
	REZONING	1,3,4,5,6,20,29,33	\$14,040	\$1,580	\$131/hr
	SITE REVIEW <input type="checkbox"/> Site Review	Staff Use Only <input type="checkbox"/> Simple <input type="checkbox"/> Standard <input type="checkbox"/> Complex 1,3,4,5,6,7,8,11,12,15,18,20,21,24,29,32 33,34 For height modification, add 16,17	\$4,680 \$8,885 \$24,895	\$1,580 \$1,580 \$1,580	\$131/hr \$131/hr \$131/hr
	<input type="checkbox"/> Site Review with a height modification (structures less than "9-7-1" principal building height)	1,3,4,5,6,7,15,16,24,29	\$1,760	N/A	\$131/hr
	USE REVIEW <input type="checkbox"/> Standard <input type="checkbox"/> Non-conforming use and non-standard lots and building	1,3,4,5,6,7,8,18,20,21,29,33	\$2,100 \$1,760	\$1,580 \$1,580	\$131/hr \$131/hr
	EXTENSION OF DEVELOPMENT APPROVAL- PLANNING BOARD (SECTION 9-2-12)	27	\$1,580	N/A	N/A
	VACATION-STREET, ALLEY, ACCESS EASEMENTS Vacation Feasibility Study Only Right-of-Way/Access Easement Vacation (\$5,230+\$4,000)	3,4,5,6,7,14 1,3,4,5,6,7,14	\$4,000 \$9,230	N/A N/A	N/A N/A
	MINOR AMENDMENT TO AN APPROVED SITE PLAN (SECTION 9-2-14(I))	1,3,4,5,6,7,8,11,12,15,18,20,21,24,29	\$2,100	\$1,580	\$131/hr

¹ Where multiple review types apply, pay the fee for each type of review, with the exception that the fee for the Off-Site Affordable Housing Design review will be waived if it is completed concurrently with Site Review.

² Planning Board fee will be assessed at time of application. The fee will be refunded if application is withdrawn prior to the item being published on an agenda. Hourly billing continues to apply.

³ Where hourly rates are indicated, hourly charges will begin immediately after issuance of the initial staff review comments. Applicant will be billed monthly for hourly charges. Please refer to acknowledgement of obligation form for details.

⁴ Will apply as credit to initial annexation application fee if submitted within the same calendar year.

APPLICATION REQUIREMENTS KEY

This key corresponds to the numbers listed on page 2. Attachments noted below are available at the Planning and Development Services Center, 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.**

Check the requirements for your application.

- 1. A completed **sign posting acknowledgment form** signed by the applicant.
- 2. **Names and addresses of tenants** of property abutting the subject property typed on mailing labels. Also provide one (1) copy of all labels.
- 3. Three (3) copies of an **improvement survey** or improvement location certificate by registered surveyor.
- 4. One (1) copy of the subject property's **legal description**, printed clearly on an 8 ½" x 11" sheet.
- 5. Fifteen (15) copies of a **vicinity map** (8 ½" x 11") indicating the application site and adjacent streets.* If site is less than one acre, map must be drawn at a minimum of 1": 200' scale. **For Concept Plan and Site and Use Reviews**, also include the vicinity map on the required site plan.
- 6. Fifteen (15) copies of a **written statement** that describes the proposal and indicates how the application meets all applicable review criteria and specifying any requested variances. See appropriate review attachment.*
- 7. Fifteen (15) prints of **site development plans**, meeting the requirements contained in the applicable Site Review, Use Review, or Vacation attachments. **The checklists within the attachment(s) must be filled out and submitted with the plans to verify completeness.***
- 8. Fifteen (15) prints drawn to a standard scale (no less than 18"X24" and no larger than 24"x36," folded to 9"x12") of **architectural plans** of existing structure(s) and any proposed additions or renovations. Refer to the appropriate review attachment for a list of specific plan requirements. If new residential units, not including accessory dwelling units or owners' accessory units, are proposed, label each unit with a discreet address or identifier and show the total floor area per B.R.C. 9-16 Floor Area. In a separate line item, indicate the floor area for attached or detached dwelling units (Inclusionary Housing), as applicable.
- 9. Fifteen (15) prints of an **annexation map**, drawn to a standard scale (no less than 18"X24" and no larger than 24"x36," folded to 9"x12") and prepared by a registered surveyor. See *Annexation* attachment for specific requirements.
- 10. **Annexation petition** (one original and one copy) signed by the property owners. Copy included in *Annexation* attachment.
- 11. Fifteen (15) (no less than 18"X24" and 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 appropriate review attachment for specific requirements.
- 12. Fifteen (15) prints (no less than 18"X24" and no larger than 24"x36," folded to 9"x12") of **preliminary stormwater plan** and two (2) copies of preliminary **stormwater report**, depending on whether public improvements are required. See appropriate attachments for specific requirements.
- 13. Fifteen (15) prints of a **preliminary plat** (no less than 18"X24" and no larger than 24"x36," folded to 9"x12"). See *Preliminary Plat for Subdivision* attachment for plat requirements. (Also, refer to *Technical Document Review Application and Subdivision - Final Plat* attachment for final plat requirements.)
- 14. Signatures from **electric/gas, telephone, and cable** company representatives.
- 15. A **shadow analysis**, drawn to a standard scale (no larger than 24"x36", folded to 9"x12"). See *Site Review* attachment for specific requirements.
- 16. Fifteen (15) prints of **architectural plans**, drawn to a standard scale, with an explanation of how height was calculated, according to the city code definition of height. Include documentation of useable open space and how the proposal accommodates pedestrians including proposed uses, percent of transparent materials (glass) on the ground level, and proposed signage and graphics.
- 17. For development in the **downtown area DT zone districts (DT-1, DT-2, DT-3, DT-4, and DT-5)**, a **model**, at a scale of no less than 1": 30' of the properties within 100' of the subject property and a **perspective drawing** of the proposed building(s), drawn from street level.
- 18. A signed **Vested Property Rights Option Form** (one original and one copy).
- 19. For **Temporary Water Utility permits only**, a statement from the Boulder County Health Department that an emergency condition exists.

- 20. Fifteen (15) copies of a completed *Land Use Review Project Fact Sheet*.
- 21. Two (2) copies of a **current title insurance commitment** or attorney memorandum, based on an abstract of title.
- 22. Fifteen (15) copies of a **context map**, drawn to a standard scale (no less than 18"x24" and no larger than 24"x36," folded to 9"x12"), showing the site and an area of not less than 300' radius around the site, including streets, zoning, general location of buildings, and parking areas of abutting properties.
- 23. Fifteen (15) copies of a scaled and dimensioned **schematic drawing** of the site development concept and an area of not less than 200' around the site and **architectural character sketches** (no less than 18"x24" and no larger than 24"x36," folded to 9"x12"). See the **concept plan** attachment for more specific requirements of these drawings.
- 24. One copy of **notification sent to each Mineral Estate Owner**. See sections 9-4-3(e) or 9-12-7(c) for requirements or written certification that the applicant performed a Mineral Estate search and found no owners.
- 25. Five (5) copies (no larger than 24"x36" folded to 9"x12") of **final plat**. See *Final Plat for Subdivision* attachment for plat requirements.
- 26. Computer check to assure that the exterior lines of the subdivision on the final plat close.
- 27. Fifteen (15) copies of a written statement including the case number of the development approval requested for extension, the original Notice of Decision, including all conditions of approval, the reasons for the extension and an explanation how the request for extension complies with each of the criteria for extension found in Section 9-2-12 (b), B.R.C. 1981.
- 28. Three (3) copies each of a completed Plumbing Fixture Count Form, and a completed Housing and Development Excise Tax Form.
- 29. One signed Acknowledgement of Obligation to Pay form for applications that may include hourly billing.
- 30. A written statement describing how the proposed land use designation change would meet the criteria and procedures of the Boulder Valley Comprehensive Plan as listed in the appropriate attachment.
- 31. 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.
- 32. Three (3) copies of the **travel demand management (TDM) plan** which outlines strategies to mitigate traffic impacts created by the proposed development and implementable measures for promoting alternative modes of travel, in accordance with section 9-2-14(D), B.R.C., 1981 and section 2.03(l) of the City of Boulder Design and Construction Standards.
- 33. Two (2) copies each of the Preliminary Determination of Inclusionary Housing Compliance form. Only applies to projects that include new residential units (does not apply to accessory dwelling units or owners accessory units). The form and additional program information is available online at www.boulderadffordablehomes.com.
- 34. Two (2) copies of a **tree inventory** that includes the location, size, species and general health of all trees with a diameter of six (6) inches and over measured fifty-four (54) inches above the ground on the property or in the landscape setback of any property adjacent to the development. The inventory shall indicate which trees will be adversely affected and what if any steps will be taken to mitigate the impact on the trees. The tree inventory shall be prepared by a certified arborist that has a valid contractor license pursuant to [chapter 4-28](#), "Tree Contractor License," B.R.C.

* Seven (7) copies of requested materials required for height modifications which are less than "9-7-1" principal building height limits.

Application Requirements

Land Use Review Application		Standard Application Requirements	Electronic Application Requirements		
Document Key	Document Description	Hard Copies Required	Hard Copies Required	Electronic Copies Required	Required Electronic Document Names
	Completed LUR Application	1	1	1	0_LUR Application
1	Completed sign posting acknowledgment form signed by the applicant.	1	1	1	1_Sign posting
2	Names and addresses of tenants of property abutting the subject property typed on mailing labels. Also provide one (1) copy of all labels.	1	1	1	2_Names and addresses
3	Improvement survey or improvement location certificate by registered surveyor.	3	2	1	3_Survey/ILC
4	Legal description of the subject property, printed clearly on an 8 ½" x 11" sheet.	1	1	1	4_Legal Description
5	Vicinity map (8 ½" x 11") indicating the application site and adjacent streets.* If site is less than one acre, map must be drawn at a minimum of 1": 200' scale. For Concept Plan and Site and Use Reviews , also include the vicinity map on the required site plan.	15	5	1	5_Vicinity Map
6	Written statement that describes the proposal and indicates how the application meets all applicable review criteria and specifying any requested variances. See appropriate review attachment.*	15	5	1	6_Written Statement
7	Site development plans , meeting the requirements contained in the applicable Site Review, Use Review, or Vacation attachments. The checklists within the attachments) must be filled out and submitted with the plans to verify completeness.*	15	5	1	7_Site Plans
8	Architectural plans (no less than 18"x24" and no larger than 24"x36," folded to 9"x12") drawn to a standard scale of existing structure(s) and any proposed additions or renovations. Refer to the appropriate review attachment for a list of specific plan requirements.	15	5	1	8_Architectural Plans
9	Annexation map (no less than 18"x24" and no larger than 24"x36," folded to 9"x12"), drawn to a standard scale and prepared by a registered surveyor. See Annexation attachment for specific requirements.	15	5	1	9_Annexation Map
10	Annexation petition (one original and one copy) signed by the property owners. Copy included in Annexation attachment.	2	1	1	10_Annexation Petition
11	Utility connection plan , depending on whether public improvements are required (no less than 18"x24" and no larger than 24"x36," folded to 9"x12"). See appropriate review attachment for specific requirements.	15	5	1	11_Utility Plan
12	Preliminary stormwater plan (no less than 18"x24" and no larger than 24"x36," folded to 9"x12") and two (2) copies of preliminary stormwater report , depending on whether public improvements are required. See appropriate attachments for specific requirements.	15 + 2	5	1	12_Stormwater
13	Preliminary plat (no less than 18"x24" and no larger than 24"x36," folded to 9"x12"). See Preliminary Plat for Subdivision attachment for plat requirements. (Also, refer to Technical Document Review Application and Subdivision - Final Plat attachment for final plat requirements.)	15	5	1	13_Preliminary Plat
14	Signatures from electric/gas, telephone, and cable company representatives.	1	1	1	14_Utility Signatures
15	A shadow analysis (no larger than 24"x36", folded to 9"x12"), drawn to a standard scale. See Site Review attachment for specific requirements.	1	1	1	15_Solar Analysis
16	Architectural plans , drawn to a standard scale, with an explanation of how height was calculated, according to the city code definition of height. Include documentation of useable open space and how the proposal accommodates pedestrians including proposed uses, percent of transparent materials (glass) on the ground level, and proposed signage and graphics.	15	5	1	16_Architectural Plans_Height
17	For development in the downtown area DT zone districts (DT-1, DT-2, DT-3, DT-4, and DT-5) , a model , at a scale of no less than 1": 30' of the properties within 100' of the subject property and a perspective drawing of the proposed building(s), drawn from street level.	1	1	1	17_Downtown Model

Application Requirements

Land Use Review Application		Standard Application Requirements	Electronic Application Requirements		
Document Key	Document Description	Hard Copies Required	Hard Copies Required	Electronic Copies Required	Required Electronic Document Names
18	Signed Vested Property Rights Option Form (one original and one copy).	2	1	1	18_Vested Property Rights
19	For Temporary Water Utility permits only , a statement from the Boulder County Health Department that an emergency condition exists.	1	1	1	19_Boulder County Health Condition
20	Completed Land Use Review Project Fact Sheet .	15	2		20_Project Fact Sheet
21	Current title insurance commitment or attorney memorandum, based on an abstract of title.	2	2	1	21_Title Insurance
22	Context map (no less than 18"x24" and no larger than 24"x36," folded to 9"x12"), drawn to a standard scale, showing the site and an area of not less than 300' radius	15	1	1	22_Context Map
23	Scaled and dimensioned schematic drawing of the site development concept and an area of not less than 200' around the site and architectural character sketches (no less than 18"x24" and no larger than 24"x36," folded to 9"x12"). See the concept plan attachment for more specific requirements of these drawings.	15	5	1	23_Schematic_Architectural Sketches
24	Notification sent to each Mineral Estate Owner . See sections 9-4-3(e) or 9-12-7(c) for requirements or written certification that the applicant performed a Mineral Estate search and found no owners.	1	1	1	24_Mineral Estate
25	Final plat (no larger than 24"x36" folded to 9"x12"). See Final Plat for Subdivision attachment for plat requirements.	5	5	1	25_Final Plat
26	Computer check to assure that the exterior lines of the subdivision on the final plat close.	1	1	1	26_Computer Check
27	Written statement including the case number of the development approval requested for extension, the original Notice of Decision, including all conditions of approval, the reasons for the extension and an explanation how the request for extension complies with each of the criteria for extension found in Section 9-2-12 (b), B.R.C. 1981.	15	5	1	27_Written Statement
28	Completed Plumbing Fixture Count Form , and a completed Housing and Development Excise Tax Form. (Three (3) copies each)	3	1	1	28_Plumbing Fixture Count
29	Signed Acknowledgement of Obligation to Pay form for applications that may include hourly billing.	1	1	1	29_Obligation to Pay Form
30	Written statement describing how the proposed land use designation change would meet the criteria and procedures of the Boulder Valley Comprehensive Plan as listed in the appropriate attachment.	1	2	1	30_Written Statement
31	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.	2	1	1	31_Trip Generation_Trip Distribution
32	Travel demand management (TDM) plan which outlines strategies to mitigate traffic impacts created by the proposed development and implementable measures for promoting alternative modes of travel, in accordance with section 9-2-14(D), B.R.C., 1981 and section 2.03(I) of the City of Boulder Design and Construction Standards.	3	1	1	32_TDM Plan
33	Preliminary Determination of Inclusionary Zoning Compliance form (Two (2) copies each). Only applies to projects that include residential and mixed uses. See the Inclusionary Zoning handout for specific requirements and form or go online to www.boulderadffordablehomes.com	2	1	1	33_Inclusionary Zoning
34	A Tree Inventory that includes the location, size, species and general health of all trees with a diameter of six (6) inches and over measured fifty-four (54) inches above the ground on the property or in the landscape setback of any property adjacent to the development.	2	2	1	34_Tree Inventory

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. 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: _____