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

[X] (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.

[X] (2) A completed **Sign Posting Acknowledgment** form, signed by the applicant.

[X] (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.

[X] (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:

- [X] (A) Access points and circulation patterns for all modes of transportation;
- [X] (B) Approximate locations of trails, pedestrian and bikeway connections, on-site transit amenities, and parking areas;
- [X] (C) Approximate location of major site elements, including buildings, open areas, natural features such as watercourses, wetlands, mature trees, and steep slopes; and
- [X] (D) Proposed land uses and approximate location.

[X] (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.

[X] (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;

[X] (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

[X] (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.

[X] (8) The concept plan review **fee**, as stated on the Land Use Review Application Form.

[X] (9) Any other information that the applicant wishes to submit.

(signature of person who filled out checklist)

JEFF DAWSON

(print name)