



**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: boulderplandevop.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 <sup>1</sup>	Planning Board Administrative Fee <sup>2</sup>	Hourly Billing <sup>3</sup>	
	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	<div style="border: 1px solid black; padding: 5px;"> <b>Staff Use Only</b>  <input type="checkbox"/> Simple  <input type="checkbox"/> Standard  <input type="checkbox"/> Complex                 </div>	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 <b>less than</b> "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	

<sup>1</sup> 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.

<sup>2</sup> 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.

<sup>3</sup> 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.

<sup>4</sup> 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 **conceptual stormwater** and **preliminary stormwater plans** and two (2) copies of **conceptual stormwater** and **preliminary stormwater reports**, 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 and email one (1) Excel unit data spreadsheet (not a PDF) to [allenm@bouldercolorado.gov](mailto:allenm@bouldercolorado.gov). Only applies to projects that include new residential units. Both the form and the spreadsheet template are available online at <https://bouldercolorado.gov/housing/ih-program-details>.
- 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 <b>LUR Application</b>	1	1	1	0_LUR Application
1	Completed <b>sign posting acknowledgment form</b> signed by the applicant.	1	1	1	1_Sign posting
2	<b>Names and addresses of tenants</b> 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	<b>Improvement survey</b> or improvement location certificate by registered surveyor.	3	2	1	3_Survey/ILC
4	<b>Legal description</b> of the subject property, printed clearly on an 8 1/2" x 11" sheet.	1	1	1	4_Legal Description
5	<b>Vicinity map</b> (8 1/2" 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. <b>For Concept Plan and Site and Use Reviews</b> , also include the vicinity map on the required site plan.	15	5	1	5_Vicinity Map
6	<b>Written statement</b> 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	<b>Site development plans</b> , meeting the requirements contained in the applicable Site Review, Use Review, or Vacation attachments. <b>The checklists within the attachments) must be filled out and submitted with the plans to verify completeness.*</b>	15	5	1	7_Site Plans
8	<b>Architectural plans</b> (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	<b>Annexation map</b> (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	<b>Annexation petition</b> (one original and one copy) signed by the property owners. Copy included in Annexation attachment.	2	1	1	10_Annexation Petition
11	<b>Utility connection plan</b> , 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	<b>Conceptual stormwater and preliminary stormwater plans</b> (no less than 18"x24" and no larger than 24"x36," folded to 9"x12") and two (2) copies of <b>conceptual stormwater and preliminary stormwater reports</b> , depending on whether public improvements are required. See appropriate attachments for specific requirements.	15 + 2	5	1	12_Stormwater
13	<b>Preliminary plat</b> (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 <b>electric/gas, telephone, and cable</b> company representatives.	1	1	1	14_Utility Signatures
15	<b>A shadow analysis</b> (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	<b>Architectural plans</b> , 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 <b>downtown area DT zone districts (DT-1, DT-2, DT-3, DT-4, and DT-5)</b> , a <b>model</b> , 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 <b>Vested Property Rights Option Form</b> (one original and one copy).	2	1	1	18_Vested Property Rights
19	For <b>Temporary Water Utility permits only</b> , 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 <b>Project Fact Sheet</b> .	15	2		20_Project Fact Sheet
21	<b>Current title insurance commitment</b> or attorney memorandum, based on an abstract of title.	2	2	1	21_Title Insurance
22	<b>Context map</b> (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 <b>schematic drawing</b> of the site development concept and an area of not less than 200' around the site and <b>architectural character sketches</b> (no less than 18"X24" and no larger than 24"x36," folded to 9"x12"). See the <b>concept plan</b> attachment for more specific requirements of these drawings.	15	5	1	23_Schematic_Architectural Sketches
24	<b>Notification sent to each Mineral Estate Owner</b> . 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	<b>Final plat</b> (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	<b>Computer check</b> to assure that the exterior lines of the subdivision on the final plat close.	1	1	1	26_Computer Check
27	<b>Written statement</b> 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 <b>Plumbing Fixture Count Form</b> , and a completed Housing and Development Excise Tax Form. (Three (3) copies each)	3	1	1	28_Plumbing Fixture Count
29	<b>Signed Acknowledgement of Obligation to Pay form</b> for applications that may include hourly billing.	1	1	1	29_Obligation to Pay Form
30	<b>Written statement</b> 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	<b>Trip generation analysis</b> and <b>trip distribution analysis</b> 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	<b>Travel demand management (TDM) plan</b> 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.	3	1	1	32_TDM Plan
33	<b>Preliminary Determination of Inclusionary Housing Compliance form</b> Two (2) copies each of the form and one (1) Excel unit data spreadsheet. Only applies to projects that include new residential units. Form and spreadsheet online: <a href="https://bouldercolorado.gov/housing/ih-program-details">https://bouldercolorado.gov/housing/ih-program-details</a> .	2 1 Excel spreadsheet allenm@bouldercolorado.gov	1 1 Excel spreadsheet allenm@bouldercolorado.gov	1 1 Excel spreadsheet allenm@bouldercolorado.gov	33_Inclusionary Zoning
34	A <b>Tree Inventory</b> 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: \_\_\_\_\_

# 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.



**ACKNOWLEDGEMENT OF OBLIGATION TO PAY  
PLANNING AND DEVELOPMENT SERVICES (P&DS)  
HOURLY BILLING CHARGES**

*This form is provided to inform you of the obligation to pay the hourly rate after initial comments are issued by the city for your development review application. Refer to the Schedule of Fees for the effective hourly rate.*

I, \_\_\_\_\_, as the "Applicant," am  
(PRINT DESIGNATED PERSON RESPONSIBLE FOR PAYMENT)  
filing a Land Use Review or Technical Document Review application for property  
located at \_\_\_\_\_ for the following  
(PROPERTY ADDRESS OR LOCATION)  
development review services: \_\_\_\_\_  
(SPECIFIC APPLICATION TYPES)

I understand that I will be obligated to pay hourly billing charges for P&DS reviewer services rendered following the initial city response (written comments) to the City of Boulder for this development review application and acknowledge the following:

1. I understand the City will not accept an application for processing unless the Applicant, as the designated person responsible for payment of development review services rendered, signs this Acknowledgement.
2. As the Applicant, I am responsible for paying all fees associated with this development review application.
3. I understand any billing mailed to the Applicant at this address and not returned to the City shall be considered by the City as being received. I may change the billing person and/or address under this paragraph by providing written notification, by U.S. Mail or hand delivery, of such change to:

City of Boulder  
Planning and Development Services  
Park Central Building, Third Floor  
P.O. Box 791  
Boulder, CO 80306

4. I understand the City has established, for some development review application types, a fee structure under Chapter 4-20, B.R.C. 1981, based upon an hourly rate for review services rendered. The hourly rate applies to P&DS reviewer services rendered following the initial city response (written comments). The fees in Section 4-20-43, "Development Application Fees," B.R.C. 1981, in place at the time such services are rendered shall be the basis for the rates charged by the City. The billing rates in Chapter 4-20, B.R.C. 1981 may be amended from time to time by the City Council.

5. I understand I will be billed every 30 days for P&DS reviewer services rendered in the previous 30 day billing cycle. I realize the City will stop its review of the application for failure to pay the fees when due. I understand that Section 2-2-10, "Delinquent Fees and Set-offs or Refunds Due," B.R.C. 1981, states that if any "payment is delinquent for a period of thirty (30) days or more, the city manager shall furnish no further services, other than services for which no specific fee is charged, to any person who owes such payment to the City, until such delinquent payment is made."
6. I understand that all fees associated with the application shall be paid in full before the City will take final action on the approval or denial of the application.
7. I understand that in the event of nonpayment of fees required to be paid by the Boulder Revised Code, in addition to all other remedies that it may have at law or equity the City may:
  - a. Suspend processing the application. This suspension may involve the postponement of scheduled Planning Board or City Council hearings or meetings.
  - b. Terminate the processing of any application which is declared to be withdrawn because of inactivity under the provisions of Section 9-2-6 (e), B.R.C. 1981.
  - c. Collect the monies due in a manner provided for in Section 2-2-12, "City Manager May Certify Taxes, Charges, and Assessments to County Treasurer for Collection," B.R.C. 1981.
8. I understand acceptance of the application for filing does not necessarily mean that the application is complete under the applicable requirements of the Boulder Revised Code. All City ordinances, regulations, codes, policies and procedures shall be applicable to the review, use, and development of the property.

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SIGNATURE OF APPLICANT

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DATE

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TITLE AND COMPANY