

ELECTRONIC SUBMITTAL REQUIREMENTS FOR DEVELOPMENT REVIEW/ PLAN CASES

Prior to Submittal

Prior to submitting an application for electronic submittal, review the Administrative Review (ADR), Board of Zoning Adjustment (BOZA), Historic Preservation, Land Use Review (LUR), Technical Document Review (TEC) and Revocable application(s) and applicable attachment(s) for the review requirements that most closely match your proposed project. You can find applications and attachments in our [Applications and Forms Database](#). Once you have gathered all application requirements (as listed either in the review application or its respective attachment) proceed through the process outlined below.

How To Submit an Initial Application

Provide a completed application form, written statement (as requested on the application form or review attachment) and a site plan **only** to PDSSkipatrip@bouldercolorado.gov. If you do not have a site plan (because there is no exterior scope of work), provide a proposed floor plan **only**. The project specialist team will review applications on a first come-first served basis. Application forms and site plans will be reviewed for proposed project details and scope. Additional information may be requested. If additional information is not required, a project specialist will create an EnerGov case and contact you through the system with next steps, including uploading digital files through the “Attachments” tab in the [CSS portal](#). We will also invoice the application fee at that time (if applicable). A complete application package and payment of the application fee will be required prior to routing the application for review. Files must be formatted as specified below to be accepted for review.

How to Resubmit a Development Review/ Plan Case

Resubmittals should have the following components:

- [Development Review Resubmittal](#) form
- A written response identifying all changes made, saved as a PDF file. See requirements below.
- FULL set of electronic drawings including pages that did not change and revised documentation/ drawings addressing the review comments. Revised plans must include clouding of all changes and the date of ALL revisions. These must be saved as PDFs. See requirements below.

Resubmittal materials shall be uploaded through the “Attachments” tab in the CSS portal using the naming conventions below. Some projects may have multiple plans being reviewed concurrently (e.g. site review, use review, parking reduction, etc.). Related plans should be resubmitted at the same time. Failure to resubmit for related plans at the same time will delay the review process. If any new applications are required based on submittal comments, those should be submitted following the Initial Application instructions above.

Preparing a Digital Submittal

Read the following instructions carefully. Improperly formatted plans will delay the plan review process for your project.

ALL PDFs / FILES MUST BE SUBMITTED AT THE SAME TIME THROUGH THE [CSS PORTAL](#).

ONCE YOU CLICK SUBMIT, YOU WILL NOT BE ABLE TO UPLOAD ADDITIONAL DOCUMENTS UNTIL A PROJECT SPECIALIST HAS REVIEWED YOUR SUBMITTAL.

- All plans must be saved as PDF files.** No PDFa-s, JPEGs, PNGs, Word Documents, etc. can be accepted.
- Combine plans into one PDF if they were prepared by the same individual. Otherwise, submit separate files for each discipline in order to preserve digital signatures. See file naming conventions below.
- Reports and other documents must be submitted as separate PDFs (e.g. forms, worksheets, calculations, specifications, reports, etc.). See file naming conventions below.
- No zipped files or PDF packages can be accepted.
- Files must be unlocked/ unprotected.
- Fast Web view must be enabled on all PDFs (this can be done using free online tools).
- PDFs must be saved as reduced file size (this can be done using free online tools).
- File sizes cannot exceed 100 MB.
- Maximum drawing size shall be no greater than 24” x 36”.
- All sheets shall be oriented so that the top of the sheet corresponds with the top of the computer monitor.

- Drawings must be legible, scalable (to a standard architectural or engineering scale) and include a graphic scale bar on every page.
- Each plan sheet must include the project name and address.
- Each plan sheet must be marked to clearly identify the content of the page (Example: Sheet A1.0 Architectural Site Plan).
- On the cover page, include a 3-inch by 3-inch space in the lower-right corner reserved for the city's approval stamp. This may be offset the *minimum* needed to avoid conflict with preferred title block.
- Electronic stamps for corresponding design professionals shall be included on each applicable plan page or report cover. Refer to the Colorado Department of Regulatory Agencies [requirements for electronic stamps and signatures](#).

If a file name is listed in the Administrative Review, BOZA, Historic Review, Land Use Review, Technical Document Review, or Revocable application forms DISREGARD IT. Use the names listed in THIS document.

DEVELOPMENT REVIEW/ PLAN CASE FILE NAMING CONVENTIONS

Check these naming conventions each time you upload files as they may be updated.

- Use this document to name files for Administrative Review, Board of Zoning Adjustment, Historic Preservation, Land Use Review, Technical Document Review and Revocable application files.
- When uploading documents through the CSS Portal, assign the Attachment Type assigned below by choosing it from the dropdown menu on the file upload "tile" BEFORE uploading your file to the case.
- Files must be named as described below. If files don't follow these naming formats they will not be accepted. All forms can be found in the Applications and Forms Database.

Required Format: <File Name>_<Project Address>_<Date of Document Upload>

Example: ArchPln_1739Broadway_3-17-2020

Administrative Review Applications

Administrative Review (ADR) Application ONLY- Requirements are only listed on the ADR application with no applicable attachment

Requirement/Form/ Document	Required File Name	Attachment Type
Administrative Review Application	ADRapp	Application Form
Vicinity Map	VMap	Address Information
Written Statement	Proposal	Formal Documentation
Site Development Plans	SitePln	Plans
Floor Plans/Elevations	FloorPlns	Plans
Improvement Survey or ILC	Survey	Improvement Location Certificate
Written Approval	WrtnApprvl	Formal Documentation
Required Parking	ReqdParkng	Plans
Administrative Solar Exception	SEapp	Formal Documentation
Shadow Analysis Plan and Master Utility Plan	ShadwAnalysis	Plans
Sign Posting Acknowledgement Form		Public Notice Information
A written statement addressing the exception criteria.	WrtnStmnt-ExcptnCRT	Formal Documentation
Written statement for hardship.	WrtnStmnt-Hrdshp	Formal Documentation
Written statement for nonconforming use.	WrtnStmnt-NonCnfgUse	Formal Documentation
Written statement for extension.	WrtnStmnt-Extnsn	Formal Documentation
Written statement for rescission request.	WrtnStmnt-RcssnRqst	Formal Documentation
Written statement for zoning verification	WrtnStmnt-ZnVer	Formal Documentation
Written statement for address change.	WrtnStmnt-AddrssChng	Formal Documentation
Written statement for street name changes.	WrtnStmnt-StrtNmChng	Formal Documentation
Title Insurance	TitleIns	Formal Documentation
Operational Characteristics	OprtngChar	Formal Documentation
State Zoning Approval Form	StateApprvl	Formal Documentation
Written Statement addressing the applicable review criteria.	SlrPmtElig	Formal Documentation
Persons In Interest Form	PrsnInIntrst	Persons in Interest

Accessory Dwelling Unit

Requirement/Form/ Document	Required File Name	Attachment Type
Administrative Review Application	ADRapp	Application Form

Improvement Survey or ILC	Survey	Improvement Location Certificate
Site Plan	SitePln	Plans
Floor plans of existing conditions	PlnsExtng	Plans
Floor Plans of proposed conditions	PlnsPrpsd	Plans
Building Elevations for detached Accessory Dwelling Units	Elevations	Plans
Project Information Form	Info	Formal Documentation
Proof of current ownership	Ownership	Formal Documentation
Plumbing Fixture Count Form	PlumbFixCt	Formal Documentation
Sign Posting Acknowledgement Form	SignPost	Public Notice Information

Administrative Solar Exception

Requirement/Form/ Document	Required File Name	Attachment Type
Administrative Review Application	ADRapp	Application Form
Administrative Solar Exception	ASEapp	Formal Documentation
Legal description of the subject property	LeglDescProp	Address Information
Solar/Shadow Analysis	SolarAnalysis	Plans
A list of the addresses and legal descriptions of all lots that may be affected	AffctdProps	Formal Documentation
A written statement addressing the applicable review criteria.	WrtnStmnt	Formal Documentation
A written statement from each owner of each affected lot stating that such owner is familiar with the solar exception application...and that the owner has no objection to the granting of the exception.	NeghbrApprvl	Formal Documentation

Cooperative Housing

Requirement/Form/ Document	Required File Name	Attachment Type
Administrative Review Application	ADRapp	Application Form
Written consent of the property owner	Owner	Formal Documentation
Recommendation from an Expert Cooperative Housing Organization (ECHO).	ECHO	Formal Documentation
Documented governance structure.	Governance	Formal Documentation

List of the number of adults and dependents.	Occupants	Formal Documentation
Documentation of a dedicated bank account.	BankAcct	Formal Documentation
Bylaws	Bylaws	Formal Documentation
Proof of registration of the co-op organization with the Colorado Secretary of State.	CSSreg	Formal Documentation
Written Statement	WrtnStmnt	Formal Documentation
Baseline Inspection Form	Inspection	Inspection record Card
Floor Plans	FloorPlns	Plans
Signed Cooperative Housing License Affidavit	HousingLicAff	Formal Documentation
Signed Affidavit of Legal Residency (attached) and copy of identification document.	ResidencyAff	Formal Documentation
Site plans	SitePln	Plans
Trash removal plan	TrashRmvl	Plans
Parking Plan	ParkingPln	Plans
Submittal items specific to not-for-profit permanently affordable co-ops.	NonprofitAffrdble	Formal Documentation
Rental License Application (if required)	RentLicApp	Formal Documentation

Minor Modification

Requirement/Form/ Document	Required File Name	Attachment Type
Administrative Review Application	ADRapp	Application Form
Written Statement, which addresses how the proposal meets the applicable review criteria.	WrtnStmnt	Formal Documentation
Approved discretionary review plans.	ApprvdDscrtnryRevPln	Formal Documentation
Proposed plan set	PlnsPrpsd	Plans
Notice to owners of property within the development that might be affected by the proposal.	AffctdOwnrs	Formal Documentation

Vacation Review of Utility and Drainage Easements

Requirement/Form/ Document	Required File Name	Attachment Type
Administrative Review Application	ADRapp	Application Form
Vacation Review of Utility and Drainage Easements Attachment	Attach	Formal Documentation

Improvement Survey or ILC	Survey	Improvement Location Certificate
Legal description of the subject property.	LeglDescProp	Address Information
Vicinity map	VMap	Address Information
Written statement which describes the proposal and addresses how the vacation meets the city criteria.	WrtnStmnt	Formal Documentation
Site development plans	DevPlns	Plans
Legal description of the easement vacation area.	LeglDescEase	Plans
Scaled exhibit map that shows the subject property and the easement area to be vacated.	ExMap	Plans
Signatures from electric/gas, telephone, and cable company representatives.	UtilSigs	Formal Documentation

Temporary Outdoor Event

Requirement/Form/ Document	Required File Name	Attachment Type
Application	TOEapp	Application Form
Affidavit signed by the applicant	Affidavit	Formal Documentation
Site plans	SitePln	Plans
Sales tax license for the business hosting/operating the event.	TaxLicense	Formal Documentation

Wireless Telecommunication Facility

Requirement/Form/ Document	Required File Name	Attachment Type
Administrative Review Application	ADRapp	Application Form
Property Owner Authorization Letter	OwnAuth	Formal Documentation
Proof of Agent Authorization	AgntAuth	Formal Documentation
Completed Federal Shot-Clock Checklist	ShtClk	Formal Documentation
Written statement describing the principal use of the building, the proposal, and how the proposal meets the review criteria.	WrtnStmnt	Formal Documentation
Technical plans or Construction Documents	CDs	Plans
Photographs of existing conditions and photo simulations of proposed installation(s).	PhotoSims	Formal Documentation
Landmarks Approval	LndmrkApprov	Formal Documentation
Inventory of existing sites.	SiteInventory	Formal Documentation

Report that describes the capacity for collocation.	ColloReport	Formal Documentation
Letter certifying that function of the traffic signal will not be considerably altered.	SignalAnalysis	Formal Documentation
Signatures from electric/gas, telephone, and cable company representatives.	UtilSigs	Formal Documentation

Zoning Confirmation for Beverage License Authority (BLA)

Requirement/Form/ Document	Required File Name	Attachment Type
Administrative Review Application	ADRapp	Application Form
Zoning Confirmation Attachment	Attach	Formal Documentation
Vicinity Map	VMap	Address Information
Licensed Premise Diagram	FloorPln	Plans
Parking Summary	ParkSum	Formal Documentation
Copies of previous discretionary review approvals.	ApprvdDscrtnryRevPlan	Formal Documentation

Board of Zoning Adjustment (BOZA) Applications

BOZA Applications		
Requirement/Form/ Document	Required File Name	Attachment Type
BOZA Application	BOZAapp	Application Form
If applicant is other than owner(s), a written consent of the owner(s) of the property for which the variance is requested.	Owner	Formal Documentation
A written statement thoroughly describing the variance request(s) and addressing all pertinent review criteria for approval.	WrtnStmnt	Formal Documentation
Improvement Survey or ILC	Survey	Improvement Location Certificate
A site development plan	DevPlns	Plans
A demolition plan	DemoPln	Plans
Any other information pertinent to the variance request (e.g. neighbor letters, photos, renderings, etc.).	Misc	Formal Documentation
Sign Posting Acknowledgement Form	SignPost	Public Notice Information

Historic Preservation Applications

Historic Preservation Demolition Review Application

Requirement/Form/ Document	Required File Name	Attachment Type
Demolition Review Application	DemoApp	Application Form
Color photographs	Photos	Formal Documentation
Site plan that clearly indicates which building(s) are proposed for demolition.	DemoPln	Plans
Application for Individual Landmark	LndmrkApp	Application Form
Legal description of the subject property	LeglDescProp	Address Information

Landmark Alteration Certificate Application

Requirement/Form/ Document	Required File Name	Attachment Type
Landmark Alteration Certificate Application	LACapp	Application Form
Photographs	Photos	Formal Documentation
Samples	Samples	Formal Documentation
Proposed Site Plan/Elevations	PropPlns	Plans
Improvement Survey or ILC	Survey	Improvement Location Certificate
Written Project Description	ProjDesc	Formal Documentation
Color Renderings	Render	Formal Documentation

Individual Landmark Application

Requirement/Form/ Document	Required File Name	Attachment Type
Application for Individual Landmark	LndmrkApp	Application Form
Legal description of the subject property	LeglDescProp	Address Information

Land Use Review Applications

Land Use Review (LUR) Application ONLY -Requirements are only listed on the LUR application with no applicable attachment

Requirement/Form/ Document	Required File Name	Attachment Type
Land Use Review Application	LURApp	Application Form
Sign Posting Acknowledgment Form	SignPost	Public Notice Information

Improvement Survey or ILC	Survey	Improvement Location Certificate
Legal description of the subject property	LeglDescProp	Address Information
Vicinity Map	VMap	Address Information
Written statement that describes the proposal and indicates how the application meets all applicable review criteria.	WrtnStmnt	Formal Documentation
Site development plans, showing the proposed development for which, the vacation is requested.	DevPlns	Plans
Signatures from electric/gas, telephone and cable company representatives.	UtilSigs	Formal Documentation
Completed Land Use Review Project Fact Sheet.	FactSht	Formal Documentation
Current title insurance commitment or attorney memorandum	TitleIns	Formal Documentation
Written statement including the case number of the development approval requested for extension, the original Notice of Disposition, 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.	WrtnStmnt	Formal Documentation

Annexation Feasibility Study

Requirement/Form/ Document	Required File Name	Attachment Type
Land Use Review Application	LURApp	Application Form
Annexation Feasibility Study Attachment to Land Use Review Application	Attach	Formal Documentation
Improvement Survey or ILC	Survey	Improvement Location Certificate
Legal description of the subject property	LeglDescProp	Address Information
Vicinity map	VMap	Address Information
Written statement	WritStmnt	Formal Documentation
Land Use Review Project Fact Sheet	FactSht	Formal Documentation

Housing and Development Excise Tax form	HsgDETCF	Formal Documentation
Plumbing Fixture Count form	PlumbFixCt	Formal Documentation

Annexation/Initial Zoning

Requirement/Form/ Document	Required File Name	Attachment Type
Land Use Review Application	LURApp	Application form
Annexation/Initial Zoning Attachment to Land Use Review Application	Attach	Formal Documentation
Sign Posting Acknowledgment Form	SignPost	Public Notice Information
Improvement Survey or ILC	Survey	Improvement Location Certificate
Legal description of the subject property	LeglDescProp	Address Information
Vicinity map	VMap	Address Information
Written statement which describes the proposal and addresses how the annexation meets the Boulder Valley Comprehensive Plan policies related to annexation	WrtnStmnt	Formal Documentation
Annexation map	AnxMap	Plans
Annexation petition	AnxPet	Formal Documentation
Utility plan or utility connection plan	UtilPlns	Plans
Land Use Review Project Fact Sheet	FactSht	Formal Documentation
Current title insurance commitment or attorney memorandum	TitleIns	Formal Documentation

Changes to BVCP Land Use Designations

Requirement/Form/ Document	Required File Name	Attachment Type
Land Use Review Application	LURApp	Application Form
Sign Posting	SignPos	Public Notice Information
Written Statement	WrtnStmnt	Formal Documentation

Concept Plan Review

Requirement/Form/ Document	Required File Name	Attachment Type
Land Use Review Application	LURApp	Application Form
Concept Plan Review and Comment Attachment to Land Use Review Application	Attach	Formal Documentation
Sign Posting Acknowledgment Form	SignPost	Public Notice Information
Context Map	CtxtMap	Plans

Schematic drawing of the site development concept	DevPlns	Plans
Trip generation analysis and trip distribution analysis	TripAnalysis	Engineering Report
Architectural character sketches showing building elevations and materials	ArchSketch	Plans
Written statement that describes, in general how the proposed development meets Title 9, "Land Use Regulation," B.R.C. 1981, city plans and policies	WrtnStmnt	Formal Documentation

Form Based Code Review

Requirement/Form/ Document	Required File Name	Attachment Type
Land Use Review Application	LURApp	Application Form
Form-Based Code (FBC) Review Attachment to Land Use Review Application	Attach	Formal Documentation
Acknowledgement of Obligation to Pay Form	ObligPayForm	Formal Documentation
Sign Posting Acknowledgment Form	SignPost	Public Notice Information
Vested Property Rights Option Form	VestPropRtsForm	Formal Documentation
Land Use Review Project Fact Sheet	FactSht	Formal Documentation
Improvement Survey or ILC	Survey	Improvement Location Certificate
Legal description of the subject property	LeglDescProp	Address Information
Vicinity Map	VMap	Address Information
Written Statement	WrtnStmnt	Formal Documentation
Site Development Plan(s)	DevPlns	Plans
Architectural floor plans and elevations of the existing structure(s) and any proposed additions or renovations	ArchPlns	Plans
Drawings/Diagrams illustrating clear compliance with Form Based Code requirements	CompDwgs	Plans
Utility plan or utility connection plan	UtilPlns	Plans
Preliminary stormwater plan	StrmPlns	Plans
Preliminary stormwater report	StrmReprt	Engineering Report
Travel demand management (TDM) plan	TDMPln	Engineering Report
Solar shadow analysis	SolarAnalysis	Plans

Current title insurance commitment or attorney memorandum	TitleIns	Formal Documentation
Notification sent to each Mineral Estate Owner or written certification that the applicant performed a Mineral Estate search and found no owners.	MnrlOwnrNotif	Formal Documentation
Preliminary Determination of Inclusionary Housing Compliance Form	PrelimInclHsngFrm	Formal Documentation
Combined Form Based Code and Subdivision Applications: The attachment for Preliminary Plat for Subdivision including preliminary plat requirements.	Refer to Preliminary Plat naming conventions	Refer to Preliminary Plat Attachment Types

Outside City Utility

Requirement/Form/ Document	Required File Name	Attachment Type
Land Use Review Application	LURApp	Application Form
Outside City Utilities Attachment to Land Use Review Application Form	Attach	Formal Documentation
Improvement Survey or ILC	Survey	Improvement Location Certificate
Legal description of the subject property	LeglDescProp	Address Information
Vicinity map	VMap	Address Information
Written Statement which describes the proposal and addresses how the annexation meets the attached out-of-city utility conditions.	WrtnStmnt	Formal Documentation
Utility plan or utility connection plan	UtilPlns	Plans
Land Use Review Project Fact Sheet	FactSht	Formal Documentation
Current title insurance commitment or attorney memorandum	TitleIns	Formal Documentation

Rezoning Review

Requirement/Form/ Document	Required File Name	Attachment Type
Land Use Review Application	LURApp	Application Form
Rezoning Attachment to Land Use Review Application Form	Attach	Formal Documentation
Sign Posting Acknowledgment Form	SignPost	Public Notice Information

Improvement Survey or ILC	Survey	Improvement Location Certificate
Legal description of the subject property	LeglDescProp	Address Information
Vicinity map	VMap	Address Information
Written statement which describes the proposal and addresses how the application meets with rezoning criteria (attached).	WrtnStmnt	Formal Documentation
Land Use Review Project Fact Sheet	FactSht	Formal Documentation

Site Review/ Minor Amendment

Requirement/Form/ Document	Required File Name	Attachment Type
Land Use Review Application	LURApp	Application Form
Site Review Attachment to Land Use Review Application	Attach	Formal Documentation
Sign Posting Acknowledgment Form	SignPost	Public Notice Information
Improvement Survey or ILC	Survey	Improvement Location Certificate
Legal description of the subject property	LeglDescProp	Address Information
Vicinity map	VMap	Address Information
Written statement which describes the proposal and addresses how the application meets the applicable criteria for approval found in Sections 9-2-14 (h), B.R.C. 1981 (see attached Site Review Criteria Response form).	WrtnStmnt	Formal Documentation
Complete site development plan(s)	DevPlns	Plans
Architectural floor plans and elevations of the existing structure(s) and any proposed additions or renovations	ArchPlns	Plans
Utility plan or utility connection plan	UtilPlns	Plans
Preliminary stormwater plan	StrmPlns	Plans
Preliminary stormwater report	StrmReprt	Engineering Report
Travel demand management (TDM) plan	TDMPln	Engineering Report
Solar shadow analysis	SolarAnalysis	Formal Documentation
Vested Property Rights Option Form	VestPropRtsForm	Formal Documentation
Land Use Review Project Fact Sheet	FactSht	Formal Documentation
Current title insurance commitment or attorney memorandum	TitleIns	Formal Documentation
Notification sent to each Mineral Estate Owner or written certification	MnrlOwnrNotif	Formal Documentation

that the applicant performed a Mineral Estate search and found no owners.		
Preliminary Determination of Inclusionary Housing Compliance Form	PrelimInclHsngFrm	Formal Documentation
Additional Height Modification Application Requirements		
Model of the proposed building and all buildings and property within one hundred feet of the proposed project.	Model	Plans
Illustration of the proposed building shown from street level.	Illust	Plans
Shadow analysis that shows the shadow cast by a thirty-five-foot building located at the required setback and the shadow cast by the proposed building.	ShdwAnalysis	Plans
A list of the height of each principal building located or known to be proposed or approved within one hundred feet of the proposed project.	HghtList	Formal Documentation
A written statement and drawings which describes the way in which the proposal accommodates pedestrians, including without limitation uses proposed for the ground level, percent of transparent material at the ground level, and signage and graphics.	PedestPlns	Formal Documentation
When additional open space is required by code due to building height, include a detailed plan showing the location of all useable open space and a written statement of how it serves the public interest.	OpnSpcPlns	Plans
Combined Site Review and Subdivision Applications: Attachment for Preliminary Plat for Subdivision.	Refer to Preliminary Plat naming conventions	Refer to Preliminary Plat Attachment Types

Minor Subdivision

Requirement/Form/ Document	Required File Name	Attachment Type
Land Use Review Application	LURApp	Application Form
Minor Subdivision Attachment to Land Use Review Application	Attach	Formal Documentation
Sign Posting Acknowledgement Form	SignPost	Public Notice Information
Improvement Survey or ILC	Survey	Improvement Location Certificate
Legal description of the subject property	LeglDescProp	Address Information
Vicinity map	VMap	Address Information
Written statement which describes the proposal	WrtnStmnt	Formal Documentation
Utility plan or utility connection plan	UtilPlns	Plans
Preliminary plat	PrelimPlat	Plans
Solar Analysis for any existing buildings	SolarAnalysis	Plans
Land Use Review Project Fact Sheet	FactSht	Formal Documentation
Current title insurance commitment or attorney memorandum	TitleIns	Formal Documentation
Notification sent to each Mineral Estate Owner or written certification that the applicant performed a Mineral Estate search and found no owners.	MnrlOwnrNotif	Formal Documentation
Final plat (24"x36)	FnlPlat	Plans
Computer check	CompChk	Formal Documentation

Preliminary Plat

Requirement/Form/ Document	Required File Name	Attachment Type
Land Use Review Application	LURApp	Application Form
Preliminary Plat for Subdivision Attachment to Land Use Review Application	Attach	Formal Documentation
Sign Posting Acknowledgment form	SignPost	Public Notice Information
Copy of the names and addresses of tenants of property abutting the subject property.	AddressList	Formal Documentation
Improvement Survey or ILC	Survey	Improvement Location Certificate
Legal description of the subject property	LeglDescProp	Address Information
Vicinity map	VMap	Address Information

Written statement which describes the proposal and any requested subdivision variances.	WrtnStmnt	Formal Documentation
Utility plan or utility connection plan	UtilPlns	Plans
Preliminary stormwater plan	StrmPlns	Plans
Preliminary stormwater report	StrmReprt	Engineering Report
Preliminary plat	PrelimPlat	Plans
Land Use Review Project Fact Sheet	FactSht	Formal Documentation
Solar Analysis for any existing buildings.	SolarAnalysis	Plans
Notification sent to each Mineral Estate Owner or written certification that the applicant performed a Mineral Estate search and found no owners.	MnrlOwnrNotif	Formal Documentation
Geological stability report	GeoRprt	Engineering Report
Current title insurance commitment or attorney memorandum	TitleIns	Formal Documentation

Use Review

Requirement/Form/ Document	Required File Name	Attachment Type
Land Use Review Application	LURApp	Application Form
Use Review Attachment to Land Use Review Application	Attach	Formal Documentation
Sign Posting Acknowledgment Form	SignPost	Public Notice Information
Improvement Survey or ILC	Survey	Improvement Location Certificate
Legal description of the subject property	LeglDescProp	Address Information
Vicinity map	VMap	Address Information
Written statement which describes the proposal and addresses how the application meets the applicable criteria for approval (found in Sections 9-2-15(e) and 9-2- 15(f), B.R.C. 1981 and attached).	WrtnStmnt	Formal Documentation
Complete site development plan(s)	DevPlns	Plans
Architectural floor plans and elevations of the existing structure(s) and any proposed additions or renovations	ArchPlns	Plans
Vested Property Rights Option Form	VestRightsForm	Formal Documentation
Land Use Review Project Fact Sheet	FactSht	Formal Documentation
Current title insurance commitment or attorney memorandum	TitleIns	Formal Documentation

Preliminary Determination of Inclusionary Zoning Compliance form.	PrelimZoneForm	Formal Documentation
Acknowledgement of Obligation to Pay Form	ObligPayForm	Formal Documentation

Vacation Review

Requirement/Form/ Document	Required File Name	Attachment Type
Land Use Review Application	LURApp	Application Form
Vacation Review of streets, alleys, and access easements Attachment to Land Use Review Application	Attach	Formal Documentation
Sign Posting Acknowledgment form	SignPost	Public Notice Information
Improvement Survey or ILC	Survey	Improvement Location Certificate
Legal description of the subject property	LeglDescProp	Address Information
Vicinity map	VMap	Address Information
Written statement which describes the proposal and addresses how the vacation meets the city criteria.	WrtnStmnt	Formal Documentation
Site development plans	DevPlns	Plans
Legal description of the right-of-way or easement vacation area	LeglDescEase	Plans
Scaled exhibit map that shows the subject property and the right-of-way or easement area to be vacated.	ExMap	Plans
Signatures from electric/gas, telephone and cable company representatives.	UtilSigs	Formal Documentation

Technical Document Review Applications

Technical (TEC) Document Application ONLY- Requirements are only listed on the TEC application with no applicable attachment

Requirement/Form/ Document	Required File Name	Attachment Type
Technical Document Review Application Form	TECapp	Application Form
Sign Posting Requirements Applicant's Acknowledgment Form	SignPost	Public Notice Information
Improvement Survey or ILC	Survey	Improvement Location Certificate

Legal Description of Property	LeglDescProp	Address Information
Vicinity Map	VMap	Address Information
Current title insurance commitment	TitleIns	Formal Documentation
Written statement	WrtnStmnt	Formal Documentation
Final plat	FnlPlat	Plans
Lot line adjustment map	LotLnAdjMap	Plans
Evidence that adequate utility services, including electrical, natural gas, telephone, and other services, are provided for each lot within the subdivision	UtilSigs	Formal Documentation
Final Architectural Plans	FnlArchPlns	Plans
Final Landscape Plans	FnlLndscpPlns	Plans
Final Site Development Plans	FnlSteDevPlns	Plans
Five (5) copies of Colorado Department of Transportation State Highway Access Permit Application. Five (5) copies of Colorado Department of Transportation State Highway Access Code - Design Waiver for each waiver requested	CDOTpmtapp	Formal Documentation
Construction Plans and Reports	See "Final Construction Documents- Engineering"	See "Final Construction Documents- Engineering"
Legal Description of ROW or Easement	LeglDescEase	Plans
Scaled Exhibit Map	ExMap	Plans
Covenants	Covenants	Formal Documentation
Proof of Authorization	ProofAuth	Formal Documentation
Computer Check	CompChk	Formal Documentation
Shadow Analysis	SolarAnalysis	Plans
Signed Acknowledgement of Obligation to Pay	ObligPayForm	Formal Documentation

CDOT Permits

Requirement/Form/ Document	Required File Name	Attachment Type
Technical Document Review Application Form	TECapp	Application Form
CDOT Highway Access Permit Application	CDOTApp	Formal documentation
Site Plan	Plns	Plans
Engineering Plans (if applicable)	EngPlns	Plans
Legal Description of Site	LeglDescEase	Plans

Right of Way (ROW)/Easement Dedications

Requirement/Form/ Document	Required File Name	Attachment Type
Technical Document Review Application Form	TECapp	Application Form
Right-of Way Easement Dedications Attachment to Technical Document Review Application	Attach	Formal Documentation
Legal description of the right-of-way or easement dedication area	LeglDescEase	Plans
Scaled exhibit map	ExMap	Plans
Current title insurance commitment or attorney memorandum	TitleInfo	Formal Documentation
Proof of authorization to bind	ProofAuth	Formal Documentation
For right-of-way dedications, the applicant is responsible for payment of property taxes for the portion of the year prior to the conveyance.	ProofPymnt	Formal Documentation

Final Construction Documents - Engineering

Requirement/Form/ Document	Required File Name	Attachment Type
Technical Document Review Application Form	TECapp	Application Form
Simple Water/Wastewater Plan (Utility Plan)	Utl_Simple	Plans
Simple Stormwater Plan	Storm_Simple	Plans
Simple Transportation Plan	Trans_Simple	Plans
Standard Water/Wastewater Plan (Utility Plan)	Utl_Std	Plans
Standard Stormwater Plan	Storm_Std	Plans
Standard Transportation Plan	Trans_Std	Plans
Complex Water/Wastewater Plan (Utility Plan)	Utl_Complex	Plans
Complex Stormwater Plan	Storm_Complex	Plans
Complex Transportation Plan	Trans_Complex	Plans
Stormwater Report	StrmReprt	Engineering Report
Geotechnical Soils Report	SoilsRpt	Engineering Report
Pavement Design Report	PvmtRpt	Engineering Report
Traffic Control Plan	TrffcCtrlPln	Plans
Utility Report	UtlRpt	Engineering Report

Final Plat for Subdivision

Requirement/Form/ Document	Required File Name	Attachment Type
Technical Document Review Application Form	TECapp	Application Form
Sign Posting Acknowledgement Form	SignPost	Public Notice Information
Mailing labels and one (1) copy of the names and addresses of tenants (not property owners) of property abutting the subject property.	TenantInfo	Formal Documentation
Legal Description	LeglDescProp	Address Information
Current title insurance commitment or attorney memorandum	TitleIns	Formal Documentation
Final Plat Map	FnlPlatMap	Plans
Required concurrent Final Construction Documents - Engineering Technical Document Review	See "Final Construction Documents- Engineering"	See "Final Construction Documents- Engineering"
Documents granting any easements required as part of the plat approval,	GrntdEsmnt	Formal Documentation
Covenants for maintenance of private utilities or improvements.	Covenants	Formal Documentation
Agreements with ditch companies.	DitchAprvl	Formal Documentation
Proof of authorization for Owner	ProofAuthOwnr	Formal Documentation
Computer check	CompCheck	Formal Documentation
Acknowledgement of Obligation to Pay Form	ObligPayForm	Formal Documentation
Evidence that adequate utility services, including electrical, natural gas, telephone, and other services, are provided for each lot within the subdivision	ElectNtrlGasTele	Formal Documentation
Land Use Review Project Fact Sheet	ProjFctSht	Formal Documentation

Lot Line Adjustment

Requirement/Form/ Document	Required File Name	Attachment Type
Technical Document Review Application Form	TECapp	Application Form
Improvement Survey or ILC	Survey	Improvement Location Certificate
Vicinity Map	VMap	Address Information
Written Statement and Response to Criteria	WrtnStmnt	Formal Documentation
Signatures from electric/gas, telephone, and cable company representatives	UtilSigs	Formal Documentation

Current title insurance commitment or attorney memorandum	TitleIns	Formal Documentation
Lot Line Adjustment Map	LotLnAdjMap	Plans
Agreements with ditch companies.	DitchApprvl	Formal Documentation
Proof of authorization for Owner	ProofAuthOwnr	Formal Documentation
Computer check	CompCheck	Formal Documentation
Shadow Analysis	SolarAnalysis	Plans
Acknowledgement of Obligation to Pay Form	ObligPayForm	Formal Documentation

Lot Line Elimination

Requirement/Form/ Document	Required File Name	Attachment Type
Technical Document Review Application Form	TECapp	Application Form
Improvement Survey or ILC	Survey	Improvement Location Certificate
Vicinity Map	VMap	Address Information
Written Statement and Response to Criteria	WrtnStmnt	Formal Documentation
Current title insurance commitment or attorney memorandum	TitleIns	Formal Documentation
Subdivision Replat Map	SubDvRpltMap	Plans
Agreements with ditch companies.	DitchApprvl	Formal Documentation
Proof of authorization for Owner	ProofAuthOwnr	Formal Documentation
Computer check	CompCheck	Formal Documentation
Acknowledgement of Obligation to Pay Form	ObligPayForm	Formal Documentation

Revocable Applications

Revocable Permits and Leases

Requirement/Form/ Document	Required File Name	Attachment Type
Revocable Application Form	REVapp	Application Form
Building Owner - Proof of Ownership	ProofOwner	Formal Documentation
Building Owner - Attorney's Memorandum	AttnyMemoOwner	Formal Documentation
Building Owner - Proof of Authorization to Bind	AuthToBindOwner	Formal Documentation
Tenant - Proof of Authorization to Bind	AuthToBindTenant	Formal Documentation
Tenant - Certificate of Insurance	COI	Formal Documentation

Tenant - Plan and Section Drawings	Plns	Plans
Tenant - Survey or Improvement Location Certificate	Survey	Improvement Location Certificate
Tenant - Landmarks Approval (if applicable)	LndmrkApprov	Formal Documentation
Tenant - Restaurant Information (if applicable)	RestInfo	Formal Documentation