



**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

## TECHNICAL DOCUMENT 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: \_\_\_\_\_

#### 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**. 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.

Applications will not be processed until all required information is provided.			Fee	
	Type of Review Check the appropriate Review Type on the left	Application Requirements (See key on page 3.)	Initial Application	Hourly Billing
√	<b>Final Plans</b> <input type="checkbox"/> Final Architecture, Landscaping and Site Plan Combined ( <i>only applies to Site Review-Simple</i> ) <input type="checkbox"/> Final Architecture Plan <input type="checkbox"/> Final Landscaping Plan <input type="checkbox"/> Final Site Plan	10,11,12,22 10,22 11,22 12,22	\$1,050 \$840 \$840 \$840	\$131/hr \$131/hr \$131/hr \$131/hr
	<b>Subdivision</b> <input type="checkbox"/> Subdivision Agreement/Final Plat ( <i>must be accompanied by Final Construction Documents and fees</i> ) <input type="checkbox"/> Lot Line Adjustment <input type="checkbox"/> Lot Line Elimination <input type="checkbox"/> Right of Way/Easement Dedication	<div style="border: 1px solid black; padding: 2px; display: inline-block; margin-bottom: 5px;"><b>For Staff Use Only</b></div> <input type="checkbox"/> Simple <input type="checkbox"/> Complex  1,3,4,5,7,9,14,16,18,20,22  2,4,5,6,8,9,18,20,21,22 2,5,6,7,18,22 3,5,15,18	\$2,625 \$4,200 \$790 \$470 N/A	\$131/hr \$131/hr \$131/hr \$131/hr N/A
	<b>Engineering - Final Construction Documents</b> <input type="checkbox"/> Colorado Dept. of Transportation (CDOT) Access Permit <input type="checkbox"/> Stormwater Plan & Report <input type="checkbox"/> Transportation Plan <input type="checkbox"/> Utility Plan (must be accompanied by a Landscaping Plan and fee)	13  <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-bottom: 5px;"><b>For Staff Use Only</b></div> <input type="checkbox"/> Simple <input type="checkbox"/> Standard <input type="checkbox"/> Complex  <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-bottom: 5px;"><b>For Staff Use Only</b></div> <input type="checkbox"/> Simple <input type="checkbox"/> Standard <input type="checkbox"/> Complex  <div style="border: 1px solid black; padding: 2px; display: inline-block;"><b>For Staff Use Only</b></div> <input type="checkbox"/> Simple <input type="checkbox"/> Standard <input type="checkbox"/> Complex	\$630  \$526 \$2,100 \$4,200  \$526 \$2,100 \$4,200  \$526 \$2,100 \$4,200	N/A  \$131/hr \$131/hr \$131/hr  \$131/hr \$131/hr \$131/hr  \$131/hr \$131/hr \$131/hr

**Note: if more than one of the following documents are required, they all must be submitted at the same time:**

- Final Construction Documents
  - Subdivision Agreement/Final Plat
- Final Landscaping Plan
  - Final Site Plan

## APPLICATION REQUIREMENTS

Planning and Development Services is now offering two different types of application requirements. Applicants may choose between the **standard application requirements** or the new **electronic application requirements**. The standard application requirements have not changed. The new electronic application requirements allow for fewer hard copies to be submitted in addition to electronic materials. Either application requirements may be chosen by the applicant.

### STANDARD APPLICATION REQUIREMENTS

The key on the following page corresponds to the numbers listed on page 2. Attachments noted below are available at the Planning and Development Services Center or online ([http://www.bouldercolorado.gov/www/publications/publication\\_search.htm](http://www.bouldercolorado.gov/www/publications/publication_search.htm)), 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.**

### ELECTRONIC APPLICATION REQUIREMENTS

Applicants may choose to submit electronic applications which require fewer hard copy packets and materials. The key on the following page corresponds to the numbers listed on page 2. Attachments noted below are available at the Planning and Development Services Center or online ([http://www.bouldercolorado.gov/www/publications/publication\\_search.htm](http://www.bouldercolorado.gov/www/publications/publication_search.htm)), and include **checklists that must be completed and submitted with your application**. All electronic applications materials should be submitted to Planning and Development Services Center on a CD along with the required hard copies. Electronic documents must be named according to the required document names on the electronic application key. File types accepted include .PDF, .TIFF, and .JPEG. Required hard copy materials must be submitted in multiple, collated packets, with one complete packet marked "Original." **Do not duplicate materials for multiple application types.**

## Application Requirements

Technical Document Review Applications		Standard Application Requirements	Electronic Application Requirements		
Document Key	Document Description	Hard Copies Required	Hard Copies Required	Electronic Copies Required	Required Electronic Document Names
	Completed TEC Application	1	1	1	0_TEC Application
1	Completed <b>Sign Posting Requirements Applicant's Acknowledgment Form</b> , signed by the applicant, indicating that the applicant understands his/her responsibility to post a public notice sign on the subject property.	1	1	1	1_Sign Posting Form
2	An <b>improvement survey</b> or improvement location certificate by a registered surveyor.	5	3	1	2_Survey_ILC
3	<b>Legal description</b> of the subject property, printed clearly on an 8 ½" x 11" sheet.	2	2	1	3_Legal Description
4	<b>Vicinity map</b> (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.	5	3	1	4_Vicinity Map
5	<b>Current title insurance commitment</b> dated within 30 days or attorney memorandum based on an abstract of title prior to final approval.	2	2	1	5_Title Insurance
6	A <b>written statement</b> , which describes the proposal and indicates how the application meets all applicable review criteria. See appropriate review attachment.	5	3	1	6_Written Statement
7	<b>Final plat</b> (no larger than 24"x36" folded to 9"x12"). See Final Plat for Subdivision attachment for plat requirements.	5	3	1	7_Final Plat
8	<b>Lot line adjustment map</b> , drawn to a standard scale showing existing and proposed lot lines (no larger than 24"x36" folded to 9"x12"). See Lot Line Adjustment attachment for plat requirements.	5	3	1	8_Lot Line Adjustment Map
9	Evidence that adequate utility services, including <b>electrical, natural gas, telephone</b> , and other services, are provided for each lot within the subdivision. This may include letters from the utility companies and/or the city signature form that includes electric/gas, telephone, and cable company representatives. See Lot Line Adjustment or Final Plat attachment for plat requirements.	1	1	1	9_Utility Signature Form
10	<b>Final Architectural Plans</b> (24"x36" folded to 9"x12") of existing structure(s) and any proposed additions or renovations, drawn to an identified scale, (24"x36" folded to 9"x12"), including a completed Final Architectural Plans checklist. See Final Plans attachment for architectural requirements.	5	3	1	10_Final Architectural Plans
11	<b>Final Landscape Plans</b> (24"x36" folded to 9"x12") of existing and any proposed landscaping, drawn to an identified scale, including a completed Final Landscape Plans checklist. See Final Plans attachment for landscape requirements. Include a tree inventory as described.	5	3	1	11_Final Landscape Plans
12	<b>Final Site Development Plans</b> (24"x36" folded to 9"x12"), drawn to an identified scale, showing the major details of the development, including a completed Final Site Development Plans checklist. See Final Plans attachment for site development requirements.	5	3	1	12_Final Site Development Plans
13	Five (5) copies of <b>Colorado Department of Transportation State Highway Access Permit Application</b> . Five (5) copies of <b>Colorado Department of Transportation State Highway Access Code - Design Waiver</b> for each waiver requested.	5	2	1	13_CDOT Highway Access Permit Application
14	Complete sets of <b>Construction Plans and Reports</b> (separate fees required) including plan and profile drawings and details for all proposed public improvements. Documents submitted in support of a Final Subdivision Plat must be submitted concurrently with the plat. See Final Construction Documents Engineering attachment for specific requirements.	4	2	1	14_Construction Plans and Reports

15	Four (4) copies of the proposed right-of-way or easement <b>legal description</b> and four (4) copies of an 8 ½" x 11" <b>scaled exhibit map</b> showing the subject property and dedication area. Label both with a header "Exhibit A".	4	3	1	15_Proposed Right-of-Way or Easement
16	<b>Covenants</b> for maintenance of private utilities or improvements in accordance with Section 9-12-12 (c) of the Boulder Revised Code 1981.	1	3	1	16_Covenants for maintenance
17	<b>Draft Grant of Easement or Warranty Deed</b> in standard format provided by the city. See Right-of-Way and Easement Dedication attachment for requirements. Only after approval by the city, shall the applicant sign and notarize the Grant or Deed.	1	3	1	17_Grant of Easement or Warranty Deed
18	<b>Proof of authorization</b> to bind the property owner and/or applicant in a legal agreement, including where applicable, articles of incorporation, partnership agreements, operating agreements, unanimous consent of authorization, power of attorney, and/or statement of authority etc.	1	2	1	18_Proof of Authorization
19	<b>Written consent of any lenders.</b> Include a letter from all lenders listed on the current title commitment. This may be in the form of a letter on Bank Letterhead, signed by an authorized bank representative, providing consent of the grant of easement or ROW dedication (a copy of the grant of easement or ROW dedication should be attached as an exhibit).	1	2	1	19_Written Consent
20	<b>Computer check</b> to assure that the exterior lines of the subdivision on the final plat close.	1	1	1	20_Computer Check
21	<b>Shadow analysis</b> for any existing buildings per section 9-9-7 "Solar Access" BRC, 1981. See Solar Access brochure for specific requirements.	1	1	1	21_Solar Analysis
22	<b>Signed Acknowledgement of Obligation to Pay</b> form for applications that may include hourly billing.	1	1	1	22_Obligation to Pay

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

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



**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