

# Pre-Application Review Meeting Submittal checklist

All the items appropriate items below must be provided to the duty Planner, in the quantities indicated, to begin processing your land use request. Incomplete applications will not be accepted. Please include this checklist with your submittal. A detailed explanation of each of these items is included with this checklist.

The Site Development Plan review process is required for any use or change in use for platted or un-platted parcels before the issuance of any building permit to construct: any business, commercial, industrial facility; multi-family dwelling; recreational facility; institutional facility (including government buildings, library, fire/law enforcement station, churches, and schools); major utility facility or cell site; utility service facility that contains a structure greater than 120 square feet or that occupies an area greater than 500 square feet; and similar uses contained within Planned Unit Developments.

A Pre-Application meeting will be scheduled within two weeks or as soon as possible thereafter, following submission of the following appropriate information shown below, and **a CD containing a copy of ALL of the documents submitted** together with the pre-application meeting fee. Meetings are normally scheduled on Tuesday mornings between 9 am and 12 Noon.

- \_\_\_\_\_ Vicinity Map [10 copies ]
- \_\_\_\_\_ Current Deed or Title Commitment [1 copy ]
- \_\_\_\_\_ Proof of Water [1 copies ]
- \_\_\_\_\_ Cover Letter / Written Narrative [1 copies ] to include Fire District.
- \_\_\_\_\_ Scaled Site Plan or Survey / specific site issues related to the particular development proposed including, but not limited to: [10 copies ]
  - Access, circulation and traffic improvements,      Landscaping,
  - Parking,      Signage,
  - Lighting,      Sidewalks,
  - Storm water drainage and detention, and water/sanitation facilities.
- \_\_\_\_\_ Pre-Application [ \$100.00 ] – Submitted with the required # of copies

\_\_\_\_\_ **DIGITAL COPY of all of the above. Each submittal item must be individually digitized and clearly labeled and saved on a single CD/DVD or Thumb Drive.**

Property Owner / Representative: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Property Address of Land use Request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Duty Planner

\_\_\_\_\_  
Date

## Explanation of terms

Vicinity Map: This map illustrates the area within at least two miles of the project site. Preferably, it illustrates the relationship of the site to the nearest town or well-known landmark that allows an onlooker to have a perspective of where the site is in Elbert County.

Current Deed or Title Commitment: Self-explanatory

Proof of Access: Illustrates where the project has access to a County Road / or where access is preferred.

Proof of water: A copy of a well permit from Division of Water Resources / a statement of intention to obtain a well / water permit. When the availability of water is known and a project goes forward to approval prior to obtaining an actual permit, a project approval is "Conditioned" upon the receipt of approval for an adequate water supply from Colorado Division of Water Resources. Note – Elbert County requires an available water supply of 300 years for residential wells.

Fire Protection: Indicate which fire protection district provides coverage to the area in which the project is proposed.

Cover Letter / Written Narrative: This letter should explain the desire for the project and why it is desired and current zoning at and surrounding the project area. The letter should discuss appropriate sewage treatment and traffic impact, and identify flood plain, 20% slopes and any drainage questions.

Scaled Draft Site Plan/Survey/Plat: Illustrate existing and planned structures, parcels, setbacks, environment features, road access, internal traffic, pedestrian paths and landscaping, easements, etc.

Other Documents: Any other documents already related to the application if they exist.

Pre-Application Fee: \$100.00 to be submitted with checklist items.