



# Pre–Application Submittal Information

## General Information

All proposed development projects begin with a pre-application meeting. Anyone with a development idea can schedule a pre-application meeting to get feedback on potential development projects. At this stage, the project/development does not need to be finalized or professionally presented. However, a sketch plan and this form must be submitted to City staff prior to the pre-application meeting. The more information you are able to provide, the better feedback you are likely to get from the meeting.

Pre-application meetings are scheduled every Wednesday between 9:30 am and 11 am. One half-hour meeting (1 full hour if needed) is allotted per applicant. Please call Planning and Development Services at 303-651-8330 to schedule a pre-application meeting. The pre-application meeting is a free service. Applications and **7 copies** of the sketch plan must be submitted to City staff no later than **5pm on the Friday** prior to the Wednesday pre-application meeting.

Application materials can be dropped off in person at the City of Longmont Development Services Center located at 385 Kimbark Street or they may be emailed to [planning@ci.longmont.co.us](mailto:planning@ci.longmont.co.us).

At the pre-application meeting, you will meet with staff from a number of City departments, including Planning, Longmont Power and Communications, Parks, Storm Water/Drainage, Water/Wastewater, Public Works, Transportation, Fire and Affordable Housing. Comments will be offered by staff to assist you in preparing the detailed components of the project application. There is no approval or denial associated with the pre-application meeting. After the meeting, a City planner will provide the applicant with a formal pre-application form detailing the submittal requirements depending upon the type of application to be reviewed.

Contact Name(s) \_\_\_\_\_

Business Name (if applicable) \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email Address \_\_\_\_\_

Site Address or Location Description \_\_\_\_\_

Description of Proposal \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **Suggested items for inclusion on the sketch plan (11x17 or 24x36):**

- Property location and boundaries
- Surrounding land uses
- Proposed use(s)
- Existing and proposed improvements (buildings, landscaping, parking/drive areas, building height, construction type per IBC, lot/street and easement layout)
- Existing natural features (water bodies, wetlands, large trees, wildlife habitat)
- Utility line and easement locations (if known)
- Photographs (helpful but not required)

*\*The more information provided on your sketch plan will result in more specific and detailed comments about your proposal.*