

PRE-APPLICATION REVIEW SUBMITTAL CHECKLIST



Project Information	
Project Name:	Billing Information:
Project Location:	Property Owner:
Primary Contact:	Billing Contact:
Email Address:	Physical Address:
Phone Number:	Phone Number:
Project Description:	

Application Submittal Instructions

The Town utilizes an all-digital plan review process. Please follow the directions below to submit your application materials:

- a. The deadline for application submittal is every Monday at 12:00 pm.
- b. Submit all materials listed in the below checklist.
- c. Use the following link to create a submittal folder on the Town’s SharePoint Site. Drag and drop application materials into appropriate submittal folder to upload:
<https://lochbuie.sharepoint.com/:f:/g/EmZ6UrchxJRCswrSf1fBxBMBt6lm0Wtzuy8XcXSk8iKEeg?e=Zok3aT>

Application Materials Checklist	
<input type="checkbox"/>	1. Pre-application submittal checklist (This document).
<input type="checkbox"/>	2. Reimbursement Agreement and deposit.
<input type="checkbox"/>	3. Concept Plan Map. Document shall consist of a scaled drawing showing the following information (as available): <ul style="list-style-type: none"> • Access points (existing and proposed) • ROW (existing and proposed) • Utility, drainage, access and other easements (existing and proposed) • Building footprint (as applicable) • Dimensions of proposed lots, tracts, outlots, ROW, etc. • Proposed density (for residential projects) • Parks and open space dedications • Required building setbacks • Required oil and gas setbacks • Parking layout • Landscape areas
<input type="checkbox"/>	4. General Development Information – relevant history, existing entitlements, site conditions and overview of proposed development.

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<input type="checkbox"/>	5. Land Development Code (and/or PUD) Analysis – Chapter 19 – Land Use Regulations .
<input type="checkbox"/>	6. Comp Plan Compliance Analysis (Future Land Use Map) – Comprehensive Plan (lochbuie.org) .
<input type="checkbox"/>	7. Existing plans, studies, agreements or other documentation as available (grading/drainage, traffic, soils, architectural elevations, annexation agreement, etc.)
<input type="checkbox"/>	<p>8. Water Rights Dedication Information.</p> <p>The following is a list of the Town’s preferred water sources:</p> <ul style="list-style-type: none"> • Fulton Ditch • Burlington / Wellington • FRICO Barr • Lost Creek basin - these ground water rights may be feasible pending establishment of delivery strategy. <p>*Additional sources will be considered on a case-by-case basis but should generally be upstream of the Jay Thomas Ditch and deliverable to the United Diversion #3 on the South Platte River.</p>
<input type="checkbox"/>	9. Other information as deemed relevant by applicant and/or requested by the Town.

Review Process

Once materials are received, staff will circulate to the Development Review Team (DRT) for review. Reviews take approximately two weeks to perform. Once review is complete, written comments will be provided and a pre-application meeting will be scheduled upon request. The DRT typically meets every Thursday.

Applicant Certification

I hereby certify that Town staff has provided me with information regarding the submittal requirements and process for a pre-application review request. I understand that any additional review or consultation by Town staff or consultants that may be required prior to submittal of a formal land use application may result in additional fees.

Applicant Signature:	Date:
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