



## Land Use Review Application

Application form(s), required application materials and fees are due by 10 a.m. on the application deadline. Please review the [Online Development Review Application Guide](#) for instructions on how to submit.

Applicants are responsible for ensuring their submittal is complete. Incomplete applications will not be accepted.

### USE THIS DOCUMENT FOR:

Pre-App	Concept Plan	<b>LAND USE REVIEW</b>	Technical Document	Building Permit
Industry Equivalents: Conceptual Design (SDs)		Design Development (DDs)	Construction Documents (CDs)	

#### ► PROPERTY/ DEVELOPMENT

Property Address: \_\_\_\_\_

Name of Development: \_\_\_\_\_

#### ► APPLICANT/ PRIMARY CONTACT INFORMATION

*Do not leave any requested information applicant information blank*

Applicant/ Company Name:			Primary Contact Name (if different from applicant):		
Email Address:	Phone #:		Email Address:	Phone #:	
Address:			Address:		
City:	State:	Zip:	City:	State:	Zip:

#### ► REVIEW INFORMATION

Review Type(s): \_\_\_\_\_

Project Description: *Include proposed use and summarize number and size of units/buildings/lots, etc.*

#### (Staff Use Only)

Received By:	Date:	Time:	Case #(s):
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## REVIEW TYPES AND FEES

Listed below are the review types that are reviewed through a Land Use Review process, their associated code sections, application requirements.

If more than one review is requested, the fee for each review is required at application intake.

For application types that list an attachment, refer to the relevant attachment in the [Application and Forms Database](#), otherwise, refer to keyed [requirements on page 3](#).

Review Type	Application Requirements	Application Fee	Planning Board Fee <sup>b</sup>	Each Addl Review After Three	
<b>SEE PAGE 3 AND ATTACHMENTS</b>					
<b>Annexation/ Initial Zoning</b> <a href="#">9-2-17</a> & <a href="#">9-2-18</a> , B.R.C.	<input type="checkbox"/> Feasibility Study	See <a href="#">"Annexation Feasibility Study"</a> attachment	\$2,100 <sup>c</sup>	N/A	
	<input type="checkbox"/> Agreement Amendment	1, 2, 3, 4, 5, 6, 9, 10, 12	Hourly billing <sup>a</sup>	\$1,580	
	<input type="checkbox"/> Simple (Single-family Residence)		\$5,000	\$1,580	
	<input type="checkbox"/> Standard	See <a href="#">"Annexation/ Initial Zoning"</a> attachment, 12	\$15,000	\$1,580	N/A
	<input type="checkbox"/> Complex		\$20,000	\$1,580	
<input type="checkbox"/> Each additional Annexation Agreement		\$2,500	N/A		
<input type="checkbox"/> <b>BVCP Land Use Designation Change</b> Subject to Boulder Valley Comprehensive Plan Criteria	See <a href="#">"Changes to BVCP Land Use Designations"</a> attachment, 12	\$630	N/A	N/A	
<input type="checkbox"/> <b>Concept Plan Review and Comment</b> <a href="#">9-2-13</a> , B.R.C.	See <a href="#">"Concept Plan Review &amp; Comment"</a> attachment, 12	\$8,915	\$1,580	N/A	
<input type="checkbox"/> <b>Extension of Development Approval (Planning Board)</b> <a href="#">9-2-12</a> , B.R.C.	1, 11, 12	\$1,973	N/A	N/A	
<b>Form-Based Code Review</b> <a href="#">9-2-16</a> , B.R.C.	<input type="checkbox"/> Standard	See <a href="#">"Form Based Code"</a> attachment, 12	\$8,885	\$1,580 <sup>d</sup>	
	<input type="checkbox"/> Amendment		\$2,100	\$1,580 <sup>d</sup>	N/A
<input type="checkbox"/> <b>Geophysical Exploration Permit</b> <a href="#">9-6-7(b)(5)</a> , B.R.C.	See <a href="#">"Oil &amp; Gas Operations"</a> attachment, 12	\$1,050	\$1,580 <sup>d</sup>	N/A	
<input type="checkbox"/> <b>Outside City Utility Permit</b> <a href="#">11-1-15</a> & <a href="#">11-2-10</a> , B.R.C.	See <a href="#">"Outside City Utility"</a> attachment, 12	\$7,630	N/A	\$2,520	
<input type="checkbox"/> <b>Rezoning</b> <a href="#">9-2-19</a> , B.R.C.	See <a href="#">"Rezoning Review"</a> attachment, 12	\$22,890	\$1,580	\$7,550	
<b>Site Review</b> <a href="#">9-2-14</a> , B.R.C.	<input type="checkbox"/> Simple	See <a href="#">"Site Review"</a> attachment, 12	\$7,630	\$1,580 <sup>d</sup>	\$2,520
	<input type="checkbox"/> Standard		\$14,480	\$1,580 <sup>d</sup>	\$4,780
	<input type="checkbox"/> Complex		\$40,580	\$1,580 <sup>d</sup>	\$13,390
	<input type="checkbox"/> Minor Amendment		\$3,420	\$1,580 <sup>d</sup>	\$1,130
	<input type="checkbox"/> Site Review for Height Modification (single-family properties only)		\$2,870	\$1,580 <sup>d</sup>	\$950
<b>Subdivision</b> <a href="#">9-12-5</a> & <a href="#">9-12-6</a> , B.R.C.	<input type="checkbox"/> Minor Subdivision (one additional lot)	See <a href="#">"Minor Subdivision"</a> attachment, 12	\$1,750	N/A	\$560
	<input type="checkbox"/> Preliminary Plat	See <a href="#">"Preliminary Plat"</a> attachment, 12	\$7,630	N/A	\$2,520
<b>Use Review</b> <a href="#">9-2-15</a> , B.R.C.	<input type="checkbox"/> Nonconforming	See <a href="#">"Use Review"</a> attachment, 12	\$2,870	\$1,580 <sup>d</sup>	\$950
	<input type="checkbox"/> Standard		\$3,420	\$1,580 <sup>d</sup>	\$1,130
<b>Vacation</b> <a href="#">8-6-9</a> , B.R.C.	<input type="checkbox"/> Feasibility Study Only	1, 3, 4, 5, 6, 7, 8, 12	\$4,000	N/A	
	<input type="checkbox"/> Public Rights-of-Way/ Access Easements	See <a href="#">"Vacation Review"</a> attachment, 12	\$9,230	N/A	N/A

a) Hourly billing applies to this review type. The hourly billing rate is \$131.00 per hour.

b) Planning Board fee will be assessed at application submittal if the application is required to go to Planning Board. The fee will be refunded if the application is withdrawn prior to the item being published on an agenda.

c) Feasibility study fees will be credited toward the formal application if the corresponding application is submitted within the same calendar year.

d) Refer to attachment for the review type to determine whether a Planning Board hearing is required.

## REQUIRED APPLICATION MATERIALS

Complete applications **must** include:

**One (1) electronic copy** of each required application material. Files must be saved using the file name indicated beside each application requirement.

Email your properly formatted files to **PDSskipatrip@bouldercolorado.gov** by 10 am on the Application Deadline.

Req. #	Document Description	Required Electronic File Names
1	<input type="checkbox"/> A completed <a href="#">Land Use Review Application</a>	LURApp
2	<input type="checkbox"/> A completed <a href="#">Sign Posting Acknowledgement Form</a> signed by the applicant, indicating that the applicant understands their responsibility to post a public notice sign on the subject property. Sign will be provided at the time of application	SignPost
3	<input type="checkbox"/> Improvement survey or improvement location certificate by registered surveyor.	Survey
4	<input type="checkbox"/> Legal Description of the subject property.	LeglDescProp
5	<input type="checkbox"/> Vicinity map (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.	VMap
6	<input type="checkbox"/> Written statement that describes the proposal and indicates how the application meets all applicable review criteria.	WrtnStmnt
7	<input type="checkbox"/> Site development plans, showing the proposed development for which the vacation is requested.	SitePlns
8	<input type="checkbox"/> Signatures from electric/gas, telephone, and cable company representatives.	UtilSign
9	<input type="checkbox"/> A completed <a href="#">Land Use Review Project Fact Sheet</a>	FactSht
10	<input type="checkbox"/> Current title insurance commitment dated within 30 days or attorney memorandum, based on abstracts of title.	TitleIns
11	<input type="checkbox"/> 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 <a href="#">Section 9-2-12 (b)</a> , B.R.C. 1981.	WrtnStmnt
12	<input type="checkbox"/> A completed <a href="#">Persons In Interest Form</a>	PrsonIntrst