



**WHEN CAN A PRE-APPLICATION BE SUBMITTED?** Application form(s), required application materials, and fees are due by 10 a.m. on the [application deadline](#). Please review [Electronic Submittal Requirements for Development Review/Plan case](#) for instructions on how to submit. If an application is received after the deadline, it will be held until the next deadline.

## Pre-Application Review

Property development within the City of Boulder must comply with all regulations in effect at the time of the proposed modification. The regulations include [Land Use code](#) and [Building and Energy code regulations](#). The following steps are recommended for development of a property:

1. Review the various resources available on the [City of Boulder, Planning and Development Services](#) website, or refer to the P&DS virtual advisor. These resources may answer many questions in advance.
2. Submit an electronic inquiry through [Inquire Boulder](#), for questions about specific code interpretations, application processes, or requirements.
3. Appointments (virtual and in-person) are available on the [How to Connect with Planning & Development Services webpage](#), and are an alternative to inquiry requests where it is necessary to review plans together or a conversation is necessary.
4. In some cases, typically where more research on a proposal is required, and the proposal contains elements of complexity, this Pre-Application review may be necessary or helpful.

**Best Practices:** In all cases, please utilize the resources above and, if the proposal does not clearly meet one/all of the bulleted items listed in the following section, *What is Pre-Application Review and When is it Useful*, request to receive a written referral from a City of Boulder staff member before deciding to formally submit for Pre-Application review. Submit the Pre-Application proposals to [Inquire Boulder](#) to receive a staff referral, under the topic of *Applications Process and Requirements (Development Review)*. Without a staff referral, there may be delays in processing Pre-Application materials while staff determines the best course of action to take. If the submittal does not rise to the level of Pre-Application, a notification will be provided with alternative options.

### WHAT IS PRE-APPLICATION REVIEW AND WHEN IS IT USEFUL?

Pre-Application review is a free service, that provides a more detailed means of exploring questions about how development regulations apply to a specific property when information about code requirements cannot be determined through other means. It may be appropriate when:

- Existing development approvals (such as Planned Unit Developments) or unusual or complex physical characteristics of the property, which require more investigation than can be performed through the inquiry process.
- A customer wants to verify complex code requirements and policy issues, involving multiple disciplines, and the customer has a proposed plan set to discuss/review.
- Pre-Application is not available for most "by-right" developments.

### WHEN IS A PRE-APPLICATION REVIEW REQUIRED?

Pre-Application review is *required* for the following:

1. When proposing a location for off-site affordable units or to propose land to meet the requirements of [B.R.C. 9-13, Inclusionary Housing](#). Submittal requirements may be found in the "Off-site Location Review Process." Additional information regarding the overall process for providing affordable units off-site may be found in the [Off-Site Agreement Summary](#) and [Off-Site Process and Timeline for Developers](#) documents.
2. When proposing to provide land to meet the requirements of [B.R.C. 9-13, Inclusionary Housing](#). Submittal requirements may be found in the [Off-Site Location Request Process](#). Additional information regarding the overall process for providing land may be found in the [IH Land Dedication Review & Approval Process](#).

3. For any development that includes new construction seeking funding from City of Boulder Housing & Human Services, program details and documents are available online at <https://bouldercolorado.gov/services/affordable-housing-investments>.
4. For any development seeking approval of a Form-Based Code Review. Additional information may be found in the [Form-Based Code \(FBC\) Review](#) attachment.
5. When proposing an oil and gas operations use. Additional information may be found in the [Oil and Gas Operations Guide](#).

## FREQUENTLY ASKED QUESTIONS

### WHERE CAN I GET MORE INFORMATION ON MY PROPERTY?

Find reference materials such as the City's [Interactive Zoning Map](#) and [Land Use code](#) on the [City of Boulder, Planning and Development Services](#) website. The [Energov Customer Self-Services Portal \(CSS\)](#) is another option for searching parcel history. To obtain records on a property, submit a written request directly to [P&DSRecordRequest@bouldercolorado.gov](mailto:P&DSRecordRequest@bouldercolorado.gov).

### HOW CAN I FIND OUT IF A PRE-APPLICATION REVIEW WAS PREVIOUSLY HELD FOR MY PROPERTY?

Planning and Development Services keep a record of all Pre-Application meetings, including the project sites discussed and the city summary of the meeting. Visit the [Energov Customer Self-Services Portal \(CSS\)](#), and search by the property address to determine if a review has been completed for a property. To request copies of files or historical documents, submit a written request to [P&DSRecordRequest@bouldercolorado.gov](mailto:P&DSRecordRequest@bouldercolorado.gov). To access an inactive case in CSS, fill out [this Contact Form](#) and send it to [P&DSInfoResourcesHelpDesk@bouldercolorado.gov](mailto:P&DSInfoResourcesHelpDesk@bouldercolorado.gov).

### ARE THERE QUESTIONS THAT CANNOT BE ANSWERED IN PRE-APPLICATION REVIEW?

Yes. Pre-Application review cannot resolve all the issues that are subject to review in another application, such as Site Review, Use Review, Subdivision, Annexation, etc. Pre-Application review can help identify many of the requirements and processes that will apply to such a review, but it **will not explicitly detail the outcome of a proposal in advance**.

Specific questions that Pre-Application may not answer include:

- What are all the issues with my project? Pre-Application review can identify most planning and zoning -related issues but may not uncover specific engineering issues. Detailed review of the final project proposal will be necessary before all engineering issues can be determined. That must occur through the review processes applicable to the proposed project.
- What are the total amount of fees my project will be assessed? Application fees can be determined through Pre- Application review, and other possible fee categories and rates can be identified. However, calculation of all the fees may not be possible until engineering plans are available. Pre-Application review can highlight potential fee categories that will allow for an approximate fee analysis, which can be refined as the details of the proposal come to light.
- Will any public improvements be required? Supplementary engineering studies such as drainage reports and traffic studies are generally necessary to determine all the public improvements that may be required for a project. These studies are only reviewed during the applicable review processes for a project, not at the time of Pre-Application. Pre-Application review can identify the standards that determine when public improvements are required, from which a rough determination can be made, and then refined as project details become more clear.
- Will my project be approved? Pre-Application review can inform on many of the code requirements and policy issues that will apply to a preliminary project, and can tell the review results of similar projects in similar circumstances. The Pre-Application will not determine the outcome in advance of the required review process(es) for the final project proposal.

## REQUIRED INFORMATION

In order to fully understand the Pre-Application questions and provide useful responses, it is imperative to provide information about the site, its existing conditions, and the intentions for the property. The application form identifies the minimum required information, which includes:

- Address/location of property
- Proposed uses of the site, including information about the proposed project, such as building area, number and type of dwelling units, other types of uses, number and size of proposed lots, proposed parking, etc.
- Existing use(s) of the site
- The type of application being considered considering, if known (i.e. site review, use review, etc.)
- Exact size of the property in square feet, including size of individual lots if more than one
- A survey or Improvement Location Certificate, if available
- Specific questions for staff to answer; the more detailed and precise, the better
- Contact information – name, address, phone, and **e-mail**
- If requesting approval to locate permanently affordable units off-site at a specific location as a means of meeting the project's residential inclusionary housing requirement, include a letter detailing specifically how the proposed location will meet the criteria identified in the [Off-Site Location Request Process](#) document.
- If requesting approval for land proposed to meet the project's residential inclusionary housing requirement, include a letter detailing specifically how the proposed land will meet the criteria identified [IH Land Dedication Review & Approval Process](#) document.

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## HOW IS PRE-APPLICATION REVIEW CONDUCTED?

When a Pre-Application review is submitted, the Development Review Coordinator will first review the questions posed to determine if they can be directly answered by the subject matter expert(s) through [Inquire Boulder](#) as a customer inquiry (please refer to the **Best Practices** on page one (1) of this form for guidance).

**If the project complexity exceeds what would be reasonable to answer in a customer inquiry**, or if the customer obtains a *written* staff recommendation for a Pre-Application, then the application is accepted. Pre-Applications are routed in accordance with the [ADR track calendar](#), see the [Electronic Submittal Requirements for Development Review/Plan case](#) for additional (general) submittal details.

**Once the application has been routed on a review track**, the case will be assigned a Case Manager, typically by mid-week, and that Case Manager will determine if a meeting with the customer is needed to answer all the questions. If so, a meeting will be scheduled for the first available appointment. The customer will be immediately contacted by phone to verify the date and time. Meetings are generally held via Microsoft Teams, between 10 a.m. and 12 p.m. on the second and fourth Thursdays of each month. If an in-person meeting is necessary, the Case Manager will coordinate a time and location for that meeting.

**If a meeting is held**, responses to the application questions will be provided at the meeting, and a written summary of the responses and meeting discussion will be sent to the applicant within one week after the meeting.

**If a meeting is not needed**, staff will determine when the questions can be answered. The customer will be notified immediately of the expected response date.

## SUBMITTING ADDITIONAL INFORMATION OR QUESTIONS AFTER THE PRE-APPLICATION REVIEW HAS STARTED, INCLUDING AT THE REVIEW MEETING?

**The scope of the questions submitted with a Pre-Application should be comprehensive and pertinent to the project in question. Applicants should refrain from submitting until their application materials are complete with all the information and questions for staff to review.** Adding information or questions during an active application will result in delays in delivering staff responses. Applicants are asked to submit complete information in advance so staff can have time to conduct research and provide a complete response. If a meeting is held, there will be a chance to ask follow-up questions that may arise from the discussion. However, staff generally cannot respond to new information that were not submitted with the original application.

## WHAT ARE THE NEXT STEPS AFTER A PRE-APPLICATION REVIEW?

The next steps will depend upon the project request. For all projects, city staff will help the applicant determine “what’s next?” as part of the Pre-Application discussion. For some projects, the next step will be applying for a formal review in some capacity. For other projects, a second Pre-Application meeting may be helpful. City staff may recommend that the applicant hold a neighborhood meeting prior to preparing an application. Early communication with the neighbors of a project site can be helpful in identifying issues and concerns before project plans are developed.

# City of Boulder

## Pre-Application Review Form

The following background information is required in order to request a Pre-Application review. This is the minimal amount of background material required. Submitting more information is welcome and encouraged. Please reference the lists of required and additional Pre-Application information on *page 3*. Once completed, email this form to the Planning and Development Services Center at [PDSSkipaTrip@bouldercolorado.gov](mailto:PDSSkipaTrip@bouldercolorado.gov). Please attach additional files and/or plans as needed.

In order to fully understand the scope of the proposed project and the desired information being sought through the submitted questions, it is imperative that information about the site, its existing conditions, and the proposed intentions for the property, are all clear, detailed, and relevant. This will facilitate staff's ability to provide useful responses. Again, this application form identifies the *minimum* required information.

### REQUIRED INFORMATION:

Provide the name of the city employee who referred the Pre-Application process:

Provide the site address. If an address has not been assigned, provide lot/block/subdivision or parcel number:

Lot size or site acreage:

Existing use of the site:

Proposed application review type, if known (e.g. site review, subdivision):

Description of the proposed project (e.g. land uses, new or added building sq. ft., number and type of dwelling units, number and size of new lots):

Specific questions for staff (be as specific as possible, no applications will be accepted without specific questions):

Summary of any additional information submitted:

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Applicant Information

Name:	Address:
Phone:	Email:

Contact Person (if different from applicant)

Name:	Address:
Phone:	Email:

Provide (additional) contact information for recipients of staffs' written responses:

Name:	Email:
Name:	Email:

*If staff determines that a meeting is necessary, the applicant(s) will be contacted with that date and time. The meetings are generally held the second and fourth Thursday of each month between 10 a.m. and 12 p.m.*

Submit Applications to:

Email: [PDSSkipaTrip@bouldercolorado.gov](mailto:PDSSkipaTrip@bouldercolorado.gov)

Accessing an electronic application:

**You must be a registered user** in our [Customer Self Service Portal \(CSS\)](#). If you do not already have a portal account, please [register here](#). Be sure to use the email address associated with your application.