



## Pre-Application Review

Planning and Development Services would like to encourage customers to first direct all questions about development of a property to the Project Specialists. In some cases, a separate pre-application review may be necessary or helpful; however, a consultation with a Project Specialist will help to determine the most appropriate next step for each project.

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. It may be appropriate when:

- Existing development approvals or unusual or complex physical characteristics of the property require more investigation than can be performed by the Project Specialists at the front counter.
- A customer wants to verify complex code requirements and policy issues, beyond those which can be determined by the Project Specialist over the front counter.
- A customer has prepared an application, and wants a detailed completeness check in advance.

### WHEN IS PRE-APPLICATION REVIEW USEFUL?

Pre-application review is useful when information about code requirements cannot be determined through other means. Many self-help information sources are available, and you should use those before considering a pre-application review. Links to zoning, maps, applicable regulations and fees can be found on our [website](#). Reviewing the various resources here should answer many of your questions. Visit [Inquire Boulder](#) if you would like to contact staff with any questions about applying for a pre-application review.

In all cases, you should **check with a Project Specialist before you decide to submit an application**. If you provide them with basic data about the site and your proposed project, they may be able to answer all of your questions without the need for a pre-application review.

### 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 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 Review Process". Additional information regarding the overall process for providing land may be found in the "Land Review and Approval Process."
3. For any development that includes new construction seeking funding from the City of Boulder Division of Housing. Program details and documents are available online at [www.boulder affordable homes.com](http://www.boulder affordable homes.com). Select "Inclusionary Housing" and then select "Inclusionary Housing Program Details."
4. For any development seeking approval of a Form-Based Code Review. Additional information may be found in the "Form-Based Code Review" attachment.
5. When proposing an oil and gas operations use. Additional information may be found in the "Oil and Gas Operations" attachment.

## REQUIRED INFORMATION

In order to fully understand your questions and provide useful responses, you must provide information about the site, its existing conditions, and your intentions for the property. The application form identifies the minimum required information, which includes:

- Address/location of property
- Proposed uses of the site, including as much information as you have 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 uses of the site
- The type of application you are 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 you would like us to answer
- Contact information – your name, address, phone, fax and e-mail
- If you are requesting approval to locate permanently affordable units off-site at a specific location as a means of meeting your project's residential inclusionary housing requirement, include a letter detailing specifically how the proposed location will meet the criteria identified Inclusionary Housing Off-site Location Request Process document.
- If you are requesting approval for land proposed to meet your project's residential inclusionary housing requirement, include a letter detailing specifically how the proposed land will meet the criteria identified Inclusionary Housing Land Review and Approval Process document.

## ADDITIONAL INFORMATION

Any other information you can provide about the property and your intended project will help us serve you better. In particular, information about the site history, photos of the site, and any preliminary drawings of your proposed project will help. **If you submit supplementary information provide multiple copies as follows:**

- Preliminary plans: five copies of all drawings, including as much detail as possible, such as north arrow and scale of drawings, dimensions, building locations, access points, parking and circulation, landscaped vs. paved areas, building elevations, and type of dwelling units.
- Subdivision: five copies of any sketches or preliminary plat drawings showing north arrow and scale of drawings, dimensions, total land area, individual lot sizes, configuration of lots, access points, proposed street locations and widths.
- Site history: five copies each of any previous city approvals/agreements for the site, including development or subdivision agreements, annexation agreements, utility and reimbursement agreements, and notices of disposition.

Providing the above information will help us respond to your questions more quickly and completely.

## FREQUENTLY ASKED QUESTIONS

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

If you have questions about whether your project or site is ready for a pre-application review, if you need more information about a property's zoning or allowed uses, or if you have questions about the city's land use regulations, please stop by Planning and Development Services at 1739 Broadway, third floor or call 303-441-1880 and request to speak to a Project

Specialist. Find reference materials such as the city zoning map and land use regulations on the [Planning and Development Services Website](#).

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

Planning and Development Services keeps a record of all pre-application meetings, including the project sites discussed and the city summary of the meeting. Please call Planning and Development Services at 303-441-1880 to inquire whether a pre-application meeting was held for a specific property.

## 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 or annexation. Pre-application review can help identify many of the requirements and processes that will apply to such a review, but it will not tell you the outcome of a review in advance.

Specific questions that pre-application review 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 your final project proposal is necessary before all engineering issues can be determined. That must occur through the review processes applicable to your project.
- What is 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 you to perform your own fee estimates as you refine the details of your proposal.
- 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 your project. These studies are only reviewed during the other applicable review processes for your project. Pre-application review can help you understand the standards that determine when public improvements are required, so you can make your own determination as you refine the details of your project.
- Will my project be approved? Pre-application review can inform you of many of the code requirements and policy issues that will apply to your preliminary project, and can tell you the review results of similar projects in similar circumstance, but it will not determine the outcome in advance of the required review processes for your final project proposal.

## WHEN CAN I SUBMIT AN APPLICATION?

Application form(s), required application materials and fees are due by 10 a.m. on the application deadline. Please review [Online Development Review Application Guide](#) for instructions on how to submit. If your application is received after the deadline, it will be held until the next deadline.

## HOW IS PRE-APPLICATION REVIEW CONDUCTED?

When an application for pre-application review is submitted to a Project Specialist, the Project Specialist will first review the questions posed to determine if they can be directly answered over the counter. If so, the Project Specialist will answer those questions in lieu of accepting the application.

**If the Project Specialist cannot answer all the questions** and determines that pre-application review is needed, they will review your application form for completeness and clarity. Once the application is accepted, they will forward the application to a staff review team to determine how and when responses can be provided.

**Within two days after the deadline** for submission (Mondays at noon), staff 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 between 10 a.m. and 12 p.m. on the second and fourth Thursdays of each month.

**If a meeting is held**, responses to the 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. When the responses have been determined, a Project Specialist or other staff person will call the customer to inform them of the responses.

### WILL I RECEIVE A WRITTEN RESPONSE FROM THE CITY?

Staff will determine the most appropriate format for response. If a meeting is not held, and the answers to customer questions are simple and limited in scope, a written response might not be needed. If the questions and responses are more complex or if a meeting is necessary, written responses will generally be provided.

Written responses to pre-application review questions will be sent via mail or e-mail at the preference of the customer.

### CAN I SUBMIT ADDITIONAL INFORMATION OR QUESTIONS AFTER YOU'VE STARTED REVIEWING MY APPLICATION, INCLUDING AT THE REVIEW MEETING?

**No. You should not submit an application until it is complete with all the information and questions you would like us to review.** Adding information or questions later will delay your application. You are asked to submit complete information in advance so staff can have time to conduct research and provide you with a complete response. If a meeting is held, you will have a chance to ask follow-up questions that may arise from the discussion. However, staff generally cannot respond to new information, such as preliminary site plans, that were not submitted with the application.

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

The next steps will depend upon the project request. For some projects, the next step will be completing the city's application requirements and submitting an application. 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. For all projects, city staff will help the applicant determine "what's next?" as part of the pre-application discussion.

# 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 2. Once completed, email this form to the Planning and Development Services Center at [PDSSkipaTrip@bouldercolorado.gov](mailto:PDSSkipaTrip@bouldercolorado.gov). Please attach additional files or plans as needed.

### REQUIRED INFORMATION:

City Staff Referral: \_\_\_\_\_

(Provide the name of the City employee who referred you to this process.)

Address / location of site: \_\_\_\_\_

(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): \_\_\_\_\_

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

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Summary of any additional information submitted:

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Applicant Information

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Contact Person (if different)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

If staff determines that a meeting is necessary, you 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.

How do you prefer to be contacted with written info?

Mail \_\_\_\_\_ E-mail \_\_\_\_\_

**STAFF USE ONLY**

Pre-application meeting date: \_\_\_\_\_ Time: \_\_\_\_\_ Scheduled by: \_\_\_\_\_  
Date: \_\_\_\_\_ Case Number: \_\_\_\_\_

Return to:

City of Boulder Planning and Development Services Center

Email: [PDSSkipaTrip@bouldercolorado.gov](mailto:PDSSkipaTrip@bouldercolorado.gov) Mail: P.O. Box 791, Boulder, CO 80306 Phone: (303) 441-1880