



## Land Use Review 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.
- Applicants are responsible for ensuring their submittal is complete. **Incomplete applications, uncollated applications or oversized plans 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 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)

## 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 and application fees.
- 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>	
<b>Annexation/ Initial Zoning</b> <a href="#">9-2-17 &amp; 9-2-18, B.R.C.</a>	<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 (see p. 3)	Hourly Billing Only <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	\$15,000	\$1,580
	<input type="checkbox"/> Complex		\$20,000	\$1,580
	<input type="checkbox"/> Each additional Annexation Agreement		\$2,500	N/A
<input type="checkbox"/> <b>B.V.C.P.- Land Use Designation Change</b> Subject to Boulder Valley Comprehensive Plan Criteria	See " <a href="#">Changes to B.V.C.P. Land Use Designations</a> " attachment	\$630		
<input type="checkbox"/> <b>Concept Plan Review and Comment</b> <a href="#">9-2-13, B.R.C.</a>	See " <a href="#">Concept Plan Review &amp; Comment</a> " attachment	\$8,915	\$1,580	
<input type="checkbox"/> <b>Extension of Development Approval (Planning Board)</b> <a href="#">9-2-12, B.R.C.</a>	1, 11 (see p. 3)	\$1,580	N/A	
<b>Form-Based Code Review</b> <a href="#">9-2-16, B.R.C.</a>	<input type="checkbox"/> Standard	See " <a href="#">Form Based Code</a> " attachment	\$8,885 <sup>a</sup>	\$1,580 <sup>d</sup>
	<input type="checkbox"/> Amendment		\$2,100 <sup>a</sup>	\$1,580 <sup>d</sup>
<input type="checkbox"/> <b>Geophysical Exploration Permit</b> <a href="#">9-6-7(b)(5), B.R.C.</a>	See " <a href="#">Oil &amp; Gas Operations</a> " attachment	\$1,050 <sup>a</sup>	\$1,580 <sup>d</sup>	
<input type="checkbox"/> <b>Outside City Utility Permit</b> <a href="#">11-1-15 &amp; 11-2-10, B.R.C.</a>	See " <a href="#">Outside City Utility</a> " attachment	\$4,680 <sup>a</sup>	N/A	
<input type="checkbox"/> <b>Rezoning</b> <a href="#">9-2-19, B.R.C.</a>	See " <a href="#">Rezoning Review</a> " attachment	\$14,040 <sup>a</sup>	\$1,580	
<b>Site Review</b> <a href="#">9-2-14, B.R.C.</a>	<input type="checkbox"/> Simple		\$4,680 <sup>a</sup>	\$1,580 <sup>d</sup>
	<input type="checkbox"/> Standard		\$8,885 <sup>a</sup>	\$1,580 <sup>d</sup>
	<input type="checkbox"/> Complex	See " <a href="#">Site Review</a> " attachment	\$24,895 <sup>a</sup>	\$1,580 <sup>d</sup>
	<input type="checkbox"/> Minor Amendment		\$2,100 <sup>a</sup>	\$1,580 <sup>d</sup>
	<input type="checkbox"/> Site Review for Height Modification only (single-family properties only)		\$1,760 <sup>a</sup>	\$1,580
<b>Subdivision</b> <a href="#">9-12-5 &amp; 9-12-6, B.R.C.</a>	<input type="checkbox"/> Minor Subdivision (one additional lot)	See " <a href="#">Minor Subdivision</a> " attachment	\$1,050 <sup>a</sup>	N/A
	<input type="checkbox"/> Preliminary Plat	See " <a href="#">Preliminary Plat</a> " attachment	\$4,680 <sup>a</sup>	N/A
<b>Use Review</b> <a href="#">9-2-15, B.R.C.</a>	<input type="checkbox"/> Non-conforming	See " <a href="#">Use Review</a> " attachment	\$1,760 <sup>a</sup>	\$1,580 <sup>d</sup>
	<input type="checkbox"/> Standard		\$2,100 <sup>a</sup>	\$1,580 <sup>d</sup>
<b>Vacation</b> <a href="#">8-6-9, B.R.C.</a>	<input type="checkbox"/> Feasibility Study Only	1, 3, 4, 5, 6, 7, 8 (see p. 3)	\$4,000 <sup>c</sup>	N/A
	<input type="checkbox"/> Public Rights-of-Way/ Access Easements	See " <a href="#">Vacation Review</a> " attachment	\$9,230	N/A

See next page for footnotes.

- a) Hourly billing applies to this review type and begins immediately after issuance of the initial staff review comments. Applicant or Billing Contact as indicated on the Obligation to Pay Form will be billed monthly for hourly charges. 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. Hourly billing continues to apply.
- 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 review attachment 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. These must be provided on a jump drive or CD. Drives and CDs cannot contain any other files; they will not be returned to the applicant following review. **Files must be saved using the file name indicated beside each application requirement.**
- **Hard copies** in the quantity and size indicated below for each required application material. If a size is not indicated, use the size that best accommodates **plans not to exceed 24" x 36"**. Oversized plans will not be accepted.
- **Collated packets:** Packets should include one of each hard copy requested. One packet will include all materials including the items where only one hard copy is requested.

***Incomplete applications, applications that are not collated or that include oversized plans will NOT be accepted.***

Req. #	Document Description	Hard Copies Required	Required Electronic File Names
1	Completed <a href="#">Land Use Review Application</a>	1	<i>LUR Application</i>
2	A completed <a href="#">Sign Posting Acknowledgment Form</a> signed by the applicant, indicating that the applicant understands his/her responsibility to post a public notice sign on the subject property. Sign will be provided at the time of application.	1	<i>Sign Posting</i>
3	Improvement survey or improvement location certificate by registered surveyor.	4	<i>Survey/ ILC</i>
4	Legal description of the subject property, printed clearly on an 8 ½" x 11" sheet.	1	<i>Legal Description</i>
5	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.	4	<i>Vicinity Map</i>
6	Written statement that describes the proposal and indicates how the application meets all applicable review criteria.	4	<i>Written Statement</i>
7	Site development plans, showing the proposed development for which the vacation is requested.	4	<i>Site Plans</i>
8	Signatures from electric/gas, telephone and cable company representatives.	1	<i>Utility Signatures</i>
9	Completed Land Use Review <a href="#">Project Fact Sheet</a> .	1	<i>Project Fact Sheet</i>
10	Current title insurance commitment dated within 30 days or attorney memorandum, based on an abstract of title.	2	<i>Title Insurance</i>
11	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), B.R.C. 1981</a> .	4	<i>Written Statement</i>

## PERSONS IN INTEREST FORM

### APPLICANT CERTIFICATION

(This certification may be completed by an applicant, owner or other representative.)

► I certify that the information and exhibits herewith submitted are true and correct to the best of my knowledge and that in filing the application I am acting with the knowledge and consent of those persons listed below without whose consent the requested action cannot lawfully be accomplished. I understand that there may be additional fees required to complete the land use review process.

Name		Title:	
Address			
City	State	Zip	Phone Number

Signature: \_\_\_\_\_

► All persons and companies who hold an interest in the described real property, whether as owner, lessee, optionee, mortgagee, etc. shall complete and sign this form. This application will not be accepted without the required signatures or a letter of authorization. **Attach additional sheets as necessary.**

Owner

Name		Title	
Email Address		Phone Number	
Address			
City	State	Zip	

Signature: \_\_\_\_\_

Owner     Lessee     Lender     Other: \_\_\_\_\_

Name		Title	
Email Address		Phone Number	
Address			
City	State	Zip	

Signature: \_\_\_\_\_



## Acknowledgement of Obligation to Pay Hourly Billing Charges

This form is provided to inform you of the obligation to pay the hourly rate after initial comments are issued by the city for your development review application. Refer to the [Schedule of Fees](#) for the effective hourly rate.

I, \_\_\_\_\_  
(Print name of person responsible for payment)

as the "Applicant," am filing a Land Use Review or Technical Document Review application for property located at:

\_\_\_\_\_  
(Property address or location)

for the following development review services:

\_\_\_\_\_  
(Specific Application Types)

I understand that I will be obligated to pay hourly billing charges for Planning & Development Services reviewer services rendered following the initial city response (written comments) to the City of Boulder for this development review application and acknowledge the following:

1. I understand the city will not accept an application for processing unless the Applicant, as the designated person responsible for payment of development review services rendered, signs this Acknowledgement.
2. As the Applicant, I am responsible for paying all fees associated with this development review application, unless noted otherwise in the Billing Contact Information box below.
3. I understand any billing mailed to the Applicant, or Billing Contact below, at this address and not returned to the city shall be considered by the city as being received. I may change the billing person and/or address under this paragraph by providing written notification, by U.S. mail or hand delivery, of such change to the following address, or by calling the phone number listed on the Hourly Billing invoice:

City of Boulder  
Planning & Development Services  
Park Central Building, 3rd Floor  
P.O. Box 791  
Boulder, CO 80306

4. I understand the city has established, for some development review application types, a fee structure under Chapter 4-20, B.R.C. 1981, based upon an hourly rate for review services rendered. The hourly rate applies to P&DS reviewer services rendered following the initial city response (written comments). The fees in Section 4-20-43, "Development Application Fees," B.R.C. 1981, in place at the time such services

are rendered shall be the basis for the rates charged by the city. The billing rates in Chapter 4-20, B.R.C. 1981 may be amended from time to time by City Council.

5. I understand I will be billed every 30 days for P&DS reviewer services rendered in the previous 30-day billing cycle. I realize the city will stop its review of the application for failure to pay the fees when due. I understand that Section 2-2-10, "Delinquent Fees and Set-offs or Refunds Due," B.R.C. 1981, states that if any "payment is delinquent for a period of thirty (30) days or more, the city manager shall furnish no further services, other than services for which no specific fee is charged, to any person who owes such payment to the city, until such delinquent payment is made."
6. I understand that all fees associated with the application shall be paid in full before the city will take final action on the approval or denial of the application.
7. I understand that in the event of nonpayment of fees required to be paid by the Boulder Revised Code, in addition to all other remedies that it may have at law or equity the City may:
  - a. Suspend processing the application. This suspension may involve the postponement of scheduled Planning Board or City Council hearings or meetings.
  - b. Terminate the processing of any application which is declared to be withdrawn because of inactivity under the provisions of Section 9-2-6 (e), B.R.C. 1981.
  - c. Collect the monies due in a manner provided for in Section 2-2-12, "City Manager May Certify Taxes, Charges, and Assessments to County Treasurer for Collection," B.R.C. 1981.
8. I understand acceptance of the application for filing does not necessarily mean that the application is complete under the applicable requirements of the Boulder Revised Code. All city ordinances, regulations, codes, policies and procedures shall be applicable to the review, use and development of the property.

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Applicant Signature

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Applicant Name (printed) Date

**BILLING CONTACT INFORMATION (if different from applicant):**

Name	Relation to Project	
Email Address	Phone Number	
Address		
City	State	Zip

Signature: \_\_\_\_\_