

## **Purpose**

A pre-submittal meeting benefits you, the applicant, by having the opportunity to present a conceptual plan of your proposal to representatives of the City's Planning and Development Department. During that meeting, you will receive general comments on the feasibility of the plan, the process (es) and fees required to process and review the plan. No land development applications will be accepted without completion of the process noted below. A \$200.00 fee is due with the submittal of the pre-submittal application. If the pre-submittal results in an actual case then the fee is credited.

## **Process**

Step #1 Submit four (4) collated copies of your completed Pre-Submittal Packet materials to our office. If your completed packets are received by 5:00 PM on Friday of any week, you will be eligible for a scheduled Pre-Submittal Meeting appointment in two weeks. Both the application and the packet materials must be completed in full before a pre-submittal meeting will be scheduled. Both the Technical Review Committee and Design Review Committee will review your packet during the two week review period.

Step #2 Schedule the Pre-Submittal Meeting with the Case Manager. Presubmittal meetings are held every Thursday between 8:00AM and 12:00PM.

Step #3 Attend the Pre-Submittal Meeting. During that meeting, you will receive further instruction from our staff on how best to proceed with your proposal.

## **Purpose**

To ensure a successful Pre-Submittal Meeting, some basic materials must be submitted along with your Pre-Submittal Application to the Planning and Development Department. This Pre-Submittal Packet Checklist provides you with a list of those required materials. Please note: both the application and the packet materials must be completed in full before a pre-submittal meeting will be scheduled.

Your pre-submittal packet materials will be reviewed by both planning and engineering staff. Therefore, you must submit **four (4)** complete and identical pre-submittal packets, **each** containing the following items:

## **Checklist**

### **Item #1 – Zoning Information**

If your site is straight zoned (i.e., designated with a standard zoning classification such as R-1 or B-3), you do not need to obtain any zoning-related maps or documents. Please skip to Item # 2.

If your site is currently zoned under any type of PUD (Planned Unit Development), you will need to obtain and submit the latest approved development plans for your site. These plans may include any one or more of the following:

- PDP - Preliminary Development Plan (Original PDP, if unamended, or the most recently approved Amended PDP)
- FDP - Final Development Plan (Original FDP, if unamended, or the most recently approved Amended FDP)
- MDP - Master Development Plan (Original MDP, if unamended, or the most recently approved Amended MDP)

Large format copies (24" x 36") of these plans should be obtained from the following office:

Arapahoe County Mapping  
6924 S. Lima Street  
Centennial, CO 80112  
720-874-6686

# Pre-Submittal Packet Checklist

## Item #2 – Real Property Parcel Data

Please obtain a printout of the Arapahoe County real property parcel information page for each parcel at your site. This page includes data such as parcel number, legal description, and property owner, and may be obtained at [www.co.arapahoe.co.us](http://www.co.arapahoe.co.us).

Click on the “Parcel Search” link and search for your parcel by either Parcel # or by Address. After printing out the main Parcel Information page for your parcel, click on the “Tax District Levies” link and print out that page as well. This information may also be retrieved from the following offices:

Arapahoe County Assessor’s Office  
5334 S. Prince Street  
Littleton, Colorado 80166-0001  
303-795-4600

Arapahoe County Assessor’s Office  
14980 E. Alameda Drive  
Aurora, CO 80012  
303-636-1130

## Item #3 – Subdivision Plats

Please obtain a copy of the latest subdivision plat map for your site. These maps are usually 24” x 36” and are either a Final Plat or a Replat. These plat maps are available at the following office:

Arapahoe County Mapping  
6924 S. Lima Street  
Centennial, CO 80112  
720-874-6686

## Item #4 – Letter of Intent

Please provide a detailed description and explanation of your proposal in writing, including details such as:

- Any relevant background information
- Current status of the site and all proposed new or modified uses and structures
- Any relevant information regarding easements or dedicated tracts, etc.
- Size of development site and anticipated disturbed area, in acres

## Pre-Submittal Packet Checklist

### Item #5 – Map and/or Sketch of Plan

Please provide a sketch or map of your site and include as many of the following as possible:

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		Current or proposed zoning
		Maximum densities or units/acre
		Building heights and setbacks
		Natural features
		Amount and location of open space
		Street layout and access points
		Internal traffic circulation
		On and off-site drainage
		Type and location of proposed uses (retail, single-family residential, multi-family residential, etc.)

#### Reminder:

**Four (4)** sets of each of the above items must be submitted along with your completed Pre-Submittal Application. When these materials have been received and reviewed for completeness, you will be contacted by the Planning and Development Department to schedule a Thursday appointment for your pre-submittal meeting.