

Purpose of Pre-Submittal

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 application will be accepted without completion of the pre-submittal process noted below. A \$200.00 deposit (cash or check) is required with the submittal of the pre-submittal application. If the pre-submittal results in an actual land use case then the fee is credited toward the land use application.

Process

- Step #1 Submit your materials to our office in accordance with these instructions. If your complete submittal is received by 5:00 PM on Wednesday of any week, you will be eligible for a scheduled Pre-Submittal Meeting appointment in two weeks. Both the application form and the submittal materials must be completed in full before a pre-submittal meeting will be scheduled. Staff 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 on Wednesday between 1:30PM and 5:00PM.
- 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 of Checklist

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



Pre-Submittal Packet Checklist

Checklist

Your pre-submittal packet materials will be reviewed by planning, engineering and storm water staff. Therefore, you must submit an **electronic** pre-submittal package that includes the following items:

Item #1 – Zoning Information

If your site is conventionally zoned (designated with a standard zoning classification such as I-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 Planned Unit Development (PUD), 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 un-amended, or the most recently approved Amended PDP)
- FDP - Final Development Plan (Original FDP, if un-amended, or the most recently approved Amended FDP)
- MDP - Master Development Plan (Original MDP, if un-amended, or the most recently approved Amended MDP)

You may submit either the case number or electronic copy of each plan. Case numbers and copies of these plans can be obtained from the following office:

Cases Dated 2001 or Earlier

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

Cases 2002 or Later

City of Centennial Community Development
13133 E. Arapahoe Road
Centennial, CO 80112
303-754-3308

*****Please make sure to submit these items in electronic format*****

Item #2 – Real Property Parcel Data

Please obtain a copy 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.

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

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

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

*****Please make sure to submit these items in electronic format*****

13133 East Arapahoe Road • Centennial, CO 80112 • www.centennialco.gov
(P) 303.325.8000 • (F) 720.488.0933

Pre-Submittal Packet Checklist

Item #3 – Subdivision Plats

Please obtain an electronic 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 Arapahoe County Mapping offices, the address is listed above in the Zoning Information Section. The County may provide an electronic or hard copy to you. If they provide a hard copy it is the applicant's responsibility to convert the hard copy into an electronic file.

*****Please make sure to submit these items in electronic format*****

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.

*****Please make sure to submit these items in electronic format*****

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:

	Current and proposed zoning
	Maximum densities or units/acre
	Building heights and setbacks
	Natural features
	Amount and location of open space/landscaping
	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:

Each of the above items must be submitted along with your completed Land Development Application in **Electronic Format**. The electronic documents may be submitted on a CD, dropbox file, email, or other sufficient method. When these materials have been received and reviewed for completeness, you will be contacted by the Community Development Department to schedule a Thursday appointment for your pre-submittal meeting.