**Virtual Community Meeting – Instructions for Developer**

The purpose of the community meeting is to inform the affected neighborhoods about the proposed development and seek comments about its design and potential impacts on the neighborhood which could reasonably be mitigated. Due to COVID-19 restrictions on large gatherings, the City of Centennial has developed a virtual community meeting process which utilizes mailings and online resources.

The project developer will need to prepare documents and supporting information that can be posted on the City of Centennial website as part of the virtual community meeting process.

**Please address all of the following minimum required questions:**

1. Who is the developer (name, address)?
2. Who is the owner (name, address)?
3. What is the zone district, and if rezoning, to what zone district?
4. What is the proposed use?
5. What is the approval process?
6. What is the proposed building going to look like (height, square footage, building materials)?
7. Will there be landscaping and buffering within and along the perimeter of the site?
8. How will vehicles get to the site and park?
9. How will pedestrians get to the site and to the building?
10. How will stormwater be managed if required?
11. What kind of traffic impacts will there be and what kind of mitigation (if known)?
12. When would the developer like to begin construction?
13. Other relevant information about the site that the neighbors might be interested in?
14. Optional: preliminary site plan sketch (showing landscaping preferred) and proposed elevation sketch (color preferred)

**Suggested documents:**

* Powerpoint presentation (with or without recorded audio narration) (PDF or YouTube link)
* Developer’s letter of intent (PDF)
* Watermarked preliminary or conceptual plans (PDF)
* Any other relevant supporting information (PDF)

Please email all documents to the case planner from the pre-submittal meeting. Please allow at least one week for staff to post the documents to the City website and mail notices to neighbors. The case planner will send you the website link when it goes live. All documents will be available on the City website for two weeks from the date of the mailed notice.

Neighbors and residents will have the opportunity to post comments and questions on the community meeting page of the City’s website. Please monitor comments and questions and provide responses as needed.

**Reminder:** The project developer is required to prepare a Community Participation Report at the end of the comment period. Please refer to the minimum required elements as outlined in LDC Sec. 12-14-305. The Community Participation Report must be provided with the first submittal of the project. If you have any questions, please contact the case planner.