



Public Works and Development

10730 E. Briarwood Ave., #100 Centennial CO 80112 Phone: 720-874-6650 FAX 303-798-6054
www.co.arapahoe.co.us

PRESUBMITTAL MEETING

PLANNING AND ZONING DIVISION MEMORANDUM

TO: Attendees of County Presubmittal Meetings
FROM: Public Works and Development
SUBJECT: Purpose of Meeting

It has been brought to our attention that business or financial decisions are being made based upon information presented and/or discussed in presubmittal meetings. Staff has been placed in the awkward position of justifying why specific issues were not identified or raised prior to formal submittal.

Stated differently, staff is being criticized for raising issues at the time of formal submittal that were not raised in the presubmittal meeting.

Please understand that staff considers Presubmittal meetings preliminary in all aspects. Our intent is to provide an overview of the issues and a clear picture of the process and materials needed to prepare a formal application.

Additional comments and/or concerns may be raised following formal submittal and review by staff and referral agents.

We strongly advise applicants to consider the information provided by staff and then to conduct research into areas that may require a formal interpretation prior to application submittal.



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PRESUBMITTAL MEETING

PURPOSE

A presubmittal meeting benefits the applicant by giving them the opportunity to present a conceptual plan of the proposal to a representative from the Planning and Engineering Divisions. The applicant will receive general comments on the feasibility of the plan, the process(es) and fees required to process and review the plan, and a list of referrals.

SCHEDULING A MEETING

Presubmittal meetings are held every **Thursday between 12:30 and 4:30 pm** in one-hour sessions. In order to schedule a meeting, the applicant must submit **3 to 4 presubmittal packets** with a completed application (see below). In order for packets to be accepted, they **MUST** include a completed application and all of the required information. Please see attached folding instructions.

NOTE: AS OF 5-07 ANY PROJECTS IN THE ARAPAHOE/CENTENNIAL- JOINT PLANNING AREA WILL NEED TO SUBMIT 4 PACKETS, ALL OTHER PROJECTS GET 3 PACKETS EACH.

The proposal packets can be submitted Monday **through Thursday before 4:00 p.m.** or on **Friday before 2:00 p.m.** to schedule you for the next available meeting time. Meetings are scheduled on a first-come, first-served basis, so the sooner the packets are submitted, the better your chances are of being scheduled for the following Thursday's meeting agenda.

PRESUBMITTAL PACKET REQUIREMENTS / CHECKLIST

In order to assure a successful presubmittal meeting for the applicant, some basic preview or presubmittal materials must be submitted to the Planning Division. The materials submitted must be thorough and accurate to facilitate the process.

These materials will be previewed by the Planner and Engineer who will attend the presubmittal meeting.

*****PLEASE NOTE THAT THERE IS A CHARGE FOR ANY COPIES MADE, AND PAYMENT WILL BE MADE AT THE TIME OF PURCHASE AT EACH DEPARTMENT. CHECK OR CASH ONLY. *****

Qty of packets	The applicant should prepare separate packets for submittal (one each for the Planning, Engineering, SEMSWA, and City of Centennial if in the Joint Planning area).	
3 copies 1 additional copy if the parcel is located within the Arapahoe/Centennial Joint Planning Area N/A When submitting a request for a transmission line or Pipeline (USR/1041)	<i>A Copy of the latest approved Zoning Plans</i> When submitting a PUD-Planned Unit Development we are looking for most current APPROVED document. <i>If a project is straight zoned, there will be no previous document or mylar.</i>	Planning Technicians will research this data for you, and then you may obtain these from our Records Department . <i>These may be in the form of microfiche aperture card or mylar.</i> It may be a PDP (Preliminary Development Plan), or FDP (Final Development Plan) or their Amendments.
One copy	<u>Floodplain map</u> (This map is not mandatory, but highly recommended when researching <u>any</u> property.)	Recommended if property is near any stream, creek or potential Flood zone area. These are sold in the Mapping Department .

Parcel number (s)		
<p>3 copies</p> <p>1 additional copy if the parcel is located within the Arapahoe/Centennial Joint Planning Area</p>	<p><u>Vicinity/ Zoning Map</u> Includes Zoning, Section, Township Range, and closest major intersection</p>	<p>You <u>must</u> obtain our Zoning maps and highlight your site. They are sold in the Mapping Department. They are usually 18”x 18” in dimension.</p>
<p>3 copies</p> <p>1 additional copy if the parcel is located within the Arapahoe/Centennial Joint Planning Area</p>	<p><u>Latest approved Subdivision Plans</u></p>	<p>Subdivision Plats are available from the Mapping Department They are usually 24 x 36” and either are a Final Plat, Replat or Minor Subdivision. Note: Some rural areas do not have plat maps.</p>
<p><i>N/A When submitting a request for a transmission line or Pipeline (USR/1041)</i></p>		
<p>3 copies</p> <p>1 additional copy if the parcel is located within the Arapahoe/Centennial Joint Planning Area</p>	<p><u>A Full Card Printout 2075-25-1-00-001</u> (Example of a <u>Parcel ID number</u>)</p> <p><i>When submitting a request for a transmission line or Pipeline (USR/1041), submit only 1 (one) parcel number</i></p>	<p>This can be obtained at the <u>Planning Office</u> or from the Assessor’s website at “<i>Commercial & Residential Property Search</i>”.</p> <p>It’s on 8 ½ x11 paper, consisting of a computer printout showing jurisdiction, parcel no.’s, owners, districts etc.</p>
<p>3 copies</p> <p>1 additional copy if the parcel is located within the Arapahoe/Centennial Joint Planning Area</p>	<p>Presubmittal Application Form</p>	<p>Please fill out this form and return with the packet.</p>
<p>3 copies</p> <p>1 additional copy if the parcel is located within the Arapahoe/Centennial Joint Planning Area</p>	<p>(Letter of Intent) <i>A detailed description of your proposal.</i></p>	<p>Explain, in as much detail as possible, what you would like to do. Please include:</p> <ul style="list-style-type: none"> • Any relevant background, • Current status of the site, • All proposed uses and structures, • How the proposal differs from what already exists (this can also be done on a chart), • Any relevant information regarding easements or dedicated tracts, etc.
<p>3 copies</p> <p>1 additional copy if the parcel is located within the Arapahoe/Centennial Joint Planning Area</p>	<p><u>Map and/or Sketch Plan</u></p>	<p>Please show as <u>many</u> of the following as possible:</p> <ul style="list-style-type: none"> • Current and Proposed Zoning • Maximum Densities/Units/Acreage • Building Heights and Setbacks • Natural Features • Amount and Location of Open Space • Street lay-out and access • Internal Traffic Circulation • On and Off-site Drainage • Type and Location of proposed uses (Retail, Single or Multi-family Residential, Commercial, Industrial)



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PRESUBMITTAL APPLICATION –ARAPAHOE COUNTY

This Section For staff use only

Conference Time	12:30 1:30 2:30 3:30 (Circle one)	Conference Date		Case Number	Q0_ _ _
County Planning Manager Assigned	County Engineering Manager Assigned	SEMSWA Manager Assigned	Ashley Byerly	Within the Arapahoe/Centennial Joint Planning Area? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/>	HOA List included in packet				
<input type="checkbox"/>	Tri-County handout with fee schedule included in packet				

Applicant- please fill out this section.

Developer/Primary Contact Name

Name of Firm _____

Address _____

City _____ State _____ Zip _____ Phone _____ Fax _____

Applicant/Owner Name

Address _____

City _____ State _____ Zip _____ Phone _____ Fax _____

Parcel Info –Parcel info can be found in the "Residential Commercial and Vacant Parcel Search" on our Assessor's website <http://www.co.arapahoe.co.us/Apps/ParcelSearch/PropForm>.

PPI# (parcel no) _____

Legal Description _____

Site Address _____

Closest Major Intersection _____

Parcel Size _____ ACRES Is this a legal subdivision? _____

Subdivision Name _____ Planned Project Name _____

Zoning and Land Use Info - Zoning Maps & documents can be found in the Planning Division.

Current Zoning _____ Proposed Zoning _____

Zoning of Surrounding Properties N _____ S _____ E _____ W _____

Existing Uses /Proposed Uses _____ Uses of Adjacent Properties _____

Background A copy of the latest approved subdivision plat can be found in the Mapping Division, and the zoning plans can be found in Records. Include one copy of both plat/plan in each packet.

Latest approved **zoning** case numbers for this site Z_ _ _ _ _

Latest approved **subdivision** case numbers for this site P_ _ _ _ _

Applicant Name _____

Conference Date _____

FOR STAFF USE ONLY - COUNTY ISSUES

- Comp Plan _____
- Site History _____
- Service Avail _____
- Community Issues _____
- Waivers _____
- Environmental Issues _____
- Mineral Rights _____
- Planners/Engineers Comments _____

Required Processes

-
- Flowchart of Process (es) Submittal Requirements Chart Application
 - List of Referrals Referral Agency Names and Addresses
 - Tri-County Handout

PLANNER _____

DATE _____

The Staff recommendations made at the meeting are based on the information provided by the Applicant and in consideration of County requirements at that time of the meeting. Actual requirements may be different at the time of the Formal Case submittal.

TO: ALL APPLICANTS FOR PRELIMINARY OR FINAL PLAT, REPLAT, MINOR SUBDIVISION, PRELIMINARY DEVELOPMENT PLAN, FINAL DEVELOPMENT PLAN, MASTER DEVELOPMENT PLAN, FORMAL AMENDMENT TO PRELIMINARY DEVELOPMENT PLAN, FINAL DEVELOPMENT PLAN OR MASTER DEVELOPMENT PLAN, REZONING, USE BY SPECIAL REVIEW, OR SPECIAL EXCEPTION

If the property included in your application contains a severed mineral estate, you are required by House Bill 01-1088, effective July 1, 2001, to provide notice to such severed mineral estate owners and to Arapahoe County, pursuant to § 24-65.5-103, C.R.S. Such notice must be mailed at least 30 days prior to the initial public hearing, which, in most cases, will be at the Planning Commission. For a final plat which is only reviewed by the Board of County Commissioners, such notice must be mailed at least 30 days prior to the Board's meeting date to consider this item. For a special exception which is approved by the Board of Adjustment, such notice must be mailed at least 30 days prior to the Board of Adjustment hearing date.

All applicants for the above land use items shall submit a title commitment to the County as part of their application. If either you, your attorney or the County concludes that the title commitment indicates the property in question has a severed mineral estate, you will need to certify in writing that notice has been provided to the mineral estate owner, pursuant to § 24-65.5-103(1), C.R.S. Failure to provide the above certification will result in your application being postponed until such time as the required certification has been provided to the County. If the title commitment indicates that there is no severed mineral estate for the property in question, or that it would be impossible, as determined by the County, to ascertain the current mailing address of the mineral estate owner(s), the notice provisions of House Bill 01-1088 shall not apply to your application.

A copy of House Bill 01-1088 is attached. Please be advised that the Planning Division is not allowed to provide you with legal advice regarding the above legislation. Such questions should be directed to your attorney.

Project Name: _____

Case No. _____

**CERTIFICATION REGARDING NOTICE TO
SEVERED MINERAL ESTATE OWNERS**

I, _____, on behalf of the applicant in the above-referenced project, hereby certify that notice has been provided to all mineral estate owners of the project property, more particularly described in case file, pursuant to § 24-65.5-103(1), C.R.S., and that a copy of the notice is attached hereto.

Name

Title

STATE OF COLORADO)
) ss.
COUNTY OF _____)

Subscribed, sworn to and acknowledged before me this _____ day of _____, 200__
by _____ . Witness my hand and official seal.

(SEAL)

Notary Public