PLANNING DIVISION
COMMUNITY DEVELOPMENT DEPARTMENT
THE CITY AND COUNTY OF BROOMFIELD

Typical Development Review Process (For Most Projects Requiring a Public Hearing)

1. **Initial Submittals:** Please refer to the project specific Check-List for your type of development proposal. The check-lists outline the initial requirements for each type of proposal.

2. **Revised Plans and Check Set:** Depending on the nature of the proposed project, one or more sets of revised plans are typically required during the review period.

3. **Public Notice Requirements**
   Record Owners Information: Must be 60 days current (refer to page 2)
   Notice to Severed Mineral Estate Owner(s): Required by applicant 30 days or more before P&Z hearing.
   Public Notice Items: Required 18 days prior to hearing (refer to page 2)
   Sign Posting: Required 11 calendar days prior to hearing (refer to page 2)

4. **Final Submittal for Planning and Zoning Commission (P&Z) Hearing:** Required 7 days prior to hearing
   Blue Lines or Black and White Line Drawings:
   - ❑ 25 plan sets, stapled - 11" x 17"** (tri-folded)
   - ❑ 1 plan sets, stapled – 24" x 36" (folded with top right corner as front)

   Color Plans (site plan/landscape plan, & elevations:
   - ❑ 25 plan sets, stapled - 11" x 17"** (tri-folded)

   Presentations
   For hearings, please bring materials board, color land plans and any other presentation materials you may wish to present. Refer also to Planning Division's website for additional information.

5. **Final Submittal for City Council Hearing:** Required 30 days prior to hearing
   Blue Lines or Black and White Line Drawings:
   - ❑ 25 plan sets, stapled - 11" x 17"* (tri-folded)
   - ❑ 1 plan sets, stapled - 24" x 36" (folded with top right corner as front)
   - ❑ 1 plan set 11" x 17" – (no binding or folding so plans can be scanned)

   Color Plans:
   - ❑ 25 plan sets, stapled - 11" x 17" (tri-folded)
   - ❑ 1 plan set – 11" x 17" (no binding or folding so plans can be scanned)

   Mylars
   - ❑ 2 executed sets - 24" x 36" (Refer to separate handout for instructions.)

   Development Agreement or Subdivision Agreement (Primarily required for Final Plat.)
   - ❑ Executed Agreement with Attachments A-D (Refer to Check-List for Final Plat)

   Electronic Copy: (Each plan set (SDP, Plat, etc) and report (Utility, Traffic, etc.) should be a separate e-folders.)
   - ❑ Disk 1 - All final plans, except color sets. (AutoCad v. 2005 – 2010)
   - ❑ Disk 2 - All final reports

   Presentations
   Same as above.
   - ❑ **For Power Point presentations, hard copies of the presentation must be provided to the Planning Division the day before (typically Monday) the Public Meeting or Study Session. Fifteen (15) copies are need for a City Council Meeting and twenty-five (25) copies are needed for a Study Session. Power Point presentations should be printed with one slide per page.**

******Plan size may vary at planner's discretion, dependant on legibility.

PUBLIC NOTICE REQUIREMENTS
THE CITY AND COUNTY OF BROOMFIELD

The applicant must meet the following public notice requirements for most public hearing.

1. **Record Owners Information, Notarized Certificate, Envelopes & Labels:** Submit 18 days prior to the hearing.

   - ❑ **Record Property Owners Information –** Submit an applicant-certified list of the record owners of the property and the record owners of property within 500 feet of the outer boundaries of the affected lot(s) and/or tract(s). The record owners must be determined not more than 60 days prior to the date notice is sent. The applicant may purchase the record property ownership information (map, list and name/address labels) from The City and County of Broomfield for a charge of $50.00 or obtain this information through a title company. If any record owners lie outside The City and County of Broomfield boundaries, the applicant must obtain information for those owners from another source (i.e. county of record or title company) and submit the map, list and addresses together with a notarized certificate.

     - ❑ **Notarized Certificate -** If the above record property owners information is not acquired through The City and County of Broomfield, the applicant must submit a signed notarized certificate (see attached "Certificate") attesting that the property owners list is complete and stating the date of preparation.

   - ❑ **Envelopes and Address Labels** - Two (2) sets of letter-size No. 10 standard white envelopes (91/2" x 4 1/8") each with current first-class postage stamps (no metering allowed) and labels of record property owners. Envelopes should not include a return address. The Planning Division will mail the Public Notices at least ten days before the public hearing.

2. **Sign Posting:** Signs must be in place at least ten calendar days prior to the hearing date.

   The planning Department will provide completed Public Hearing signs for posting on the property or on a public right-of-way by the applicant (no posting stakes are provided).

   - ❑ All signs must be picked up from the Planning Office before 5:00 p.m. on the Friday prior to the final posting date.

   - ❑ An Affidavit of Posting will be provided with the signs and must be signed (by the person posting the signs), notarized, and returned to the Planning Department immediately after posting the notice.

   - ❑ All notice signs posted shall be removed by the applicant within 48 hours after the hearing.

CERTIFICATE OF RECORD OWNERS
THE CITY AND COUNTY OF BROOMFIELD

I hereby certify that the attached list is a complete list of the property owner(s) of the subject site and the property owners of record within 500 feet of the outer boundaries of the subject property [Project Name: _____] as determined by the [Title Company or County: _____] on [Date Record Owners is Deemed Current*: _____].

*The record owners must be determined not more than sixty days prior to the date notice is sent. (BMC 17-52-040)

By _____

STATE OF COLORADO)
) ss.
COUNTY OF)

The foregoing instrument was acknowledged before me this _____ day of _____ 20___, by _____ as _____

Witness my hand and official seal.

_____
Notary Public

My commission expires _____.

COVER SHEET REQUIREMENTS FOR ALL PLANS REQUIRING PUBLIC HEARINGS
THE CITY AND COUNTY OF BROOMFIELD

PLANNING AND ZONING COMMISSION CERTIFICATE:

This **[insert plan type such as final plat]** is recommended for approval by The City and County of Broomfield Planning and Zoning Commission this ____ day of _____, 200__.

_____ _____
Chairman Secretary

CITY COUNCIL CERTIFICATE:

This **[insert plan type such as final plat]** is hereby approved **[(if there is a dedication to the City and County, add:** and the dedications accepted, **otherwise, leave these words out)]** by The City Council of the City and County of Broomfield, Colorado, on this _____ day of _____, 200__.

_____ _____
Mayor City Clerk

LEGAL DESCRIPTION AND DEDICATION:

BY THESE PRESENTS, the undersigned, being the owner of

[Insert: LEGAL DESCRIPTION]

REQUIRED FOR FINAL PLATS:
Has laid out, platted, and subdivided the above described land, under the name and style of [name of subdivision]; and by these presents dedicates, grants and conveys in fee simple to The City and County of Broomfield for public use the streets and public ways [and outlots/parcels **(list each tract, outlot or other parcel designation)**] as shown on the plat; and grants to The City and County of Broomfield all easements as shown or noted on the plat for public and municipal uses and for use by franchisees of the city and county and for use by public and private utilities.

*** If there is no dedication to the City and County, only the legal description is required.**

ATTORNEY'S CERTIFICATE or TITLE INSURANCE POLICY REQUIRED:

I, _____, an Attorney at Law licensed to practice in the State of Colorado represent to The City and County of Broomfield that the owner and subdivider dedicating any street, easement, right-of-way, parcel, or tract hereon owns them in fee simple, free and clear of all liens and encumbrances, and The City and County of Broomfield may rely upon this representation in accepting such dedications.

_____, Registration No. _____, Date: _____

*** Attorney's certificate is not required if there is no dedication to the City and County.**

As an alternative to including an attorney's certificate, the applicant may provide the city and county an owner's title insurance policy insuring the city's title to the streets, easements, parcels of land, and rights-of-way dedicated to the city and county. Please contact the city and county for additional information.