



Planning Division  
Community Development Department  
THE CITY AND COUNTY OF BROOMFIELD

Project Name: \_\_\_\_\_ Case No.: \_\_\_\_\_

**CHECK-LIST: SITE DEVELOPMENT PLAN MODIFICATION (ADMINISTRATIVE)**

Please refer to Broomfield Municipal Code Section 17-38-230 for eligibility requirements. The requirements are available for review at:

<http://www.ci.broomfield.co.us/code>

The estimated review time is approximately two weeks but may vary depending on case load, the need for additional information, or other factors. Below are the typical requirements for a Site Development Plan modification by administrative review.

- Staff Consultation**  
A consultation with a Planner is recommended prior to application submittal. The consultation may be by phone or in person.
- Completed Development Application**  
Signed by Owner and Notarized.  
Application attached and available on the Planning website at:  
<http://www.ci.broomfield.co.us/planning/development/index.shtml>
- \$50.00 Review Fee**  
Payable to The City and County of Broomfield.
- Letter of Explanation and Justification**  
Briefly explain the request.
- Plans**  
Requirements vary and should be discussed with a Planner.

Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

APPLICATION COMPLETE DATE: \_\_\_\_\_

COMMENTS: