



Planning Division
Community Development Department
THE CITY AND COUNTY OF BROOMFIELD

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

CHECK-LIST: PRELIMINARY PLAT

Please note that unless a requirement is waived in writing, an application missing any of the items below will be considered incomplete and will not be processed.

Pre-Application Meeting

- Highly recommended with a member of the Planning staff at least two weeks prior to plan submittal.

Executed Forms

- Development Application - Signed by Owner and Notarized
Certificate of Notice For Owner of Severed Mineral Estates - Verify Box Checked & Notarized

Current Proof of Ownership

- Title Commitment - current within 60 days from date of application

Fee for Processing, Noticing and Recording. Check made payable to: The City and County of Broomfield

- If less than 10 acres = \$200
If more than 10 acres = \$500
Public Notice and Publication Fee = \$100

Preliminary Plat - Minimum / Initial Requirements

(Refer to Attachment - Broomfield Municipal Code Chapter 16-16)

- Plans - 20 sets (11" x 17") - Folded
Legal Description - Provide on disk (Word) if longer than one page
Electronic Copy of Plat - Provide on Computer Disk or DVD (Auto Cad v.13 through 2005 accepted)

Preliminary Reports and Studies

- Utility Report - 3 copies
Drainage Report - 3 copies
Traffic Analysis Report - 3 copies
Geotechnical Study (Including Earthen Cut and Fill Investigation Report) - 2 copies

The following items may be required - Verify with planner

- Wildlife Assessment and Relocation Study - 2 copies
Environmental Assessments & Open Lands/Trails Analysis
Open Lands Tracking Form
Oil and Gas Well Abandonment Report - 2 copies

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

Refer to Attachment for additional information and requirements regarding public notices, hearings, etc.

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

COMMENTS: