



**Planning Division  
Community Development Department  
THE CITY AND COUNTY OF BROOMFIELD**

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

**CHECK-LIST: COMPREHENSIVE PLAN AMENDMENT**

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

**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 = \$650  
 Notice and Publication Fee = \$100

**Legal Description**

- Legal Description on 8 1/2" by 11" paper for each proposed zone district with drawing of each area as attached exhibits. Provide on disk (Word) if longer than one page

**Comprehensive Plan Amendment – Minimum / Initial Requirements**

- Written description of the proposal.  
 Vicinity map indicating project location and boundaries  
 Supplemental information which may help the City Council in its decision  
 Plan 1" = 1000' or larger scale which identifies the proposed land use changes

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

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

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

COMMENTS: