



PRE-APPLICATION MEETING REQUEST FORM
Community Development Department

7500 West 29th Avenue • Wheat Ridge, CO 80033 • Phone (303) 235-2846

Thank you for your interest in scheduling a pre-application meeting with the City of Wheat Ridge, we look forward to reviewing your request and meeting with you. The pre-application meeting process was established to provide an opportunity for potential applicants to meet with the City of Wheat Ridge’s Development Review Team to discuss development proposals and learn more about the City’s technical and procedural requirements, which are often unique to each zone district, development proposal, floodplain designation, etc. Pre-application meetings are required prior to the submittal of most land use applications.

The City of Wheat Ridge’s Development Review Team has established two standing meeting times every Thursday for pre-application meetings: 2-3pm and 3-4pm. Once the form below and any necessary materials are submitted, you will be contacted by the Community Development Department to schedule a pre-application meeting. Meetings will be scheduled no earlier than 7 business days from the date you are contacted. However, it is not uncommon for pre-application meetings to be booked several weeks out.

A \$200 fee is required for a pre-application meeting. This fee is payable by cash, check, Visa or MasterCard at your scheduled meeting time.

Contact Information

Name _____ Phone _____ Email _____
Address, City, State, Zip _____

Additional Contact Information (if necessary)

Name _____ Phone _____ Email _____
Address, City, State, Zip _____

Site Location (address): _____

Relevant land use processes you are inquiring about (check one or more of the actions listed below which pertain to your meeting):

- Subdivision or Lot Consolidation
- Special/Conditional Use Permit
- Major remodel or change of use
- Other: _____
- Planned Building Group
- Planned Development
- Rezoning
- Variance
- Site Plan

At a minimum, two items are necessary to properly review your proposal prior to the pre-application meeting: a **narrative** and **site plan**. The narrative must provide enough detail to adequately describe the scope of work being proposed. It is acceptable for the site plan to be preliminary in nature; it is not required to be professionally drawn but should be scaled, labeled, and legible.

The narrative and site plan will need to be submitted **prior** to scheduling your pre-application meeting. Please contact Tammy Odean at 303-235-2846 or todean@ci.wheatridge.co.us for any questions regarding submittal requirements.

The more information you can provide regarding a project, the more productive a pre-app meeting can be. Please also consider submitting the following items if they are available: a survey or ILC of the property, subdivision sketch plan (if subdividing or platting), conceptual landscape plans, and conceptual architectural plans or examples.

If you have been in contact with a Staff member prior to filling out this request please indicate their name below:
_____ Approximate date of contact:

Acknowledgements

- I acknowledge that I must submit a narrative and preliminary site plan, and any other relevant documentation to with the Wheat Ridge Planning Division with this request form prior to being contacted to schedule a pre-application meeting.

 - I will submit the following information **concurrently** with this form (* denotes a required submittal):
 - Proposal Narrative* Concept landscape plans
 - Site Plan* Conceptual Architectural Plans/ Examples
 - Survey or ILC Subdivision sketch plan

 - I acknowledge that there is a \$200 fee for the pre-application meeting, payable by cash, Visa, MasterCard, or check payable to the 'City of Wheat Ridge' at the time of my scheduled pre-application meeting.
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Submit

You have two options for submitting this form:

- 1) Click the button below to submit this completed PDF via e-mail. Please attach the necessary submittal items (narrative and site plan, *at a minimum*) to the e-mail **with** this form. Meeting request forms sent without the necessary submittal requirements will be considered **incomplete** and will not be scheduled for a pre-application meeting. If the button below does not work for you, you may email the form to scutler@ci.wheatridge.co.us.

 - 2) Print and mail, or drop off, the form to:
City of Wheat Ridge
c/o Planning Division (Pre-Application)
7500 W. 29th Avenue
Wheat Ridge, CO 80033
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To be filled out by staff:

Date request received _____

Date submittals rec'd _____

Pre-app meeting date _____

Fee Received _____

Case Manager _____

Due Diligence Complete _____