



Public Works and Development

6924 South Lima Street, Centennial CO 80112-3881 Phone: 720-874-6650 FAX 720-874-6611
www.co.arapahoe.co.us

PRESUBMITTAL MEETING

A presubmittal meeting benefits the applicant by giving them the opportunity to present a conceptual plan of the proposal to a representative from the Planning and Engineering Divisions. The applicant will receive general comments on the feasibility of the plan, the process; the fees required to process and review the plan, and a list of referrals.

Please understand that staff considers Presubmittal meetings preliminary in all aspects. The intent is to provide an overview of the issues and a clear picture of the process and materials needed to prepare a formal application. Additional comments and concerns may be raised following formal submittal and review by staff. Applicants are strongly advised to consider the information provided by staff and then to conduct research into areas that may require a formal interpretation prior to application submittal.

Meetings times and dates

All meetings are scheduled on a first-come, first served basis. The proposal packets may be submitted to the Planning Division **anytime during the week prior to the Friday 2:00 p.m.** deadline to be included on the agenda for the following Thursday.

Presubmittal meetings are held every Thursday between 12:30 and 4:30 pm in one-hour sessions.

Please note that there is a charge for any copies made, with payment made to Arapahoe County Records and/or Mapping Departments at the time of purchase. Check or cash only.

Qty of packets	<p>The applicant should prepare (3) three separate packets for submittal (one each for the Planning, Engineering, SEMSWA)</p> <p>Note: In some parts of eastern Arapahoe County, the SEMSWA District is not applicable, so only (2) packets should be submitted.</p>	
3 copies	<p><i>A Copy of the latest approved Zoning Plans</i></p> <p>When submitting a PUD-Planned Unit Development, provide the most current APPROVED document.</p>	<p><u>Planning Staff</u> will assist with researching this data.</p> <p>Purchase these from the Records Division. These may be in the form of microfiche aperture card or mylar.</p> <p>Document may be a PDP (Preliminary Development Plan), or FDP (Final Development Plan) or Amendments to these plans.</p> <p>For conventionally zoned property, the current zoning map should be submitted.</p> <p><i>Note: this item is not required when submitting a request for a transmission line or Pipeline (USR/1041)</i></p>
One copy	<p><u>Floodplain map</u> (This map is not mandatory, but highly recommended when researching <u>any</u> property.)</p>	<p>Purchase these from the Mapping Division</p> <p>Recommended if property is near any stream, creek or potential Flood zone area.</p>

Parcel number (s) _____

3 copies	<p><u>Arapahoe County Zoning Map</u> Includes Zoning, Section, Township Range, and closest major intersection</p>	<p>Purchase these from the Mapping Division Highlight the site on the Zoning maps. Zoning maps are typically 18” x 18”.</p>
3 copies	<p><u>Latest approved Subdivision Plats</u></p>	<p>Purchase these from the Mapping Division Plats are typically 24” x 36” and either are a Final Plat, Replat or Minor Subdivision. Please provide the most current document. Note: Some rural areas do not have plats. <i>Note: this item is not required when submitting a request for a transmission line or Pipeline (USR/1041)</i></p>
3 copies	<p>Property and Tax Assessment information: from “Residential, Commercial & Vacant Parcel Search”, (Formerly called a “Full Card Printout”) <u>2075-25-1-00-001</u> (Example of a Parcel ID number)</p>	<p>Planning Division staff may print these, or they may be printed from the County Assessor’s website at www.co.arapahoe.co.us found under “Online Tools” and “Residential, Commercial & Vacant Parcel Search”. Provide an 8 1/2 x11” printout of the (3) three following pages- <ul style="list-style-type: none"> Parcel Search (the first information page) Treasurer’s tax information Tax district levies <i>When submitting a request for a transmission line or Pipeline (USR/1041), submit only 1 (one) parcel number</i></p>
3 copies	<p>Presubmittal Application Form</p>	<p>To be completed by applicant and returned with the packet.</p>
3 copies	<p>(Letter of Intent) A <u>detailed</u> description of the proposal.</p>	<p>Letter of intent should include:</p> <ul style="list-style-type: none"> • Lot ,block, and subdivision • Existing zoning information • Current status of the site • All proposed uses and structures • How the proposal differs from existing site • Any relevant information regarding easements or dedicated tracts, etc. <p>(A sample letter of intent is available upon request)</p>
3 copies	<p><u>Map and/or Sketch Plan</u></p>	<p>Please show as <u>many</u> of the following as possible:</p> <ul style="list-style-type: none"> • Existing and proposed zoning • Maximum densities/units/acreage • Building heights and setbacks • Natural features • Amount and location of open space • Street layout and access • Internal traffic circulation • On and off-site drainage • Type and location of proposed uses: retail, single or multi-family residential, commercial, or industrial



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PRESUBMITTAL APPLICATION –ARAPAHOE COUNTY

This Section For staff use only

Conference Time	12:30 1:30 2:30 3:30 (Circle one)	Conference Date	Case Number	Q11 - _ _
County Planning Manager Assigned		County Engineering Manager Assigned	SEMSWA	
<input type="checkbox"/>	HOA List included in packet			
<input type="checkbox"/>	Tri-County handout with fee schedule included in packet			

To be completed by applicant

Developer/Primary Contact Name

Name of Firm _____

Address _____

City _____ State _____ Zip _____ Phone _____ Fax _____

Email _____

Applicant/Owner Name

Address _____

City _____ State _____ Zip _____ Phone _____ Fax _____

Email _____

Property and Tax Assessment Information - Parcel info may be found County website at-www.co.arapahoe.co.us under "Online Tools" and "Residential, Commercial & Vacant Parcel Search".

PPI# (parcel no) _____

Legal Description _____

Site Address _____

Closest Major Intersection _____

Parcel Size _____ Acres Is this a legal subdivision? _____

Subdivision Name _____ Planned Project Name _____

Zoning and Land Use Info - Zoning Maps & documents may be found in the Planning Division

Current Zoning _____ Proposed Zoning _____

Zoning of Surrounding Properties N _____ S _____ E _____ W _____

Existing Uses /Proposed Uses _____ Uses of Adjacent Properties _____

Background - A copy of the latest approved subdivision plat can be found in the Mapping Division, and the zoning plans can be found in the Records Division. Include one copy of both plat/plan in each packet.

Latest approved **zoning** case numbers for this site Z _ _ - _ _ _

Latest approved **subdivision** plat and **FDP** case numbers for this site P _ _ - _ _ _

Conference Date

FOR STAFF USE ONLY - COUNTY ISSUES

- | | |
|--|---|
| <input type="checkbox"/> Comp Plan _____ | <input type="checkbox"/> Community Issues _____ |
| <input type="checkbox"/> Site History _____ | <input type="checkbox"/> Environmental Issues _____ |
| <input type="checkbox"/> Service Avail _____ | <input type="checkbox"/> Mineral Rights _____ |
| <input type="checkbox"/> Floodplain issues _____ | <input type="checkbox"/> Waivers _____ |

Required Processes:

- | | | |
|---|--|---|
| <input type="checkbox"/> 1041 Activities of State Interest | <input type="checkbox"/> Lot Line Adjustment | <input type="checkbox"/> Right-of-Way Vacation |
| <input type="checkbox"/> Administrative Site Plan | <input type="checkbox"/> Master Development Plan | <input type="checkbox"/> Rural Cluster |
| <input type="checkbox"/> CMRS | <input type="checkbox"/> Minor Subdivision | <input type="checkbox"/> Special District |
| <input type="checkbox"/> Certificate of Designation | <input type="checkbox"/> Plat Correction | <input type="checkbox"/> Street Name Change |
| <input type="checkbox"/> Comprehensive Plan Amendment | <input type="checkbox"/> Plat Vacation | <input type="checkbox"/> Subdivision Development Plan |
| <input type="checkbox"/> Conventional Rezoning | <input type="checkbox"/> Preliminary Development Plan | <input type="checkbox"/> Subdivision Exemption |
| <input type="checkbox"/> Final Development Plan | <input type="checkbox"/> Preliminary Plat | <input type="checkbox"/> Use by Special Review |
| <input type="checkbox"/> Final Plat | <input type="checkbox"/> Replat | <input type="checkbox"/> Vacation of Easement |
| <input type="checkbox"/> Location and Extent | | |
| _____ | | |
| <input type="checkbox"/> Major Amendment to
(FDP, PDP, MDP, L&E, USR, ASP) | <input type="checkbox"/> Administrative Amendment to
(FDP, PDP, MDP, L&E, USR, ASP) | <input type="checkbox"/> Technical Amendment to
(FDP, PDP, MDP, L&E, USR, ASP) |

Planners Comments:

PLANNER

DATE

- | | | |
|--|--|--------------------------------|
| <input type="checkbox"/> Application | <input type="checkbox"/> Referral Agency Names and Addresses | <input type="checkbox"/> Other |
| <input type="checkbox"/> Flowchart of Process (es) | <input type="checkbox"/> Submittal Requirements Chart | |
| <input type="checkbox"/> List of Referrals | <input type="checkbox"/> Tri-County Handout | |

The staff notes & information provided during the presubmittal meeting are based on the information provided by the applicant and in consideration of County requirements at that time of the meeting. This information is preliminary and may be revised, based on the information provided with the formal application submittal.