

PRE-APPLICATION MEETING

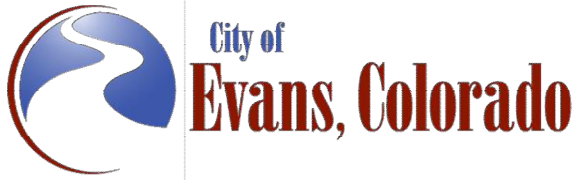
Pre-Application meetings between a developer or property owner with City staff is encouraged prior to submitting a formal application. This process is not mandatory but provides applicants with important information so that land use and zoning applications can be processed more efficiently.

The process is described below.

1. Complete this Pre-application Request Form and return it to the City of Evans Planning Department for review. Please contact the City of Evans Planning Department with any questions.
2. Submit the form along with your responses to the questions found on page three (as applicable to your request) along with a concept map illustrating how the project fits onto the property. The application can be emailed to the City of Evans planning staff.
3. Upon acceptance of the completed Pre-Application form and supporting documents, City planning staff will review your request and a planner will be assigned to your case. The planner assigned to your case will then contact you to set up a Pre-Application meeting.
4. The applicant will have the opportunity to discuss their proposal at the Pre-Application meeting. Staff from different City Departments including economic development, utilities, building and engineering may be present at your Pre-Application Meeting to provide comments on the proposed development.
5. Staff will discuss the process needed to complete the development proposal per the City of Evans Municipal Code. Based on the input from this meeting the applicant can then decide if they would like to move forward with a formal application.

Planning team members are available to assist applicants through this process.

For questions, please call the Planning Department at: (970) 475-1167.



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PRE-APPLICATION REVIEW REQUEST FORM

OFFICE USE ONLY	
Planner	
Meeting Date & Time	

Contact Information:

Name			
Phone		Fax	
Email			
Address			
Project Description			

Property Information:

Section-Township-Range		Zone District	
Parcel Number		Acreage	
Site Address			
Legal Description			
Owner Name			

Preferred pre-application meeting date and time(s) Monday through Friday 8 AM to 5 PM

General Questions

Please answer in detail, all that apply. If you do not know how to respond at this preliminary time, you may ask for clarification at the Pre-Application Meeting.

Planning Questions: Responses to these questions will help determine the most efficient land use process for your request.

1. Describe what uses are proposed - Residential, Commercial or Industrial.
2. Describe how the Zoning Chapter of the Land Use Code supports your request.
3. List your questions regarding the Development Standards found in Chapter 18.07 of the Land Use Code.
4. Describe project phasing.
5. Explain in detail the proposed use of the property.
6. If Residential development is proposed, answer the following questions:
 - i) List how many lots will be for single-family or multi-family uses.
 - ii) Describe initial thoughts about how the open space standards will be met.
7. If Commercial or Industrial development is proposed, answer the following questions:
 - i) What are the anticipated hours and days of operation? (e.g. Monday thru Friday 8:00 a.m. to 5:00 p.m.)
 - ii) List the number of full-time and/or part-time employees proposed to work at this site.
 - iii) If shift work is proposed include the number of employees per shift.
 - iv) List the number of people who will use this site (contractors, truck drivers, customers, volunteers, etc.).
 - v) Describe the type of lot surface and the square footage of each surface type. (e.g., asphalt, gravel, landscaping, dirt, grass, buildings)

Traffic Questions: Responses to these questions will help determine if a traffic impact study or a narrative describing the anticipated traffic is needed with the formal application.

1. Describe the current access to the property and where proposed access are planned.
2. Describe how many roundtrips/day are expected for each vehicle type: Passenger Cars/Pickups, Tandem Trucks, Semi-Truck/Trailer/RV (Roundtrip = 1 trip in and 1 trip out of site)
 - i) During construction
 - ii) At each phase of development
 - iii) At full development completion
3. Describe the expected travel routes for site traffic.
4. Describe the travel distribution along the routes (e.g., 50% of traffic will come from the north, 20% from the south, 30% from the east, etc.)
5. Describe the time of day that you expect the highest traffic volumes from above.

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Utilities and Engineering Questions: Responses to these questions will help identify existing infrastructure and provide you with insight into utility connectivity needs for your proposed development

1. Describe the plans for containment and release of storm water runoff.
2. Describe the proposed drinking water source on the property and connection.
3. Describe the water associated with the property and how the water dedication requirements of Chapter 13.08 will be met.
4. Describe the proposed sewage disposal system and connection.

Building Questions: Responses to these questions will help identify additional permits needed for your proposal.

1. Describe if the multi-family units will be rentals or sold.
2. List the type, size (square footage), and number of existing and proposed structures.
3. List the proposed use(s) of each existing and proposed structure.
4. If storage or warehousing is proposed, describe the type of items to be stored and if outside storage may be considered.

Pre-Application Map: Show and label the following on a concept map. This concept may be hand-drawn.

1. Existing and proposed structures, sizes and uses
2. Existing and proposed parking
3. Nearest public roads
4. Proposed and existing access points
5. Property boundary
6. Known easements

Development Review Staff are available to assist applicants through this process. For questions, please visit us or call the Planning Department at: (970) 475-1167.