

**Pre-Planning Land Use
Application and Instructions**

Owner Name: _____ Telephone: _____ Email: _____

Address: _____

Applicant Name*: _____ Telephone: _____ Email: _____

Address: _____

Property Address: _____

Project Name: _____

Address: _____

Acres: _____ Present Zoning: _____ Current Use: _____

Name of existing planned unit development (if applicable) _____

Name of existing subdivision plat (if applicable) _____

INSTRUCTIONS

The purpose of this required review is to provide the best possible information back to the applicant. The information and feedback will include but not be limited to:

- determining which development review processes and applications will be need to be processed
- what public improvements may be required, or dedications required in terms of easements, land, or fees
- the engineering studies that will be required with the follow-up formal application
- staff comments identifying issues or concerns with the proposal and planning/engineering needs

If we receive your pre-planning application before 5 p.m. on Wednesday, you will be schedule for a pre-application meeting the following Tuesday from 3–5 p.m. You can also visit the website at www.evanscolorado.gov to learn more about the City regulations, process and City Code as a point of reference.

In order to avoid delays in the review process, please complete the application in its entirety. Only complete applications will be reviewed. Incomplete applications will delay the review process and a quality response back to you. Once an application has had a sufficiency review completed by the Development Review Team, and is found complete, it will be transmitted to the Project Manager for processing. At times, the Project Manager will be our 'on-call' Planning Consultant. Applicants will be responsible for fees/costs to process the application.

We thank you for your interest in Evans. We look forward to working with you!

*The applicant listed herein will serve as the sole source of contact for any information and updates on the project. Only correspondence from the applicant will be considered official project correspondence.

I certify that to the best of my knowledge this Application meets all of the criteria listed above and all the appropriate documentation has been submitted as requested:

Owner Signature **Date**

Applicant Signature **Date**

For City Staff Use Only	
Date Submitted: _____	
Date Reviewed: _____	
Reviewer Name: _____	
Corrections Needed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Date Returned as Incomplete: _____	

PRE-PLANNING APPLICATION CHECKLIST

The following items are needed for a complete submittal and staff review of this Pre Application. There may be additional documents necessary for full approval.

Applicant Initial as Submitted	Submittal Requirements	City Staff Initial as Complete
	An electronic copy of all submitted documents with this application	
	Deposit Paid (\$150) will be applied to final formal application if submitted within six (6) months of date of pre-planning application	
	Written description of project Must include: <ul style="list-style-type: none"> - Cover letter describing project in detail - Present use of land - Any previous approvals by the City on the site (plans submitted to and approved by the City) referenced by name, resolution or ordinance, and date. Include annexations, development agreements, public improvement agreements, etc. - A list of any structures on the site - A list of any natural features or conservation areas on the site - Native water on land or water rights on land - Location of any oil wells, tanks - Any known easements or dedications 	
	Graphic description or exhibit of the project (drawings, photos, site plan)	
	Aerial photo of existing site – Google Earth is a great resource	
	List of any questions you desire to have answered about the project	
	Please check each box as appropriate for this proposed project and see submittal items listed on page 3 of this application that may be necessary with a formal application submittal:	
	Will this project involve any of the following?	
	Annexation	
	Flood Plain Development Permit	
	Grading Permit	
	Land Dedication	
	Minor Lot Line Adjustment	
	Planned Unit Development (PUD) or PUD Amendment	
	Right of Way Easement	
	Sign Permit	
	Site Plan	
	Subdivision - Final Plat	
	Subdivision - Preliminary Plat	
	Use by Special Review	
	Vacation of Easement	
	Variance	
	Zoning or Rezoning (name of existing PUD if in PUD zone district)	
	Water Rights or Cash in Lieu	
	Hazardous Material Use and/or Storage	

Project Name: _____

POTENTIAL ITEMS TO BE SUBMITTED WITH A FORMAL APPLICATION (COMPLETED BY STAFF)

Total	Action	Staff Initials
	Land Use Application Form	
	One copy of deed or legal instrument identifying applicant's interest in the property	
	If the applicant is someone other than the current owner, a notarized letter of authorization empowering the applicant to act on behalf of the owner.	
	Title Commitment - The title commitment must have an "Effective date" no earlier than 30 days prior to the date of the Land Use Pre-Planning Application.	
	An Ownership and Encumbrance Report from a title company showing all holders of legal interest in the affected property	
	Letters of commitment from any referral agencies, departments, and/or homeowners' associations, where appropriate.	
	List of all easements and dedications on land	
	Petition for Annexation (additional items required - see Ch. 19.08) & Annexation Agmt.	
	Annexation Plat	
	Petition for Use by Special Review	
	Petition for Variance	
	Rezoning Application	
	List and address of all owners of land	
	List and address of all owners of severed mineral rights	
	Sketch Plan	
	Preliminary Plan	
	Final Plat	
	Minor Replat Drawing	
	Site Plan	
	Concept Plan	
	Survey of Property – Specify: ALTA , Boundary, Topographic	
	Preliminary/Final Drainage Report	
	Utility Plans – Specify:	
	Grading Permit	
	Plans for Public Improvements & Quantities Estimate	
	Traffic Impact Study	
	Water/Wastewater/Storm Drainage Report	
	Storm Water Management Plan (SWAMP) – Erosion Control Plan	
	A written legal description prepared by a registered land surveyor	
	PUD	
	PUD Amendment	
	Dedication of Land	
	Right of Way Easement	
	Right of Way Vacation	
	Water Rights Dedication or Cash in Lieu	

Additional forms, plans, issues and/or applications: