



Planning & Building

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Pre-Application Review Request

A pre-application review is required prior to beginning the land use application process; **however, this review is not an official application.** Applicants must submit the Pre-Application Review Questionnaire below and schedule a meeting time with the City of Fort Lupton for a preliminary review of a land use proposal.

In order to schedule a pre-application review, submit the Questionnaire below by email to planningdept@fortluptonco.gov. Once the Planning Department has received a completed Questionnaire, you will be contacted to schedule a pre-application review meeting. Pre-application reviews are held with the City of Fort Lupton’s Planning Department, Public Works, Building Inspector, Police Department, Fire District and may include other departments as determined to be necessary.

Pre-Application Review Questionnaire

A. CONTACT INFORMATION

1) Applicant/Owner Name: _____

Applicant Company: _____

Phone: _____ Email: _____

Address: _____

Company Webpage: _____

2) Representative Name: _____

Representative Company: _____

Phone: _____ Email: _____

Address: _____

B. PRE-APPLICATION MEETING TIMES

Pre-application meetings are held on Thursdays from 9:00 a.m. – 12:00 p.m. This completed form must be submitted at least five business days prior to the requested meeting date. You will be contacted by the Planning Department to confirm an available time once this form is received. Generally, meetings begin at 9:00 AM, 10:00 AM or 11:00 AM. If you have preference on the meeting start time, please note it in the space below and we will do our best to accommodate you.

Requested Time: _____

- 4) **Please provide estimated traffic that will be generated by the proposed development. If applicable, provide anticipated traffic at various times from employees, customers, deliveries, or any other vehicles.**

- 5) **Please describe any loud noises or bright lights associated with the proposed development including during construction, normal business operations or any other time.**

- 6) **Describe the current and proposed access(es) to the site. Also show the access(es) on the required map described in Section E of this Questionnaire.**

E. REQUIRED DOCUMENTS

To obtain a pre-application review meeting, the applicant ***must*** provide the following items:

- 1) A fully completed Pre-Application Review Questionnaire.
- 2) An aerial or other map that shows the location of the proposed land use development. The map should also include the location of any proposed structures on the site, parking areas, access and traffic circulation.

For Office Use Only

Meeting Date: _____

Notes from Meeting:

Application Type:

- | | | |
|--|---|--|
| <input type="checkbox"/> Sketch Plat | <input type="checkbox"/> Site Plan | <input type="checkbox"/> Change of Zone |
| <input type="checkbox"/> Preliminary Plat | <input type="checkbox"/> Admin Site Plan | <input type="checkbox"/> Comp Plan Amendment |
| <input type="checkbox"/> Final Plat | <input type="checkbox"/> Special Use Permit | <input type="checkbox"/> PUD (Preliminary & Final) |
| <input type="checkbox"/> Minor Subdivision | <input type="checkbox"/> Oil & Gas Permit | <input type="checkbox"/> Board of Adjustment |
| <input type="checkbox"/> Amended Plat | <input type="checkbox"/> Annexation | <input type="checkbox"/> Other: |

Fees: _____

Escrow: _____