

CONCEPT REVIEW

APPLICATION AND CHECKLIST

Concept Review meetings provide an opportunity to discuss proposals for development within the City and to obtain verbal and written feedback from City staff. The purpose of the meeting is to identify procedural and design requirements early in the process, and to identify the most effective pathway to achieve project approval. There is no fee for this meeting and it is not necessary to own the subject property to submit a concept review application.

Scheduling a Concept Review Meeting

- There are two 45-minute time slots available every Thursday afternoon at 1:15 and 2:15.
- To be scheduled for the next available meeting, applicants must submit a complete application electronically to eplan-planning@cityofloveland.org.
- Upon submitting a completed application, you will be notified of your assigned meeting date and time.
- Please understand that clear and detailed application information will enable staff to provide more detailed feedback on your proposed project.

Application Checklist

Complete this checklist to verify you are submitting the required information.

- 1. Application.** Complete the application form on pages 2 and 3 of this checklist. All sections must be filled out to be a complete application.
- 2. Vicinity Map** identifying the project site within the neighborhood context, including the nearest major cross streets.
- 3. Conceptual Site Plan.** A site plan drawn neatly and accurately provides the information listed below and distinguishes between existing and proposed conditions:
 - a. Property lines;
 - b. Buildings;
 - c. Site improvements (streets, lots, driveways, sidewalks, and curbs);
 - d. Environmentally sensitive areas such as wetlands, floodplains, and mature trees;
 - e. Drainage features;
 - f. Water, wastewater, and power utilities; and
 - g. Emergency vehicle access to the site.

APPLICATION

Project Information

Project Name:			
Legal Description	Inside City Limits: Lot/Tract _____ Block _____ Subdivision Name _____		
	Outside City Limits: County Parcel Number: _____		
Address of Existing Buildings or Property			
Existing Use		Proposed Use	
Will the project be phased?	Yes No	Number of Phases	
Important Project Time Frame Needs:			

Applicant's Contact Information

Name:	Phone:			
Address: City, State:	Zip Code:			
Email Address:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Preferred Method of Contact</td> <td style="width: 30%;">Phone</td> <td style="width: 40%;">Email</td> </tr> </table>	Preferred Method of Contact	Phone	Email
Preferred Method of Contact	Phone	Email		
Relationship to Project:	Property Owner Developer Realtor Consultant Other			

Meeting Information

Meetings are currently being conducted through teleconferencing. Accommodations can be made for an in-person meeting. If you would like to request an in-person meeting, please contact the Planning Division at 970-962-2523.

- A MS Teams meeting invitation will be sent to the applicant listed above by Tuesday, the week of the concept review meeting.
- It is the applicant's responsibility to forward the meeting invitation to those on their team that would like to attend. It is advisable to include your full team in the meeting, including ownership representatives.

Please indicate who will be attending the meeting:

Property Owner	Developer	Realtor	Legal Representative	Consultant
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Confidentiality

- Concept review applications and associated materials submitted to the City are considered confidential and will not be released to the public at any time.
- Written comments provided by City staff, however, are not considered confidential.
- For questions regarding confidentiality, please contact the Planning Division at 970-962-2523.

PROJECT INFORMATION

Existing Property and Use

Provide a description of what structures are existing, what uses are occurring, and any additional information on the current use and condition of the property.

Proposed Development

Provide a description of the proposed use(s) and improvements proposed for the property, including building square footages, if known.

Questions

List questions for staff. This information is required and must be completed for the application to be accepted. The more specific the questions are, the better staff can provide answers.

- 1.
- 2.
- 3.
- 4.
- 5.