

Presubmittal Meeting Instructions, Application, and Sample Documents

Presubmittal meetings are a *required* no-cost, hour-long meeting with the landowners/developers, Arapahoe County staff, and other external agencies (as needed). This meeting will be conducted via Microsoft TEAMS platform or by conference call. If you require an in-office meeting, please request an in-office meeting when you submit this application packet.

During the meeting, staff will prepare you for a formal application process by: 1) reviewing your proposed project, 2) troubleshooting issues, 3) identifying land use procedures to meet your needs, 4) creating a clear picture of the required process (es), and 5) establishing fees and estimated review and processing timelines. Note, this meeting is strictly preliminary and does not require professional drawings.

To schedule a presubmittal meeting, you will need to first discuss your proposed project with a Planner on Call and once given the go-ahead to move forward, provide the following items (attached here) via e-mail (presubmittals@arapahoegov.com).

- 1. A completed presubmittal application**
 - 2. Letter of Intent**
 - 3. Sketch Plan**
- Presubmittal applications must to be completed and submitted by 2:00 p.m. on Friday, for a meeting on the following Thursday. Please note, applications for presubmittal meetings are limited and taken on a first-come, first-serve basis. You are encouraged to submit early in the week to secure an appointment in a timely manner.
 - Should a county holiday fall on a Friday, the submittal deadline will move to Thursday at 2:00 p.m.
 - Should you determine to proceed with your project, a formal application submittal will be required within six months of the presubmittal meeting date, or you may be required to repeat the presubmittal meeting.



ARAPAHOE COUNTY
COLORADO'S FIRST

FOR STAFF USE ONLY

CASE NO Q____ - _____

Meeting Date: _____

Meeting Time: 1:00 2:00 3:00

Planner Assigned: _____ Engineer Assigned: _____

Presubmittal Application

Please complete all portions of this application, so staff may adequately prepare for your meeting

PROJECT SUMMARY

Provide a brief description in the below section of what you plan to do on the property. Use a separate page as an attachment, if you require more room. Completing this section of the application does not replace the required letter of intent.

PROJECT INFORMATION

Date				
Proposed Project Name				
Subdivision Name (or short legal)				
Site Mailing Address/City/State/Zip				
Site Parcel ID/AIN (12 digit number)				
Site Nearest major cross streets				
Acres		Current Zoning		Current Land Use
Historic Case Numbers				

PRIMARY CONTACT INFORMATION

Primary Contact Name				
Company Name				
Title				
Mailing Address City/State/Zip				
Phone Number				
E-mail Address				

LANDOWNER CONTACT INFORMATION

Landowner Name				
Company Name (applicable)				
Mailing Address City/State/Zip				
Phone Number				
E-mail Address				

Public Works and Development – Planning Division

6924 S. Lima Street Centennial, CO 80112 ♦ Phone: 720-874-6650 ♦ FAX 720-874-6611

Website: www.arapahoegov.com ♦ Email: presubmittals@arapahoegov.com

Sample Letter of Intent

Date

Arapahoe County Public Works & Development
Planning Division
6924 S Lima St
Centennial, CO 80112

RE: Proposed project name and type of case

Dear Public Works & Development:

Our company, _____, on behalf of the property owner, _____, is proposing a project within unincorporated Arapahoe County. The project is located at (include address, intersection, subdivision information (lot and block) (if platted), and parcel ID number). The project includes _____ acres (square feet) and is currently zoned _____ (please be sure to include existing zoning).

Describe other relevant aspects of project.

For **Subdivisions**, include the information related to the subdivision, specifically the number of lots being divided, _____ number of lots, proposed uses, number of buildings, for a total of _____ acres, number of tracts (if known).

For **Final Development Plans**, please include all applicable information such as building square footage, lot size (acres and square feet), FAR, and percentage of open space.

For **Preliminary Development Plans and conventional rezonings**, please include the proposed zoning, density, FAR, and percentage of open space.

For **Use by Special Review** projects, please include the proposed use(s), the density, FAR, percentage of open space, and hours of operation.

Please include all necessary developer contact information as well.

Sincerely,

Applicant Name Here

DOVE VALLEY OUTDOOR S

LOTS 1 & 2 DOVE VALLEY V, FILING NO. LOCATED IN THE SW 1/4 OF SECTION 31, TOWNSHIP 5 SOL OF THE 6TH PRINCIPAL MERIDIAN, COUNTY OF ARAPAHOE,

previously approved ASP, Location for a 3 story bldg. Amend to a 1 story bldg.

Amend to a 1 story bldg.

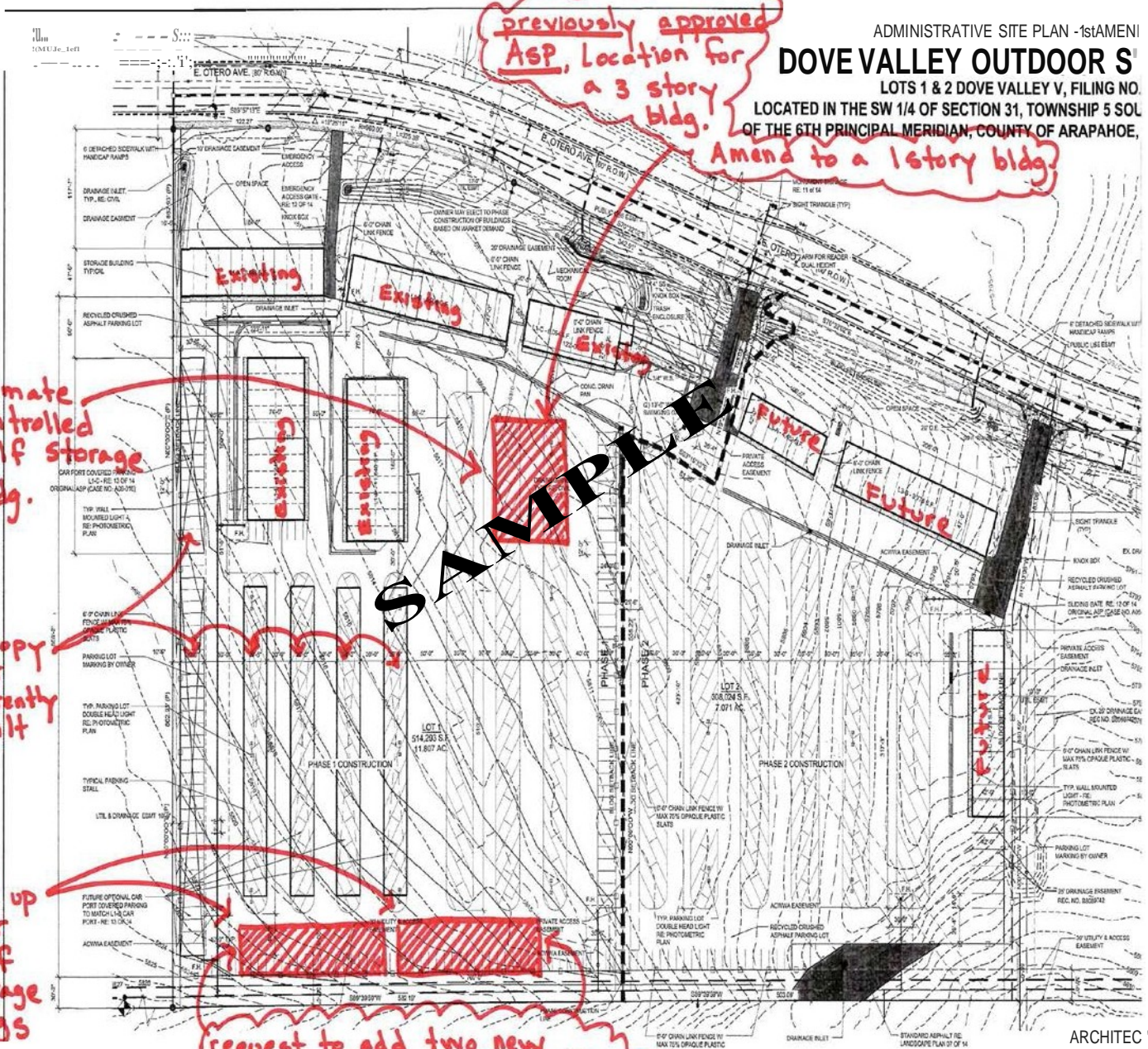
Climate controlled self storage bldg.

canopy not currently built

roll up door self storage bldgs

request to add two new 10,000 SF storage bldgs to regain S.F. from reduction of 3 story bldg to 1 story

SAMPLE



CASE NO. A07011



DAB ENGINEERING, INC.



SCALE: 1"=20'-0"

ARCHITECT DOVE VALLE JOB NO. 50. DATE: 10/2 SHEET 2 OF