



Public Works and Development

Presubmittal Meeting Instructions, Application, and Samples

Presubmittal meetings are a no-cost, hour-long meeting with the landowners/developers, Arapahoe County staff, and other external agencies (as needed). 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. Note, this meeting is strictly preliminary and does not require professional drawings.

To schedule a presubmittal meeting, you will need to provide the following items via e-mail (presubmittals@arapahoegov.com, thumb-drive, or CD-ROM.

- 1. A completed presubmittal application (see attached)**
- 2. Letter of Intent (see attached sample)**
- 3. Sketch Plan (see attached sample)**

Notes:

- Presubmittal applications need to be completed and submitted by 2 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.
- Please contact staff if you are having challenges with electronic formatting and we will assist you.
- 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.

Public Works and Development

6924 S. Lima Street Centennial, CO 80112 ♦ Phone: 720-874-6650 ♦ FAX 720-874-6611
Website: www.arapahoegov.com ♦ Email: presubmittals@arapahoegov.com



CASE NO. Q _____ - _____

Presubmittal Application

For staff to adequately prepare for your meeting, it is important you complete all portions of this application.

PROJECT SUMMARY				
Provide a brief description of what you plan to do on the property (Use a separate page as an attachment, if you require more room.):				
PROJECT INFORMATION DETAILS				
Date				
Project Name				
Current Subdivision Name (or provide a short legal description)				
Location/Address				
AIN/PIN -12 digit Assessor's #				
Nearest major cross streets				
Acres		Zoning (Current)		Current Land Use
Related Case Numbers				
CONTACT INFORMATION				
Primary Contact Name				
Title				
Company Name (if applicable)				
Complete Mailing Address				
Phone Number				
E-mail Address				
ADDITIONAL CONTACT INFORMATION				
Landowner Name				
Company Name (if applicable)				
Complete Mailing Address				
Phone Number				
E-mail Address				
THIS SECTION IS FOR STAFF USE ONLY				
Meeting Time:	<input type="checkbox"/> 12:30 <input type="checkbox"/> 1:30 <input type="checkbox"/> 2:30 <input type="checkbox"/> 3:30 Other: _____			Meeting Date _____
Planner:			Engineer:	

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

ADMINISTRATIVE SITE PLAN - 1st AMENDMENT
DOVE VALLEY OUTDOOR S
 LOTS 1 & 2 DOVE VALLEY V, FILING NO. 501
 LOCATED IN THE SW 1/4 OF SECTION 31, TOWNSHIP 5 SOUTH
 OF THE 6TH PRINCIPAL MERIDIAN, COUNTY OF ARAPAHOE,

previously approved ASP, Location for a 3 story bldg.

Amend to a 1 story bldg.

Climate controlled self storage bldg.

canopy not currently built

roll up door self storage bldgs

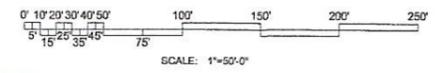
request to add two new 10,000 SF storage bldgs to regain S.F. from reduction of 3 story bldg to 1 story

SAMPLE

CASE NO. A07-011



DAB ENGINEERING, INC.
 8575 Highway 101, Highlands Ranch, CO 80130
 Phone: 303-791-0183 Cell: 303-517-6614 Fax: 303-663-0114
 e-mail: dab@dabeng.com



ARCHITECT
 DOVE VALLEY
 JOB NO. 501
 DATE: 10/2/2011
 SHEET 2 OF 2

