



May 2016

## CONCEPT REVIEW MEETING APPLICATION

The City of Loveland is here to help with your development project. Concept Review meetings provide an opportunity to discuss proposals for development within the City and to obtain verbal and written feedback from City department representatives. 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. It is not necessary to own the subject property to submit an application.

### SCHEDULING A CONCEPT REVIEW:

There are three time slots available on Thursday afternoons for Concept Review meetings each week. Each slot is 60 minutes: 1:15-2:15; 2:15-3:15; and 3:15-4:15. Available meetings are filled on a first-come, first-served basis.

To be scheduled for the next available Concept Review meeting, applicants must submit a completed application package (including the three components listed below) to the Current Planning office. The completed application package can be submitted in two ways:

1. E-mail a PDF to: [eplan-planning@cityofloveland.org](mailto:eplan-planning@cityofloveland.org)
2. Drop off or mail a paper copy with the Current Planning office.

Upon submitting your completed application package you will be contacted and notified of your assigned meeting date and time. Every effort will be made to accommodate specific date and meeting time requests. All meetings will be held at the Development Center at 410 East 5<sup>th</sup> Street. Please check-in for your Concept Review meeting with the Current Planning Office on the main floor. We look forward to assisting you with your project.

### APPLICATION CHECKLIST

- 1. **Application Form** – the form follows this checklist and should be filled out completely.
- 2. **Vicinity Map** - a map identifying the project site within the neighborhood context, including the nearest major cross streets.
- 3. **Sketch Site Plan** - a neatly drawn site plan (does not need to be drawn by a professional) detailing the potential development on the subject property, including the following:
  - a. Existing and proposed property lines (Will easement dedication or vacation be necessary?)
  - b. Existing and proposed structures (Will the buildings remain? If they will change, how? What is the proposed building architecture?)
  - c. Existing and proposed site improvements (driveways, streets, sidewalks, curbs and gutters)
  - d. Existing and proposed landscape improvements (Will any natural features be impacted?)
  - e. Existing and proposed detention ponds, drainage features, and water quality features (How does the site drain now?)
  - f. Existing and proposed public and private utilities. (How does the existing property currently receive utility service? What upgrades are needed?)
  - g. Existing and proposed emergency vehicle access location. (How will access be provided?)



### CONCEPT REVIEW MEETING APPLICATION

Project Name: \_\_\_\_\_

Project Address or Location: \_\_\_\_\_

Inside City Limits: Subdivision/Addition \_\_\_\_\_

Tract/Lot \_\_\_\_\_ Block \_\_\_\_\_

Outside City Limits: County Parcel ID \_\_\_\_\_

Existing Use: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Is this use currently occurring on the site?  Yes  No

Are you proposing to change the existing Zoning?

Yes, Proposed zone = \_\_\_\_\_  
 No  
 I don't know

Number of Lots Proposed: \_\_\_\_\_

Number of Phases: \_\_\_\_\_

Is any portion of this property located in a floodplain?

Yes  
 No  
 I don't know

How far along are you with your project?

- Conceptual only (I'm not sure if I am going to do it)
- Pre-application (I'm ready to submit)
- Reviving a previous CR/development application
- Don't know/Need help
- Design (I know I want to do this project)
- Fact-finding/due diligence
- I'd like to sell/list property

Project Time Frame:

- Right now
- In the next 1-2 months
- In the next 3-6 months
- In the near future (greater than 6 months)
- Other: \_\_\_\_\_

Are there any critical timing issues we should know about? (Explain below)

\_\_\_\_\_

#### Applicant Information:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Relationship to Project:

- Property owner
- Developer
- Realtor
- Design professional
- Other: \_\_\_\_\_

Indicate who will be attending the Concept Review Meeting?

- Applicant
- Property owner
- Developer
- Design professional
- Realtor
- Legal representative
- Other: \_\_\_\_\_

Number of applicant representatives attending: \_\_\_\_\_

Will any of the applicant representatives require video conferencing to participate?  Yes  No

**Project Specific Questions** *(Required, add additional questions as necessary)*

What would you like to discuss at the meeting? What questions do you have for city staff? Please write clear, understandable questions. Remember, the more specific the question the better the answer you will receive.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Project Narrative** *(Required)*

Provide a detailed description of what your potential development entails. What are you proposing to do? What are the proposed uses? Include the approximate square footage of building(s) and any unique project attributes.

# CONCEPT REVIEW MEETING

Concept Review Meetings are held in the Development Center. The DC is located at 410 East 5th Street in downtown Loveland, one block east of Lincoln Avenue and adjacent to the Fire Administration Building. The main building entry is on 5th Street. Please check-in with Current Planning staff upon arrival. Meeting start times are at 1:15, 2:15 and 3:15 p.m.

A conference room is typically available for applicants to meet in before or after their Concept Review. Please ask staff if you would like to utilize this option.

