

## 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. It is not necessary to own the subject property to submit a concept review application.

### Scheduling a Concept Review Meeting

Each week there are three 45-minute time slots available on Thursday afternoons for Concept Review meetings: 1:15, 2:15, and 3:15. To be scheduled for the next available meeting, applicants must submit a complete application electronically to [eplan-planning@cityofloveland.org](mailto:eplan-planning@cityofloveland.org).

Upon submitting a completed application, you will be notified of your assigned meeting date and time. All meetings are held at the Development Center at 410 East 5th Street. Upon arrival, please check-in at the Current Planning front desk.



5<sup>th</sup> Street entrance

**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 for 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 (does not need to be professionally drawn) showing the following 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 location.

# APPLICATION

<b>Project Name:</b>			
<b>Project Information</b>			
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	
Number of Lots Proposed		Number of Phases	
How far along is your project?			
	Concept Only	Design Phase	Ready to Submit
Important Project Time Frame Needs:			
<b>Contact Information</b>			
Name:		Phone:	
Address:			
City, State:		Zip Code:	
Email Address:		Preferred Method of Contact	Phone      Email
Relationship to Project:			
	Property Owner	Developer	Realtor      Consultant      Other
<b>Meeting Information</b>			
Number of representatives attending:			
Who will be attending:			
	Property Owner	Developer	Realtor      Legal Representative
	Consultant	Other	
Will any of the representatives require phone conferencing to participate?		Yes	No
Will any of the representatives require video conferencing to participate?		Yes	No

# Project Information

## Existing Property and Use

Provide a brief narrative 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 brief narrative of the proposed use including changes proposed for the property and information on building square footages, if known.

## Questions

List questions for staff. This must be completed for the application to be accepted. The more specific the question is, the better staff can provide answers!

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