# PREPLANNING APPLICATION FORM


**City of Lakewood**

**Planning Department**
Civic Center North
480 South Allison Parkway
Lakewood, CO 80226-3127
Voice: 303-987-7505
Fax: 303-987-7990
http://www.lakewood.org/planning


## APPLICANT INFORMATION

Name: _____ Land Owner? Y ☐ N ☐

Firm: _____ Phone: _____

Address: _____ Fax: _____

City: _____ State: _____ Zip: _____ E-Mail: _____

## EXISTING LAND USE AND ZONING

Site Address: _____

Existing Use: _____

Existing Zoning: _____ if a PD, give ODP Name: _____

Legal Description: Subdivision: _____ Lot: _____ Block: _____

Property Size: _____ Acres

Existing Building Size: _____ sq.ft. and/or number of existing residential units: _____

## DESCRIPTION OF PROPOSED PROJECT AND LAND USE (please check all applicable areas)

☐ Rezone from: _____ zone district to: _____ zone district for the following type of use(s):

_____

☐ Subdivide from: _____ # existing lots to: _____ # proposed lots (*give numbers*)

☐ Special Use Permit for: _____ (*type of use*)

☐ Site Plan to build the following type of development:

☐ **Commercial:** Office, Retail, Restaurant, Automotive, Industrial or Other: _____

Proposed square footage of new building: _____ or Addition: _____

Number of existing parking spaces: _____ Number of proposed parking spaces: _____

☐ **Residential:** Multi-family (condos or apartments), Townhouses, Duplexes or Single-family Residential

Proposed number of new residential units: _____

☐ Other type of request? Vacation of road or easement? Annexation of land?:

_____

***For Staff to Complete***

Case Number: **ZP-** _____ Case Address: _____

Project Name: _____

Project Description: _____

Submittal Date: _____ Attachments: ☐ Written Request ☐ Graphics Staff Initials: _____ _____

PIN: _____ ☐ Zoning Map/Aerial ☐ Fee Case Manager: **Select Planner**

Neighborhood, Corridor, and Special Area Plans?: _____

Business Organization? _____ Previous Case List?: _____

# PRE-PLANNING REVIEW PROCESS & SUBMITTAL CHECKLIST

The purpose of this required review is to provide information to the applicant. This information and feedback includes: determining which development review processes will be needed, what public improvements may be required, what engineering studies are required with a formal application, as well as identifying issues or concerns with the proposal and planning documents.

Prior to submitting a pre-planning application you must meet with a planner to discuss your proposal. You can call the Planner of the Day at 303-987-7571 to schedule a consultation meeting, visit the website at www.lakewood.org or come in to visit with a planner, Monday thru Friday, 8 a.m. until 5 p.m.

You may view neighborhood, corridor and special area plans, process handouts, and the zoning ordinance on-line.

Thank you for your interest in Lakewood. We look forward to working with you!

## Please provide ALL of the following information with your submittal:

☐ **5 Paper Copies AND a digital copy (via e-mail or CD) of the following items:**
Application
Written Description
Dimensioned Plans
List of Questions for which you want specific answers
If this preplanning is for a Group Home or Rezoning, additional forms are required and found at:
www.lakewood.org/planningforms

☐ **$135 Non-Refundable Application Fee**

☐ Consultation Meeting or Discussion with a Planner. This is required prior to submitting a pre-planning application.

Date: _____ Planner: _____

**I agree to provide all of the above items, paper and electronic, to be considered for the next staff review date by entering 'YES' in the box below. Delays or the inability to accept the case may occur if any items are not provided by the Thursday, 5:00 PM deadline. I agree that consent of those persons listed above, without whose consent the requested action cannot lawfully be accomplished, has been granted. Additional permission is hereby granted to the City of Lakewood staff to physically inspect the subject property and take photographs as necessary for preparation of the case.**

For plans larger than 5 Mb, please use our dropbox at http://dropbox.yousendit.com/Lakewood-Planning.

*Please click the **Submit** button to send an e-mail using your client program (e.g. Outlook, Apple Mail, Lotus Notes). Remember to attach all other required additional documents.*

*If you are using a web based e-mail program (e.g. Hotmail, Yahoo, Gmail, Comcast.net) please save this form with the **Save Form** button below and continue by using your web browser to create an e-mail and attach this form and all other required electronic documents. Please address the e-mail to: PlanningForms@lakewood.org.*

***Please use ONLY Adobe Acrobat Reader or Adobe Acrobat Pro as third party applications do not work correctly.***

*If this form or e-mail fails for any reason, please contact Walter Jauch at 303-987-7505.*

Submit by Email | Save Form | Print Form