

# PREPLANNING APPLICATION FORM

## 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: \_\_\_\_\_  
Property Size: \_\_\_\_\_ Existing Zone District: \_\_\_\_\_  
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?: \_\_\_\_\_

<b>For Staff to Complete</b>			
Case Number: _____	Case Address: _____		
Project Name: _____			
Project Description: _____			
Submittal Date: _____	Attachments: <input type="checkbox"/> Written Request	<input type="checkbox"/> Graphics	Staff Initials: _____
PIN: _____	<input type="checkbox"/> Zoning Map/Aerial	<input type="checkbox"/> Fee	Case Manager: _____
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](http://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 include ALL of the following information with your submittal:

**1 Paper Copy 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](http://www.lakewood.org/planningforms)

**\$150 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.**

**I understand that incomplete applications will be returned to the applicant.**

Signed By \_\_\_\_\_

For plans larger than 5 Mb, please use our secure dropbox at <https://spaces.hightail.com/uplink/Lakewood-Planning>

*All information, both paper and electronic submittals (including fee) must be submitted by Thursday to be considered a complete application. For plans larger than 5 Mb, please use our dropbox at <https://spaces.hightail.com/uplink/Lakewood-Planning> or call us at 303-987-7505 for further instructions.*

*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 using 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 e-mail to: [PlanningForms@lakewood.org](mailto:PlanningForms@lakewood.org). If this form or e-mail fails for any reason, please contact us at 303-987-7505.*

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