



**ARAPAHOE COUNTY**  
COLORADO'S FIRST

## 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](mailto: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](http://www.arapahoegov.com) ♦ Email: [presubmittals@arapahoegov.com](mailto:presubmittals@arapahoegov.com)

Rev 12-29-2017



ARAPAHOE COUNTY  
COLORADO'S FIRST

FOR STAFF USE ONLY

CASE NO Q\_\_\_\_\_ - \_\_\_\_\_

Meeting Date: \_\_\_\_\_ Meeting Time:  12:00  1:00  2:00  3:00

Planner Assigned: \_\_\_\_\_ Engineer Assigned: \_\_\_\_\_

## Presubmittal Application

*Please complete all portions of this application, so staff may adequately prepare for your meeting*

PROJECT SUMMARY					
Provide a brief description in the below section of what you plan to do on the property. Use a separate page as an attachment, if you require more room.					
PROJECT INFORMATION					
Date					
Proposed Project Name					
Subdivision Name (or short legal)					
Site Mailing Address/City/State/Zip					
Site Parcel ID/AIN (12 digit number)					
Site Nearest major cross streets					
Acres		Current Zoning		Current Land Use	
Historic Case Numbers					
PRIMARY CONTACT INFORMATION					
Primary Contact Name					
Company Name					
Title					
Mailing Address City/State/Zip					
Phone Number					
E-mail Address					
LANDOWNER CONTACT INFORMATION					
Landowner Name					
Company Name (applicable)					
Mailing Address City/State/Zip					
Phone Number					
E-mail Address					

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Rev 1-30-2018

*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 AMENI  
**DOVE VALLEY OUTDOOR S**  
 LOTS 1 & 2 DOVE VALLEY V, FILING NO.

LOCATED IN THE SW 1/4 OF SECTION 31, TOWNSHIP 5 SOL  
 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.*

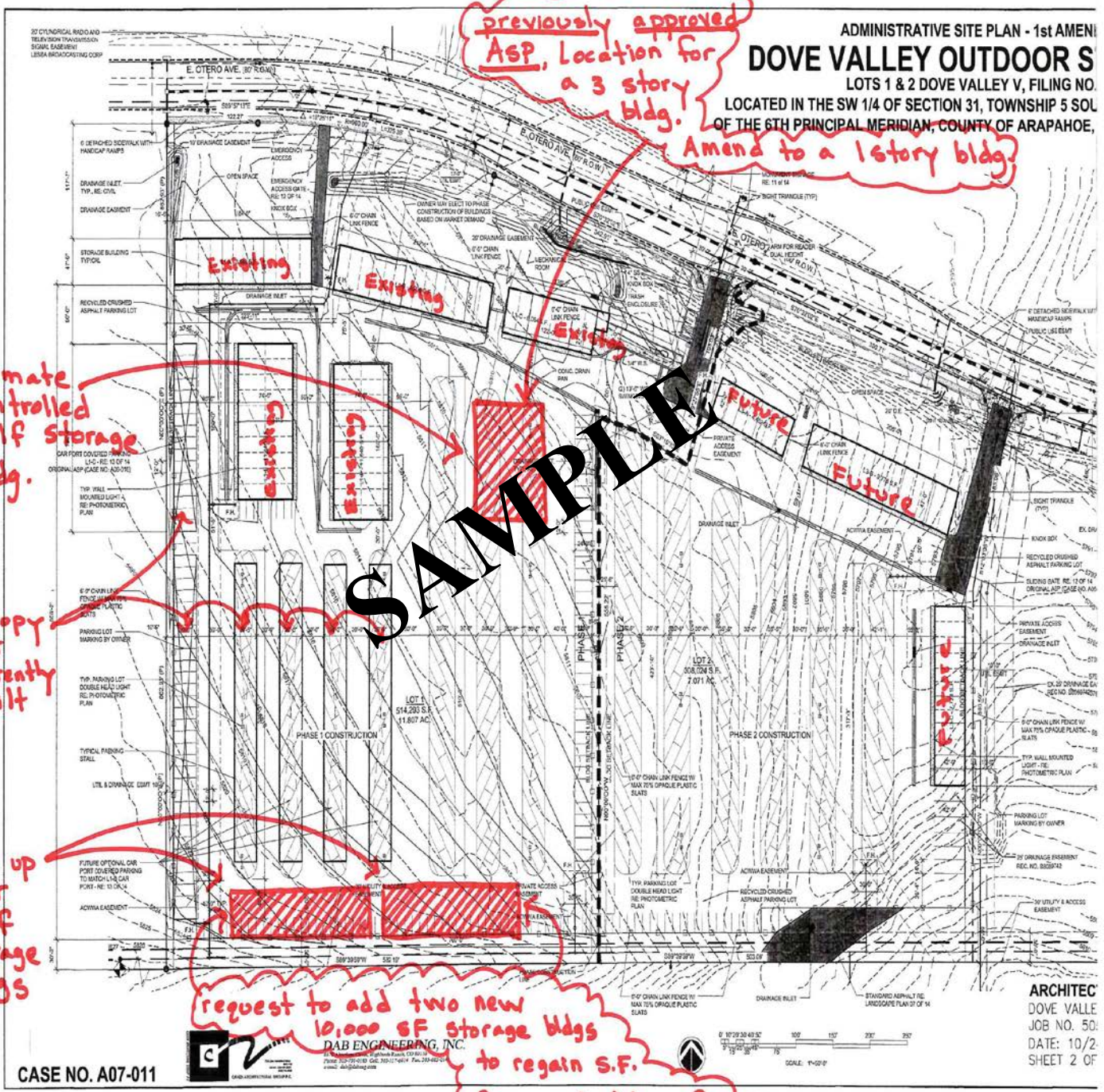
*canopy  
 not  
 currently  
 built*

*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.**  
 11000 E. 1st Avenue, Suite 100  
 Denver, CO 80231  
 Phone: 303-750-0100 Fax: 303-750-0101  
 www.dabeng.com



0' 10' 20' 30' 40' 50'  
 100' 150' 200' 250'  
 SCALE: 1"=20' 0"

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