



## Presubmittal Meeting Instructions, Application, and Sample Documents

Presubmittal meetings are a *required* no-cost, hour-long meeting with the landowners/developers, Arapahoe County staff, and other external agencies (as needed). This meeting will be conducted via Microsoft TEAMS platform or by conference call. If you require an in-office meeting, please request an in-office meeting when you submit this application packet.

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 and estimated review and processing timelines. Note, this meeting is strictly preliminary and does not require professional drawings.

**To schedule a presubmittal meeting, you will need to first discuss your proposed project with a Planner on Call and once given the go-ahead to move forward, provide the following items (attached here) via e-mail ([presubmittals@arapahoegov.com](mailto:presubmittals@arapahoegov.com)).**

- 1. A completed presubmittal application**
  - 2. Letter of Intent**
  - 3. Sketch Plan**
- Presubmittal applications must be completed and submitted by 2:00 p.m. on Friday, for a meeting two weeks out (or more depending on volume of intakes) on a 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.
  - 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.



ARAPAHOE COUNTY

FOR STAFF USE ONLY

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

Meeting Date: \_\_\_\_\_

Meeting Time:  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. Completing this section of the application *does not replace* the required letter of intent.

### 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	

#### Public Works and Development – Planning Division

6924 S Lima St, Centennial CO 80112 ♦ Phone: 720-874-6650 ♦ FAX 720-874-6611

Website: [www.arapahoe.gov](http://www.arapahoe.gov) ♦ Email: [presubmittals@arapahoe.gov](mailto:presubmittals@arapahoe.gov)

*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.

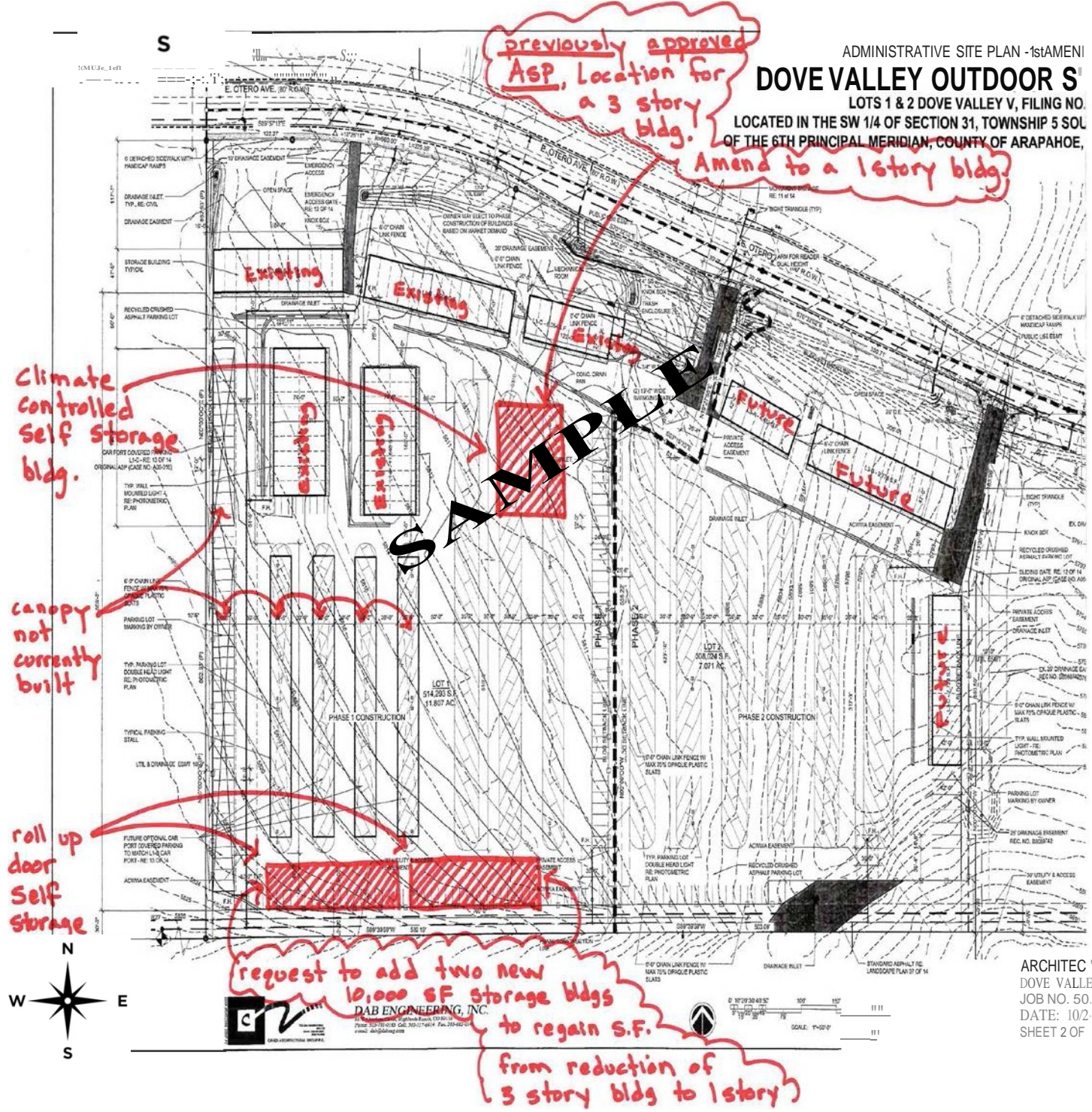
Please include all necessary developer contact information as well.

Sincerely,

Applicant Name Here



This is an example of a project sketch. You do not need to provide professional drawings for a presubmittal meeting. You may sketch your proposed plan on a piece of paper; however, please be sure it is drawn with the direction of the lot layout (North-South) and make sure it is neat and legible.



ADMINISTRATIVE SITE PLAN - 1st AMENI  
**DOVE VALLEY OUTDOOR STORAGE**  
 LOTS 1 & 2 DOVE VALLEY V, FILING NO. 1022  
 LOCATED IN THE SW 1/4 OF SECTION 31, TOWNSHIP 5 SOUTH  
 OF THE 6TH PRINCIPAL MERIDIAN, COUNTY OF ARAPAHOE, COLORADO

request to add two new 10,000 SF storage bldgs to regain S.F. (from reduction of 3 story bldg to 1 story)

ARCHITECT  
 DOVE VALLEY  
 JOB NO. 50.  
 DATE: 10/2  
 SHEET 2 OF 2

CASE NO. A07011