



# Conceptual Review Application

## General Information

All proposed development projects begin with Conceptual Review. Anyone with a development idea can schedule a Conceptual Review meeting to get feedback on prospective development ideas. At this stage, the development idea does not need to be finalized or professionally presented. However, a sketch plan and this application must be submitted to City staff prior to the Conceptual Review meeting. The more information you are able to provide, the better feedback you are likely to get from the meeting. **Please be aware that any information submitted may be considered a public record, available for review by anyone who requests it, including the media.**

Conceptual Reviews are scheduled on three Mondays per month. One half-hour meeting is allotted per applicant. Please call Planning and Zoning at 221-6750 to schedule a Conceptual Review meeting. Conceptual Review is a free service. Applications and sketch plans must be submitted to City staff no later than **5pm on the Tuesday** prior to the Monday Conceptual Review meeting. Application materials can be dropped off in person to 281 N. College Ave., emailed to [EMcardle@fcgov.com](mailto:EMcardle@fcgov.com) or faxed (970) 224-6134.

At Conceptual Review, you will meet with staff from a number of City departments, such as Current Planning, Light and Power, Stormwater, Water/Wastewater, Zoning, Transportation, Engineering, and Poudre Fire Authority. Comments are offered by staff to assist you in preparing the detailed components of the project application. There is no approval or denial of development proposals associated with Conceptual Review. After the meeting, a City planner will follow-up with the applicant in writing, summarizing staff's comments.

Contact Name(s) and Role(s) \_\_\_\_\_

\_\_\_\_\_

Business Name (if applicable): \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Site Address or Location Description: \_\_\_\_\_

\_\_\_\_\_

Description of Proposal (*attach additional sheets if necessary*) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Suggested items for the sketch plan:

- Property location and boundaries
- Surrounding land uses
- Proposed use(s)
- Existing and proposed improvements (buildings, landscaping, parking/drive areas)
- Existing natural features (water bodies, wetlands, large trees, wildlife)
- Utility line locations (if known)
- Photographs (helpful but not required)

*\*The more information provided on your sketch plan will result in more specific and detailed comments about your proposal.*