



PRELIMINARY DESIGN REVIEW: APPLICATION

General Information

Preliminary design review is an opportunity for an applicant to discuss the requirements, standards, procedure, and potential modifications of standards or variances that may be necessary for a project and to generally consider the development proposal design which has been evaluated as a part of the conceptual review process. While the conceptual review process is a general consideration of the development proposal, a Preliminary Design Review considers the development proposal in greater detail. Problems of both a major and minor nature can be identified and solved during the preliminary design review before a formal application is made.

Preliminary design review applications must be submitted to City Staff no later than 5 pm, two weeks prior to the Wednesday meeting date. Application materials can be dropped off in person to 281 N College Ave., emailed to Courtney Rippy at crippey@fcgov.com or faxed to (970)224-6134.

Representatives of Community Development and Neighborhood Services (Zoning, Environmental Planning, Current Planning, and Development Review Engineering), Light and Power, Stormwater, Water/Waste Water, Advance Planning (Long Range Planning and Transportation Planning), Historic Preservation and Poudre Fire Authority regularly attend preliminary design review meetings. Additionally, other public or quasi-public agencies which may be impacted by the development project are invited and encouraged to attend the preliminary design review. These agencies may include the gas utility, water and/or wastewater utility districts, ditch companies, railroads, cable television service providers and other similar agencies.

Upon receipt of a preliminary development proposal for review, and after review of such proposal with the applicant, the staff shall furnish the applicant with written comments and recommendations regarding such proposal in order to inform and assist the applicant prior to preparing components of the development application. The staff shall provide the applicant with a "critical issues" list, which will identify those critical issues that have surfaced in the preliminary design review as issues that must be resolved during the review process of the formal development application. To the extent that there is a misunderstanding or a misrepresentation of facts, the opinion of the staff may change during the course of development review.

Section to be filled out by City Staff

Date of Meeting Project Planner
Submittal Date Fee Paid (\$500)

BOLDED ITEMS ARE REQUIRED *The more info provided, the more detailed your comments from staff will be.*

Project Name

Location (parcel # if no address)

Contact Name(s) and Role(s) (Please identify whether Consultant or Owner, etc)

Business Name (if applicable)

Phone Number Fax Number

Mailing Address Email Address

Basic Description of Proposal (a detailed narrative is also required)

Zoning Proposed Use Existing Use

Total Building Square Footage S.F. Number of Stories Lot Dimensions

Age of any Existing Structures

Info available on Larimer County's Website: http://www.co.larimer.co.us/assessor/query/search.cfm

*If any structures are 50+ years old, good quality, color photos of all sides of the structure are required.

Increase in Impervious Area S.F. (Approximate amount of additional building, pavement, or etc. that will cover existing bare ground to be added to the site)