



## PRESUBMITTAL APPLICATION

### **PURPOSE**

A Presubmittal Meeting provides you the opportunity to present a conceptual plan to a representative of the Community Development Department. This meeting benefits you, the applicant, by receiving general comments on the feasibility of the plan, the process(es)/procedure(s) and fees required to process and review the application(s).

### **PROCESS**

Completed Presubmittal forms and packet materials may be transmitted to the City's office by 4:30 PM on Friday of any week. At that point, you are eligible for a Presubmittal Meeting the following week of your submittal. Presubmittal meetings are generally held Thursday afternoons of each week. *Please note: Both the application and packet materials must be completed in full before a Presubmittal Meeting will be scheduled.*

### **PACKET MATERIALS**

The following items are required in addition to this form being completed:

**Item # 1:** Description of Proposal / Letter of Intent

**Item # 2:** Conceptual Site Plan (showing property lines, adjacent properties, easements, all current and proposed structures, proposed parking, nearby roads, and driveway access)

### **SECTION 1—PROPERTY OWNER/APPLICANT INFORMATION**

Property Owner/Applicant: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**SECTION 2—PROPERTY INFORMATION**—Property Information required below can be found on the Douglas County Assessor website at [www.douglas.co.us/assessor/](http://www.douglas.co.us/assessor/). Please print a copy of the Assessor's page and submit it with your presubmittal review request.

State Parcel Number (SPN): \_\_\_\_\_ Parcel Size: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Site Address: \_\_\_\_\_

### **SECTION 3—ZONING AND LAND USE**

Existing Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

Zoning of Surrounding Properties: (N) \_\_\_\_\_ (S) \_\_\_\_\_ (E) \_\_\_\_\_ (W) \_\_\_\_\_

Existing Land Use: \_\_\_\_\_

Proposed Land Use: \_\_\_\_\_

### **SECTION 4—CERTIFICATION**

To the best of my knowledge, this Presubmittal form is correct and complete. If additional materials are determined to be necessary, I understand that I am responsible for filing additional materials as specified by the City of Castle Pines Community Development Department.

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

#### **City Council City of Castle Pines Vision Statement (2018)**

- An inclusive Colorado community that embraces our unique neighborhood character.
  - A community that creates outdoor and active lifestyle living amenities.
- A community that supports conscientious development where we live, work, play, and shop.