



**Boulder County Land Use Department**

2045 13th Street • PO Box 471 • Boulder, Colorado 80302  
 Phone: 303-441-3930  
 Email: [planner@bouldercounty.org](mailto:planner@bouldercounty.org)  
 Web: [www.bouldercounty.org/lu](http://www.bouldercounty.org/lu)  
 Office Hours: 8 a.m.-4:30 p.m. Mon., Wed., Thurs., Fri.  
 10 a.m.-4:30 p.m. Tuesday

Intake Stamp	
Planner	Date

**On-Site Pre-Application Conference Form**

On-site Pre-Application Conference are conducted between county staff and potential applicants at the site of the planned development. The purpose of this meeting is to identify potential major issues which may affect your review. An On-site Pre-Application Conference is best suited for sites with significant topographic or environmental constraints. A fee is charged to cover staff time for the visit, view the Land Use publication ***P04 Planning Review Fee Schedule*** for the current fee. **Complete and submit this form with the application fee to the Land Use Department. A planner will then arrange a time to meet with you on the subject property.** The subject property must have a legal Building Lot verification in order to proceed with an On-site Pre-Application Conference.

**Type of Proposal (check one)**

- New Residence                       New Non-residential Structure                       New Accessory Structure(s)  
 Addition                                       Grading                                       Other: \_\_\_\_\_

Applicant Name		Applicant Phone
Project Location/Address		Applicant Email
City		Property Owner
State	Zip Code	Property Owner Email

**Limits of the On-Site Meeting**

Although an On-site Pre-Application Conference can provide some general insights into a proposal, it is not the same as undergoing the actual review. Referrals from other agencies, information from neighbors, changes in policy, and/or new information (among other things), can potentially produce results that differ from the actual Site Plan Review.

**Purpose of an On-site Pre-Application Conference:**

- Assists applicants and project organizers with identifying potential issues or complications with the planned development.
- Provides project organizers with possible alternatives, or potential mitigation measures for identified complications.
- Provide general interpretations of the code, and methods of compliance utilized on previous applications.

**An On-site Pre-Application Conference Cannot:**

- Predict the outcome of the actual Site Plan Review.
- Assure all potential issues which may arise for a site are revealed, including issues from the Land Use Department and referral agencies.
- Assure that whatever mitigation measures discussed on-site will be the only method of compliance for the site, or that they will be required at all.

**Certification:**

I understand that any comments made by any member of the county staff during Pre-Application Conferences are only preliminary in nature and should not be relied upon by the applicant. I also understand that formal comments cannot be made by staff until after the application is submitted and nearby property owners and Referral Agencies have had an opportunity to respond.

Applicant Name	Applicant Signature	Date
----------------	---------------------	------

I am the owner of the subject property and I hereby consent to the filing of this application authorizing Boulder County staff to enter onto and conduct a Pre-Application On-Site meeting or meetings on the subject property, pursuant to the Site Plan Review regulations of the Boulder County Land Use Code. All property owners are required to sign application.

Property Owner Name	Property Owner Signature	Date
---------------------	--------------------------	------