Login if you’re not already logged in.
Click on the Planning tab

Click on Start an Application
Online Application

Please "Allow Pop-ups from This Site" before proceeding.

Please note: Many types of planning applications (such as Site Plan Review - SPR) are accepted pursuant to dates on a submittal schedule. For those proposals, please hold off on submitting your application online unless you have been given the go-ahead from our department to submit. Applications will be processed in the order on our schedule. Contact CPR if you have questions (503-441-3930 / planner@bouldercounty.org).

This online submittal initiates the planning application process, it does not complete the review. Payment must be received in order to continue processing the application.

1. Please ensure your application is complete. Refer to the Checklist from your pre-application conference and review the planning publications and forms to verify all required materials are included.

2. Once you submit this application request online, you will receive an email with instructions on how to pay the application fee/deposit. Usually you will receive the email within one business day.

View Boulder County's online Privacy Policy and Legal Information

I have read and accepted the above terms.

Continue Application >

Check the box

Click Continue Application
Enter the house number of the project location.

Enter the first two letters of the street name.

Click Search button.

TIP

Less is better! If the project location address is 123 Main Street, enter “123” into the Street # field, and only enter “ma” into the street name field.
Make a Planning Application Request

**TIP**
If the system finds an exact match this step is skipped.

Click the circle next to the worksite address. The Parcel Number, and the Property Owner for that address will then display. You may need to scroll down. Click the Select Button.
Verify the project location address is correct

Most people do not know the parcel number for a property, it’s ok to assume it’s correct.

The property owner’s mailing address is shown (this may be a different address than the worksite). Verify this information is correct. The Phone and/or email of the owner can optionally be entered.

Click Continue Application
Click this button, if the Primary Contact person for this permit is either you (as you registered for a login), or the property owner.

In the box that appears, select the contact you want and click Continue.

Click this button, if the Primary Contact person for this permit is someone else.
Verify and enter the contact information for the primary contract. The mailing address (not the project worksite) for the contact should be used. Note that the address, phone number, and email is required.

Click Continue when all information is entered.
Make a Planning Application Request

Click on the Enter New Contact button to add a contact.

To edit a contact, click the Edit link.

Contact added successfully.

John Public
4321 Oak St
johnpublic@bouldercounty.org
303-555-5555

Click Continue Application
Many types of planning applications (such as Site Plan Review (SPR)) are accepted pursuant to dates on a submittal schedule. For those proposals, please hold off on submitting your application online unless you have been given the go-ahead from our department to submit. Applications will be processed in the order on our schedule.

Contact CPP if you have questions (303-441-3930 / planner@bouldercounty.org).

Enter whether you’re on the submittal schedule, and if so enter your submittal date given to you by our department.

Select the type of planning application

Click Continue Application
Be sure to include your filled out Planning Application Form, along with any required documents and plans.

PDF files are the preferred format for documents and plans.

(optional) If you have many documents, you can “Zip” them into one file.
Click Add a Document

A new dialog box will open. Navigate to where your documents are stored and select them. Note you may be able to select more than one document. Click Open. (This dialog box may differ based on the browser and computer you are using)
The documents you have select will be shown here.

If you have additional documents to add, click Add.

Click Continue, when you are done adding documents.
The documents you have select will be shown here

Enter a brief description for each of the documents

When finished entering descriptions, click Upload Documents
Make a Planning Application Request

The attachment(s) has/have been successfully uploaded. It may take a few minutes before changes are reflected.

When the upload is finished, a banner will appear. Large files will take longer to upload.

The uploaded documents will be shown here.

The maximum file size allowed is 150 MB. html, htm, mht, mhtml are disallowed file types to upload.

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Size</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning Application Form.pdf</td>
<td>Public</td>
<td>128.14 KB</td>
<td>04/15</td>
</tr>
<tr>
<td>Site Plan and Elevations.pdf</td>
<td>Public</td>
<td>159.71 KB</td>
<td>04/15</td>
</tr>
</tbody>
</table>

Click Continue Application
A final review page will open that shows all of the information you have entered. If you need to make any changes, click the edit button for that section.

Click Continue Application. This submits your application request.
Congratulations! You have submitted your application request.

Please remember, your application is not complete until payment has been made.

You will be contracted if we have any questions about your application.

You will receive an email within one or two business days with instructions on how to pay the application fee/deposit.