



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 can be dropped off at 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 held Thursday afternoons of each week. In the event all time slots for the upcoming Thursday are booked, you will be scheduled for the following Thursday. *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/. 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 North Zoning Resolution.

Applicant: _____ Date: _____