



ESTES PARK
COLORADO

Estes Valley Pre-Application Meetings



Revision Date: February 2013

OVERVIEW

A pre-application meeting is a meeting between a property owner or developer and the Estes Valley Development Review Team, comprised of staff from various public agencies such as the planning department, public works department, and utility providers.

You should have your design engineer present at this meeting.

These meetings are an opportunity for you to present your idea to the Development Review Team and to ask questions you may have about requirements.

After a pre-application meeting, you will have a solid understanding of the submittal requirements, review process, development standards, and construction process.

WHEN DO I NEED A PRE-APPLICATION MEETING?

The meeting must be held at least 14 days before you wish to submit the formal application for development.

You will need to submit a sketch plan at least five days before the meeting date.

You can find the review schedule on the Town website at www.estes.org, or call our office at 577-3721.

WHY DO I NEED A PRE-APPLICATION MEETING?

The purposes of the pre-application meeting are to provide an opportunity for you and staff to discuss the review process schedule and submittal requirements, the scope of the project and compliance with the Estes Valley Development Code.

Pre-application meetings are required for these development applications:

1. Special Review uses;
2. Development plans;

3. Rezoning applications;
4. Preliminary subdivision plats;
5. Preliminary PUD plans;
6. Variances;
7. Minor subdivisions; and
8. Annexations.

Pre-application meetings are voluntary for these development applications:

1. Single-family dwellings
2. Separate Lot Determinations.
3. Minor Modifications.

Staff may waive the pre-application meeting on the ground that the proposed development is not complex and will not have any significant impacts on services, roads, natural resources or adjacent property.

WHAT DO I NEED TO SUBMIT?

1. Pre-Application form.
2. \$500 fee (no fee for variance).
3. Sketch plan that shows, at a minimum:
 - a. Proposed uses,
 - b. Intensity and density;
 - c. Sensitive environmental areas,
 - d. Proposed open areas;
 - e. Existing and proposed buildings,
 - f. Road, street and pedestrian network,
 - g. Existing and proposed utilities,
 - h. Other information deemed necessary by staff to make a fully informed and deliberate review of the sketch plan.

HOMEWORK

Before the pre-application meeting, staff recommends you read through our department handouts that apply to your proposal. This will help you prepare a list of questions to ask. The handouts cover topics such as Construction Plans, As-Built Plans, and Development Agreements. These are available in the Community Development Department or on our website www.estes.org/planning.

TOWN OF ESTES PARK PLANNING DIVISION