



385 Kimbark Street, Longmont, CO 80501
T 303-651-8330 F 303-651-8696
longmont.planning@longmontcolorado.gov

Pre-Application Meeting Information

We are pleased that you are interested in being a member of Longmont's Community!

All proposed development projects begin with a pre-application meeting. At this stage, the project/development does not need to be finalized or professionally presented. However, a project description, a sketch plan and the pre-application meeting request form (see reverse side) **MUST** be submitted to City staff prior to scheduling the pre-application meeting. Incomplete requests will not be scheduled. The more information you are able to provide, the better feedback you will receive.

Staff from Planning, Longmont Power and Communications, Parks, Stormwater/Drainage, Water/Wastewater, Public Works, Transportation, Affordable Housing, Police, Fire and Building Inspection may participate as needed in the pre-application meeting and provide comments to assist you in preparing a formal application. A pre-application checklist, detailing the submittal requirements will be provided after the meeting. This checklist must accompany your formal application. The pre-application meeting is not a formal review and no decision will be made on your proposal, but it is a required step in the development process.

Pre-application meetings are scheduled every Wednesday (except for Holidays) between 9:30 AM and 11:30 AM. 45 minutes is allotted per project. The pre-application meeting is a free service, and requests will be scheduled for the next available meeting time once all required items are received by the City.

Submittal Requirements:

1. Completed Pre-Application Meeting Request Form (see form on reverse)
2. Project description
3. Sketch plan
4. (Optional) Any specific questions that you have regarding the proposal.

Electronic submittals in a PDF format may be sent to: maria.yost@longmontcolorado.gov
Please include "Pre-App Meeting Request" in the subject line.

Application materials may also be submitted to:

City of Longmont Development Services Center
Attention: Maria Yost
385 Kimbark Street
Longmont, CO 80501



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*(Required Information)

Form with sections: Contact Information (Contact Name, E-Mail, Phone, Mailing Address) and Project/Site Information (Address or Parcel Number, County, Current or former property use).

- Project Description: Provide a written description of your project with as much detail as possible.
Sketch Plan Items [11 x 17 or 24 x 36] (include as much detail as possible):
- Property location and boundaries
- Surrounding land uses
- Proposed land use(s)
- Existing and proposed improvements
- Existing natural features
- Proposed stormwater management area(s)
- Any required water quality/flood control facility
- Utilities and easement locations
- Digital photos or images of the property or structure
(Optional) Any specific questions that you have regarding the proposal.