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385 Kimbark Street, Longmont, CO 80501

Phone: 303-651-8330 Fax: 303-651-8696

Email: [longmont.planning@longmontcolorado.gov](mailto: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 following page) **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, with 45 minutes being 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. Pre-application meetings are typically scheduled 4 to 6 weeks from submittal of a complete request.

### 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: [longmont.planning@longmontcolorado.gov](mailto:longmont.planning@longmontcolorado.gov)

Please include "Pre-App Meeting Request" in the subject line.

Application materials may also be mailed to:

City of Longmont Development Services Center  
Attention: Planner on Duty  
385 Kimbark Street  
Longmont, CO 80501



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\*(Required Information)

Form with sections: Contact Information (Contact Name, Email, Phone, Contact 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. Typical information includes the project location, proposed use, existing zoning, approximate building size, approximate size of property, and number of residential units.
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
 - Buildings (including building height and building materials)
 - Lot/street layout
 - Landscaping
 - Parking/drive areas
 - Required easements
- Existing natural features (water bodies, wetlands, mature trees, wildlife habitat)
- Proposed stormwater management area(s)
- Any required water quality/flood control facility
- Specify which landscaped areas would be suitable for Low Impact Development (LID)
- Utilities and easement locations (if known)
- Digital photos or images of the property or structure (helpful but not required)
- (Optional) Any specific questions that you have regarding the proposal.