



## Concept Plan Review and Comment Attachment to Land Use Review Application Form

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### How to Use this Attachment

[Process Information](#) contains general information about the review type, and the process used to review your application. Keep this section as a reference while your application proceeds through review.

[Application Requirements and Checklist](#) contains material that **you are required to fill out, detach, and submit with your application**. The Application Submittal Requirements checklist describes the minimum information to include in your application. Your application will not be accepted for review unless all the information is present.

Use the information in this attachment to prepare your application. The information in this, and related, attachments **identifies the criteria that will be used to evaluate your application**. Your application should **focus on demonstrating how your proposal complies with all the criteria**. Effective use of this attachment will help you avoid costly revisions to your application later.

### Process Information

#### CONCEPT PLAN REVIEW AND COMMENT SUMMARY

The purpose of a concept plan review and comment process is for the city, Planning Board and members of the community to evaluate **conceptual** site development **options** at an early stage. It provides an opportunity to “test” development options before investing in creation of detailed plans and engineering. A concept plan will help determine a general development plan for a site as well as to identify any additional regulatory processes required prior to development. The concept plan review and comment process also can identify any additional constraints and opportunities for the development of the site.

This step provides the applicant an opportunity early in the development review process to get comments from the Planning Board as to whether the concept plan addresses city requirements as set forth in its adopted ordinances, plans and policies.

Your application for Concept Plan Review and Comment is **not subject to approval or denial**. It is simply a **non-binding** opportunity to begin a dialogue with staff, the community and the Planning Board about your potential project. You are encouraged to begin the process with general schematic plans **that illustrate the variety of site design alternatives you have considered**, and an analysis that explains the strengths and limitations of each.

After completing the Concept Plan Review and Comment process, you might find it helpful to refine your concept based on the comments received, and then submit an additional Concept Plan application to obtain review and comment on your refined concept. This **iterative approach** may assist in developing a concept that can later proceed through the site review process more quickly.

## ► STAFF REVIEW

**After an application has been submitted**, a Planning and Development Services Department **case manager is assigned**, and the city's Development Review Committee (comprised of multi-department staff) reviews the concept plan for compliance with adopted ordinances, plans, and policies of the city. **The DRC review takes three weeks once it has started the review track.**

A Planning Board date for the public hearing will be scheduled after your application has been accepted for review. The hearing date is **typically 8 to 12 weeks after the application has started the review track.**

The DRC review findings are compiled in writing (Development Review Results and Comments) and forwarded to the applicant. The applicant then decides whether or not to go forward to the Planning Board for a public hearing. **Revisions are not accepted for Concept Plan Review and Comment applications.** However, a new application with fee may be filed at any time if the applicant wishes to propose a revised concept.

## ► PLANNING BOARD REVIEW

Two weeks prior to the Planning Board hearing, the DRC review findings and the applicant's concept plan are packaged together and forwarded to the Planning Board for its review and comment.

Planning Board holds public meetings which provide opportunities for public comment on applications. Notification of the meetings are published in the *Sunday Camera*. After the public meeting, the Planning Board will provide additional comments on the application using the guidelines for review and comments found in [Section 9-2-13\(g\)](#) B.R.C.1981, as described below:

- (1) Characteristics of the site and surrounding areas, including, without limitation, its location, surrounding neighborhoods, development and architecture any known natural features of the site including, without limitation, mature trees, watercourses, hills, depressions, steep slopes and prominent views to and from the site;
- (2) Community policy considerations including, without limitation, the review process and likely conformity of the proposed development with the Boulder Valley Comprehensive Plan and other ordinances, goals, policies, and plans, including, without limitation, subcommunity and subarea plans;
- (3) Applicable criteria, review procedures, and submission requirements for a site review;
- (4) Permits that may need to be obtained and processes that may need to be completed prior to, concurrent with, or subsequent to site review approval;
- (5) Opportunities and constraints in relation to the transportation system, including, without limitation, access, linkage, signalization, signage, and circulation, existing transportation system capacity problems serving the requirements of the transportation master plan, possible trail links, and the possible need for a traffic or transportation study;
- (6) Environmental opportunities and constraints including, without limitation, the identification of wetlands, important view corridors, floodplains and other natural hazards, wildlife corridors, endangered and protected species and habitats, the need for further biological inventories of the site and at what point in the process the information will be necessary;
- (7) Appropriate ranges of land uses; and
- (8) The appropriateness of or necessity for housing.

The information gathered through this process can then be used by the application to prepare an application for site review (per [Section 9-2-14](#)) in addition to any other regulatory approvals that may be necessary to develop the site.

## THRESHOLDS FOR CONCEPT PLAN AND SITE REVIEW APPLICATIONS

### ► SECTION 9-2-14(B): DEVELOPMENT REVIEW THRESHOLDS

- (A) **Minimum Thresholds:** No person may apply for a site review unless the project exceeds the thresholds for the “minimum size for site review” category set forth in Table 2-2, Site Review Threshold.
- (B) **Site Review Required:** No person may apply for a subdivision or a building permit for a project that exceeds the thresholds for the “site review required” category set forth in Table 2-2, below, until a site review has been completed
- (C) **Common Ownership:** All contiguous lots or parcels under common ownership or control, not subject to a planned development, planned residential development, planned unit development or site review approval, shall be considered as one property for the purposes of determining whether the maximum site review thresholds below apply. If such lots or parcels cross zoning district boundaries, the lesser threshold of the zoning districts shall apply to all of the lots or parcels.

**TABLE 2-2: SITE REVIEW THRESHOLD TABLE**

Zoning District Abbreviation	Minimum Size for Site Review	Concept Plan and Site Review Required (a)
A	2 acres	-
BC-1	1 acre	3 acres or 50,000 square feet of floor area
BC-2	1 acre	2 acres or 25,000 square feet of floor area
BCS	1 acre	3 acres or 50,000 square feet of floor area
BMS	0	3 acres or 50,000 square feet of floor area
BR-1	0	3 acres or 50,000 square feet of floor area
BR-2	0	3 acres or 50,000 square feet of floor area
BT-1	1 acre	2 acres or 30,000 square feet of floor area
BT-2	0	2 acres or 30,000 square feet of floor area
DT-1	0	1 acre or 50,000 square feet of floor area
DT-2	0	1 acre or 50,000 square feet of floor area
DT-3	0	1 acre or 50,000 square feet of floor area
DT-4	0	1 acre or 50,000 square feet of floor area
DT-5	0	1 acre or 50,000 square feet of floor area
IG	2 acres	5 acres or 100,000 square feet of floor area
IM	2 acres	5 acres or 100,000 square feet of floor area
IMS	0	3 acres or 50,000 square feet of floor area
IS-1	2 acres	5 acres or 100,000 square feet of floor area
IS-2	2 acres	5 acres or 100,000 square feet of floor area
MH	5 or more units are permitted on the property	-
MU-1	0	1 acre or 30,000 square feet of floor area
MU-2	0	3 acres or 50,000 square feet of floor area
MU-3	5 or more units are permitted on the property	1 acre or 30,000 square feet of residential floor area or 20,000 square feet of nonresidential floor area
MU-4	0	3 acres or 50,000 square feet of floor area
P	2 acres	5 acres or 100,000 square feet of floor area
RE	5 or more units are permitted on the property	-
RH-1	0	2 acres or 30,000 square feet of floor area
RH-2	0	2 acres or 30,000 square feet of floor area
RH-3	5 or more units are permitted on the property	2 acres or 30,000 square feet of floor area
RH-4	5 or more units are permitted on the property	2 acres or 30,000 square feet of floor area
RH-5	5 or more units are permitted on the property	2 acres or 30,000 square feet of floor area
RH-6	5 or more units are permitted on the property	3 acres or 30,000 square feet of floor area
RH-7	5 or more units are permitted on the property	2 acres or 30,000 square feet of floor area
RL-1	5 or more units are permitted on the property	3 acres or 18 dwelling units
RL-2	5 or more units are permitted on the property	3 acres or 18 dwelling units
RM-1	5 or more units are permitted on the property	2 acres or 30,000 square feet of floor area
RM-2	5 or more units are permitted on the property	2 acres or 30,000 square feet of floor area
RM-3	5 or more units are permitted on the property	2 acres or 30,000 square feet of floor area
RMX-1	5 or more units are permitted on the property	2 acres or 30,000 square feet of floor area
RMX-2	0	2 acres or 30,000 square feet of floor area
RR-1	5 or more units are permitted on the property	-
RR-2	5 or more units are permitted on the property	-

(a) See Section 9-2-14(b)(3), B.R.C. 1981, for development projects that are exempt from the Concept Plan and Site Review Required threshold.

► **EXCEPTIONS:**

9-12-14(b)(3): The following developments that exceed the maximum site review thresholds set forth in this section shall not be required to complete a site review:

- (A) Minor modifications and amendments to approved development review applications;
- (B) Building permits for additions to existing structures that do not exceed a cumulative total, over the life of the building, of 25 percent of the size of the building on which the addition is proposed and that do not alter the basic intent of an approved development;
- (C) Subdivisions solely for the purpose of amalgamating lots or parcels of land;
- (D) Subdivisions solely for the purpose of conveying property to the city;
- (E) City of Boulder public projects that are otherwise required to complete a public review process; and
- (F) Projects located in areas defined by Appendix L, "Form-Based Code Areas," that are required to complete form-based code review pursuant to Section 9-2-16, "Form-Based Code Review," B.R.C. 1981.

## Application Requirements and Checklist

This section includes the following documents, to be filled out completely and submitted with your application, as specified on the Land Use Review application form and on the Concept Plan Review and Comment Application Requirements checklist.

- [Application Submittal Requirements checklist](#)
- [Sign Posting Requirements Acknowledgement form](#)

## CONCEPT PLAN REVIEW AND COMMENT APPLICATION SUBMITTAL REQUIREMENTS CHECKLIST

**All required materials must be included in order for an application to be accepted by the Planning and Development Services Center.** Incomplete applications will not be accepted and will be returned to the applicant.

Application form(s), required application materials and fees are due by 10 a.m. on the application deadline. Please review the [Online Development Review Application Guide](#) for instructions on how to submit.

**Complete applications must include:** One (1) electronic copy, of each required application material. Files must be saved using the file name indicated in the [Online Development Review Application Guide](#).

**Complete the checklist below, marking those items as they are included in your application submittal, and sign at the end.** The checklist is intended to assist the applicant in collecting all of the required materials and to assist the Planning and Development Services Center in determining that all of the application requirements are met.

► **APPLICATION REQUIREMENTS**

- A complete **Land Use Review Application** form, including signatures by or the written consent of the owners of all property to be included in the development.
- A complete [Sign Posting Acknowledgement](#) form, signed by the applicant.
- A scaled and dimensioned **schematic drawing of the site development concept**, and an area of not less than 200 feet around the site, showing:
  - Access points and circulation patterns for all modes of transportation;
  - Approximate locations of all trails, pedestrian and bikeway connections, on-site transit amenities, and parking areas;
  - Approximate location of major site elements, including buildings, open areas, natural features such as water courses, wetlands, mature trees, and steep slopes; and
  - Proposed land uses and approximate location;
- The **trip generation analysis** and **trip distribution analysis** in accordance with sections 2.03(J) and 2.03(K) of the [City of Boulder Design and Construction Standards](#).
- Architectural character sketches** showing building elevations and materials; and
- A **written statement** that describes in general how the proposed development meets [Title 9, "Land Use Regulation,"](#) B.R.C. 1981, city plans and policies, and addresses the following:
  - Techniques and strategies for environmental impact avoidance, minimization, or mitigation;
  - Techniques and strategies for practical and economically feasible travel demand management techniques, including, without limitation, site design, land use, covenants, transit passes, parking restrictions, information or education materials or programs that may reduce single-occupant vehicle trip generation to and from the site; and
  - Proposed land uses and if it is a development that includes residential housing type, mix, sizes, and anticipated sale prices, the percentage of affordable units to be included; special design characteristics that may be needed to assure affordability.
- The concept plan review **fee**, as stated on the [Land Use Review Application Form](#).
- Any other information that the applicant wishes to submit.

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(signature of person who filled out checklist)

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(print name)