



PRE-APPLICATION User's Guide

NOTE: FOR DETAILED PROCEDURES,
REFER TO CHAPTER 7 OF THE
UNIFIED DEVELOPMENT CODE

Submittal Requirements

One digital copy of the following information shall be submitted to Planning & Development – Planning Division, unless waived by the Planning & Development Director. **Applications will not be accepted for review unless all information is present.**

1. Completed Pre-Application Meeting Information form – see page 2
2. Written Narrative of the Project:
 - Explanation of the project and description of any processes;
 - Include numbers of units & project density (du/ac);
 - Include acreage of site and floor area of buildings
3. Sketch/Conceptual drawings showing proposed development
4. Optional information such as photos, graphic renderings or drawings to assist.

**Town of Erie
Planning & Development – Planning Division
645 Holbrook Street
PO Box 750
Erie, Colorado 80516
Tel - 303.926.2770**

This document is available on our web site. Go to www.erieco.gov
Click on Departments>Planning & Development>Planning Division>User's Guides>Pre-Application

09/28/20



TOWN OF ERIE

Planning & Development – Planning Division
645 Holbrook Street – PO Box 750 – Erie, CO 80516
Tel: 303.926.2770 – Website: www.erieco.gov

DATE SUBMITTED: _____

PRE-APPLICATION MEETING INFORMATION

Please fill in this form completely. Incomplete applications will not be processed. .

PROJECT/BUSINESS NAME: _____

PROJECT ADDRESS: _____

LEGAL DESCRIPTION *(attach legal description if Metes & Bounds)*

Subdivision Name: _____

Filing #: _____ Lot #: _____ Block #: _____

OWNER *(attach separate sheets if multiple)*

Name/Company: _____

Contact Person: _____

Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____

E-mail: _____

AUTHORIZED REPRESENTATIVE *(attach separate sheets if multiple)*

Company/Firm: _____

Contact Person: _____

Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____

E-mail: _____

LAND-USE & PROJECT INFORMATION

Present Zoning: _____

Gross Site Density (du/ac): _____

Proposed Zoning: _____

Lots/Units Proposed: _____

Gross Acreage: _____

Gross Floor Area: _____

The undersigned is fully aware of the request/proposal being made and the actions being initiated on the referenced property. The undersigned understand that the application must be found to be complete by the Town of Erie before the request can officially be accepted and the development review process initiated. **By this acknowledgment, the undersigned hereby certify that the above information is true and correct.**

Owner: _____

Date: _____

Owner: _____

Date: _____

Applicant: _____

Date: _____