



## Pre-Application Review Request

The Pre-Application request is the preliminary review of a land use proposal. Pre-Application reviews are required prior to beginning the application process; **however this review is not an official application.** Applicants must submit the pre-application review questionnaire below and schedule a meeting time with the Town of Keenesburg for a preliminary review of a land use proposal.

In order to schedule a pre-application review, submit the questionnaire below by email to [tokpz@keenesburg.org](mailto:tokpz@keenesburg.org) and [toddhodgesdesign@earthlink.net](mailto:toddhodgesdesign@earthlink.net). Once the completed questionnaire is received, you will be contacted to schedule a pre-application review meeting. Pre-application reviews are held with the Town of Keenesburg Planning Department, Public Works, Fire District and may include other departments as determined to be necessary.

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## Pre-Application Review Questionnaire

### A. Contact Information

1. Applicant / Owner Name:

Applicant Company:

Phone:

Email:

Address:

2. Representative Name:

Representative Company:

Phone:

Email:

Address:

### B. Pre-Application Meeting Times

Pre-Application Meetings are held on the first and third Wednesdays of each month. This completed form must be submitted at least seven business days prior to the requested meeting date. You will be contacted by the Planning Department to confirm an available time once this form is received. Generally, pre-app meetings are scheduled at 2:30pm and after.

### C. Site Description

Site Address:

Parcel Number:

Existing Zone Classification:

Proposed Zone Classification

Currently in Violation?

Yes

No

#### Water Supply Source

Water Type:

Source Name or Permit Number:

#### Sewage Disposal System

Sewage Type:

District Name or Location Hauled to:

**If existing wells and septic systems are present, please provide the date of installation and permit numbers:**

Date of Installation:

Permit Number:

**For the project, please supply us with the water, electric and wastewater needs:**

**Road Surface Type:**

### D. Project Description\*

\*If you require additional space to answer the questions below, please attach a separate page.

1. If this is a commercial or industrial development project, what type of development is planned? (Building expansion, construction of a new building, etc. Provide height, square feet, etc.)
  
  
  
  
  
  
  
  
  
  
2. For commercial or industrial development, provide a description of the type of business that will operate at the site. Include at a minimum industry type, hours of operation, shift times, total number of employees onsite during various shifts, etc.

3. If this is a residential development project, what type of residential development is planned? Include information such as single family, multi-family, number of units or homes, standard home and lot size, etc.
  
4. Please provide estimated traffic that will be generated by the proposed developments. If applicable, provide anticipated traffic at various times from employees, customers, deliveries, or any other vehicles.
  
5. Please describe any loud noises or bright lights associated with the proposed development including during construction, normal business operations or any other time.
  
6. Describe the current and proposed access(es) to the site. Also show the access(es) on the required map described in Section E of this questionnaire.

#### E. Required Documents

**To obtain a pre-application review meeting, the applicant must provide the following;**

1. A fully completed pre-application review questionnaire.
2. An aerial or other map that shows the location of the proposed land use development. The map should also include the location of any proposed structures on the site, parking areas, access and traffic circulation.

**For Office use Only**

Meeting Date:

Notes from Meeting:

**Application Type:**

Sketch Plan   Site Plan   Change of Zone   Preliminary   Comp Plan Amendment   Final Plat   Special Use Permit   PUD

Preliminary & Final   Minor Subdivision   Amended Plat   Annexation   Other:

**Fees:**

**Escrow:**