



# PRE-APPLICATION User's Guide

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

## Submittal Requirements

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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/Planning](http://www.erieco.gov/Planning)  
Click on 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](http://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: \_\_\_\_\_