



PRE-PLANNING APPLICATION

Community Development Department
City of Sheridan

4101 S. Federal Boulevard, Sheridan, Colorado 80110

(Please print or type all information)

APPLICANT INFORMATION

Name _____ Address _____
City _____ State _____ Zip _____
Phone _____ Fax _____ Email _____

EXISTING LAND USE AND ZONING

Site Address: _____

Existing Use: _____

Existing Zoning*: _____

*If a Planned Unit Development, give the Official Development Plan Name _____

Legal Description: Subdivision: _____ Lot: ____ Block _____

Property Size: _____ Acres

Existing Building Size: _____ sq. ft. and/or number of existing residential units: _____

DESCRIPTION OF PROPOSED PROJECT AND LAND USE (Please check all applicable areas)

Type of action requested (check one or more of the actions listed below which pertain to your request):

Rezone from: ____ zone district to ____ zone district for the following type of use (s):

Conditional/Special Use Permit for: _____

Subdivide from: _____ # existing lots to: _____ # of proposed lots

Site Development Plan to build ____ Commercial or _____ Residential (check one please)

Other type of request? Flood Plain Exception? Temporary Use? Sign? Variance? Annexation?

To be filled out by staff:

Date Received _____

Case No. PP- _____

Related Case No. _____

PRE-PLANNING REVIEW PROCESS & SUBMITTAL CHECKLIST

The pre-planning process is meant to provide information to the applicant prior to an individual investing money into a land development project. This information and staff feedback includes: determining which development review processes will be needed, what public improvements may be required, what engineering studies are required with a formal application, as well as identifying issues or concerns with the proposal and planning documents.

Prior to submitting this pre-planning application, you must meet with a planner to discuss your proposal. Please call 303.438.3307 to schedule a meeting with the Sheridan City Planner.

You may view the Comprehensive Plan and the Zoning Ordinance online at www.ci.sheridan.co.us.

Thank you for your interest in the City of Sheridan. We look forward to working with you!

PLEASE PROVIDE ALL OF THE FOLLOWING INFORMATION WITH YOUR SUBMITTAL

- Three (3)** Paper Copies of the following items:
 - Pre-Planning Application;
 - Written Description of your request;
 - Dimensioned Plans (show setbacks, parking, building location, lot size);
 - List of questions for which you want specific answers (can be part of your written description).

- One (1)** digital (.pdf) copy of all items (including the application) submitted;

- \$100 Application Fee** (this will be applied to any formal application made to the City within 1 year of the submittal date of the pre-planning application).

Pre-planning application meetings are conducted Wednesday mornings. To be considered for review, a pre-planning application must be submitted by the close-of-business on Tuesday, the week prior to the Wednesday morning meeting.

Should you have any questions about this form or the pre-planning process, please feel free to call the Sheridan City Planner at 303.438.3307.