



**PRE-APPLICATION MEETING REQUEST FORM**

**Community Development Department**

**7500 West 29<sup>th</sup> Avenue • Wheat Ridge, CO 80033 • Phone (303) 235-2846**

Thank you for your interest in scheduling a pre-application meeting with the City of Wheat Ridge, we look forward to reviewing your request and meeting with you. The pre-application meeting process was established to provide an opportunity for potential applicants to meet with the City of Wheat Ridge’s Development Review Team to discuss development proposals and learn more about the City’s technical and procedural requirements, which are often unique to each zone district, development proposal, floodplain designation, etc. Pre-application meetings are required prior to the submittal of most land use applications.

The City of Wheat Ridge’s Development Review Team has established two standing meeting times every Thursday for pre-application meetings: 2-3pm and 3-4pm. Once the form below and any necessary materials are submitted, you will be contacted by the Community Development Department to schedule a pre-application meeting. Meetings will be scheduled no earlier than 7 business days from the date you are contacted. However, it is not uncommon for pre-application meetings to be booked several weeks out.

A \$200 fee is required for a pre-application meeting. This fee is payable by cash, check, Visa or MasterCard at your scheduled meeting time.

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**Contact Information**

Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_  
Address, City, State, Zip \_\_\_\_\_

**Additional Contact Information** (if necessary)

Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_  
Address, City, State, Zip \_\_\_\_\_

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**Site Location** (address): \_\_\_\_\_

**Relevant land use processes you are inquiring about** (check one or more of the actions listed below which pertain to your meeting):

- |   |   |                                    |
|---|---|------------------------------------|
| <input type="checkbox"/> Subdivision or Lot Consolidation | <input type="checkbox"/> Planned Building Group | <input type="checkbox"/> Variance  |
| <input type="checkbox"/> Special/Conditional Use Permit   | <input type="checkbox"/> Planned Development    | <input type="checkbox"/> Site Plan |
| <input type="checkbox"/> Major remodel or change of use   | <input type="checkbox"/> Rezoning               |                                    |
| <input type="checkbox"/> Other: _____                     |   |                                    |

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At a minimum, two items are necessary to properly review your proposal prior to the pre-application meeting: a **narrative** and **site plan**. The narrative must provide enough detail to adequately describe the scope of work being proposed. It is acceptable for the site plan to be preliminary in nature; it is not required to be professionally drawn but should be scaled, labeled, and legible.

The narrative and site plan will need to be submitted **prior** to scheduling your pre-application meeting. Please contact Tammy Odean at 303-235-2846 or todean@ci.wheatridge.co.us for any questions regarding submittal requirements.

The more information you can provide regarding a project, the more productive a pre-app meeting can be. Please also consider submitting the following items if they are available: a survey or ILC of the property, subdivision sketch plan (if subdividing or platting), conceptual landscape plans, and conceptual architectural plans or examples.

If you have been in contact with a Staff member prior to filling out this request please indicate their name below:  
\_\_\_\_\_ Approximate date of contact:

