



**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 Wheat Ridge Development Review Team to discuss development proposals and learn more about the City's technical and procedural requirements, which are often unique to each project and property. Pre-application meetings are intended as a resource and are required prior to submittal of most land use and development applications.

The City's Development Review Team has reserved two standing meeting times every Thursday for pre-application meetings: 2-3pm and 3-4pm. Once you complete this form and submit necessary materials, you will be contacted by the Community Development Department to schedule a pre-application meeting. Meetings must be scheduled at least a week and a half in advance. However, it is not uncommon for pre-application meetings to be booked several weeks out.

In addition to information about your proposal, please note that a \$200 fee is required for a pre-application meeting.

**Contact Information**

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

**Additional Contact Information** (if necessary)

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

**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: _____                     |   |                                    |

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 Alayna Olivas-Loera (303-235-2852 or [aloera@ci.wheatridge.co.us](mailto:aloera@ci.wheatridge.co.us)) for any questions.

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 already discussed your project with a City staff member, please indicate their name below:

Staff contact: \_\_\_\_\_ Approximate date of contact: \_\_\_\_\_

## Acknowledgements

- I acknowledge that I must submit the necessary documentation and any other relevant documentation to the Wheat Ridge Planning Division with this request form prior to being contacted to schedule a pre-application meeting.
- I am submitting the following information **concurrently** with this form (\* denotes a required submittal):
- |  |   |
|--|---|
| <input type="checkbox"/> Proposal narrative* | <input type="checkbox"/> Conceptual landscape plans                 |
| <input type="checkbox"/> Site plan*          | <input type="checkbox"/> Conceptual architectural plans or examples |
| <input type="checkbox"/> Survey or ILC       | <input type="checkbox"/> Subdivision sketch plan                    |
| <input type="checkbox"/> Other               |   |
- I acknowledge that there is a \$200 fee for the pre-application meeting, payable by cash, Visa, MasterCard, or check payable to the 'City of Wheat Ridge' prior to my scheduled pre-application meeting.
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## Submittal & Payment

**Please submit all materials via e-mail.** Please attach the necessary submittal items (narrative and site plan, *at a minimum*) to the e-mail **with** this form. Meeting request forms sent without the necessary submittal requirements will be considered **incomplete** and will not be scheduled for a pre-application meeting. You may email your meeting request and attachments to Alayna Olivas-Loera at [aloera@ci.wheatridge.co.us](mailto:aloera@ci.wheatridge.co.us).

Directions for paying the \$200 fee will be provided when the meeting date, time and format are confirmed.

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## Attendees & Meeting Format

We request that you identify no more than five (5) people to represent your team at the pre-app meeting; this helps us to ensure an efficient and productive meeting. We can accommodate several meeting formats: fully virtual, fully in-person or a combination of the two. Please indicate how many members of your team will be attending the meeting either virtually or in-person:

\_\_\_\_\_ will attend virtually using Zoom  
\_\_\_\_\_ will attend in-person at City Hall (7500 W. 29<sup>th</sup> Avenue, Wheat Ridge, CO)

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## To be filled out by staff:

Date request received _____	Date submittals rec'd _____
Pre-app meeting date _____	Fee Received _____
Case Manager _____	Due Diligence Complete _____