



# Pre-Application Process Guide

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## Sec. 16-25-240 Pre-Application Process:

For the required pre-application meeting with the Town Planner before the project is brought before the Design Review Board (DRB).

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### Pre-Application Overview:

- Names and addresses of the property owner and/or representative;
  - Before any applicant becomes too invested in a project, this meeting is a good way to gauge whether or not the Town will support what is being applied for
  - A brief written summary of the project including:
    - A site plan prepared at an easily readable scale showing:
      - The boundaries of the proposed project
      - The relationship of the proposed project to surrounding properties and conditions (roads, streams, rivers, and existing structures)
      - Proposed buildings, improvements, and infrastructure (i.e. any knowledge of existing water lines and sewer lines)
  - Information that is sufficient for determining the nature of the project and the type, extent, and location of impacts associated with the project including: a written sum, a site plan, and/or building plans.
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### Please be prepared to answer:

- General characteristics of proposed development or project with emphasis on existing conditions of the subject property and its potential impact on surrounding areas, including potential environmental effects and planned mitigation strategies.
  - For larger projects (multi-unit development, re-subdivision) applicants are encouraged or may be required to provide preliminary statements of impact to the environment or public infrastructure (roads, water, sewage)
  - The nature of the development proposed, including land use types and their densities; placement of proposed buildings and maintenance of common open space or treatment of public use areas; the preservation of natural features; proposed parking areas and internal circulation system, including trails, the total ground coverage of paved areas and structures; and types of water and sewage treatment systems proposed.
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### Be prepared to discuss:

- Community policy considerations, including the review process and likely conformity of the proposed development with the policies and requirements of these regulations.
- Applicable regulation, review procedures, and submission requirements.

- Other regulatory reviews or procedures to which the applicant is subject, the applicant's time-frame for the project, and other concerns of the applicant.
- Pertinent issues that may impact the development or project.

Please be aware that:

- Any comments or commitments made by the Planning and Zoning Department during the pre-application conference are only preliminary in nature and should not be relied upon as assurances to the applicant. All prospective applicants should be informed that formal comments cannot be made by staff until after the application is submitted.
- Pre-application meetings are held on Thursdays of each week between 11:30am and 2:00pm and are only held upon request made at least one (1) week in advance. Please contact 970-827-5645 Ext. 2 or [planner1@minturn.org](mailto:planner1@minturn.org).
- Pre-application request forms are required with basic information about the requested project and accompanied by draft or conceptual site plans, maps, building plans, photos and other information sufficient to determine the scope and scale of the project.

