Community Development Department
1290 S. Public Road, Lafayette, Colorado 80026
303-665-5588
Fax 303-665-2153

Pre-Application Conference Form

General

Prior to submitting any formal application for development, the applicant is required to have pre-application conferences with the Community Development Director or the director's representative.

The purpose of the first pre-application conference is to familiarize the applicant with the City's requirements, procedures and comprehensive plan before substantial time and financial commitments are made in the preparation of plans, surveys, and other studies. At this pre-application conference, the Community Development Director or director's representative will furnish the applicant with a pre-development questionnaire. Completion of the predevelopment questionnaire by the applicant shall be a prerequisite to filing a formal application.

The purpose of the second pre-application conference is to allow city staff an opportunity to review the applicant's application package in order to verify compliance with the submittal requirements. The requirement for a second pre-application conference may be waived by the Community Development Director.

Pre-Application Conference Fees

☐ Minor Applications: Minor subdivision, vacation, special use, rezoning, etc. $100.00

☐ Major Applications: Sketch Plan, preliminary plan & PUD, Annexation, and Special use review for oil or gas operations, etc. $500.00

Fees must be paid prior to the meeting.

Required Information:

Applicant_____ Date _____

Address_____ _____

Phone_____ Fax: _____

E-mail _____

First Pre-Application Conference *(To be completed by Staff)*

Type of Application _____

Fee _____

Fee Paid _____

Date of Meeting _____

Second Pre-Application Conference *(To be completed by Staff)*

Type of Application _____

Fee _____

Fee Paid _____

Date of Meeting _____