



Preliminary Project Inquiry

Purpose:

A Preliminary Project Inquiry (PPI) is an optional process that is intended to benefit the applicant by providing them a free staff review to identify “Critical” issues of an initial concept for development. The PPI review is intended to identify high level critical issues that may substantially impact the potential development. The Planning Division will manage the routing of the PPI and the compiling of any critical comments received by Town review departments.

Process:

The PPI submittal will typically be completed in 1 week. After the 1 week review period staff will compile any critical comments provided by the town review departments into a single document that will be provided to you for your use as you decide to proceed to the next step. The comments will be provided by email and a record of the comments will be maintained by the Town on our development activity map.

Application:

A fully completed PPI application, with attachments, is required to be submitted prior to the application being routed for review by the Planning Division. Applications and submittal requirements can be obtained on-line at www.crgov.com

Fee: No Fee Required

Next Steps:

A Pre-Application Meeting is required to be completed prior to a Formal Submittal Meeting for acceptance of an official application. The Pre-Application and Formal Submittal meeting requirements can be found on-line at www.crgov.com.



Preliminary Project Inquiry (PPI)

Achieving the Community Vision through Excellence, Dedication and Service

Applicant Information

APPLICANT: _____ PROPERTY OWNER: _____
COMPANY: _____ PHONE: _____
ADDRESS: _____ FAX: _____
CITY/ZIP: _____ E-MAIL: _____
APPLICANT'S SIGNATURE: _____

Property Information

SITE ADDRESS/GENERAL LOCATION: _____
CURRENT USE: _____
CURRENT ZONING: _____ (if zoning is PD, give name) _____
PROPERTY SIZE: _____ Acres or _____ S.F. BUILDING SIZE: _____ S.F./Units

Conceptual Plan and Description (items required to be submitted)

- Provide a written description of the proposed project. Include information such as proposed uses, building square footage, number of parking spaces, amount of open space, minimum lot size, average lot size, etc.
Provide a conceptual site plan or bubble diagram. Include information such as location building footprints/use areas, location of access points, location of open space, sidewalks, elevation of buildings, location of detention ponds, etc.
Provide a list of questions for which you want specific answers.

Review Process

- Applications are due by noon on Wednesday.
Staff comments will typically be returned in 7-12 business days depending on submittal date. Annexation inquiries may require additional time.
Staff comments will address critical issues as identified by staff based on the information received in the inquiry.
Town codes, regulations, and criteria manuals can be found at www.crgov.com/2191/Code-Central

Date Accepted: _____

Note: Materials submitted for review as part of a Preliminary Project Inquiry do not constitute an "application" for development. Staff opinions represented in the Town's response are informational only and do not represent a commitment or formal action on behalf of the Town.
Note: All Preliminary Project Inquiries will be posted to the Town's Development Activity Map once submitted. After the applicant is in receipt of the Town's written response the Preliminary Project Inquiries will be removed from the Development Activity Map within 90 days.