



PRELIMINARY APPLICATION FOR DEVELOPMENT:
(Circle project type below)

DATE FILED _____
NOTIFICATION # _____

- ADDITIONAL BUILDING HEIGHT REQUEST
- ANNEXATION
- CERTIFICATE OF APPROPRIATENESS
- FLOODPLAIN PERMIT
- REZONING
- RIGHT OF WAY VACATION
- SIGN PERMIT
- SPECIAL EXCEPTION REQUEST
- SUBDIVISION
- VACATION OF INTERIOR LOT LINE
- VARIANCE

APPLICANT/OWNER NAME: _____

ADDRESS: _____

PHONE NUMBER: _____ EMAIL ADDRESS: _____

PHYSICAL ADDRESS OF PROPERTY: _____

LEGAL DESCRIPTION OF PROPERTY ON WHICH PROPOSED WORK OR ACTIVITY IS TO BE DONE: _____

SQUARE FEET (IF APPLICABLE): _____ LOT SIZE: _____

ZONING: _____

EXISTING LAND USE: _____

PROPOSED LAND USE: _____

DETAILS OF DEVELOPMENT PROPOSAL: _____

APPLICANT'S SIGNATURE: _____ DATE: _____

I hereby certify that I am the applicant named herein and that I understand the rules and regulations with respect to preparing and filing this request, and that the foregoing statements are true and accurate to the best of my knowledge. I also acknowledge that a Preliminary Application meeting is meant to provide the applicant guidance on the City's development process and that all development is subject to the regulations in the Municipal Code and the Development Code.

A prospective applicant is required to submit a preliminary application of a development proposal concept. The development project types are stated on the first page. This gives the City Staff an opportunity to:

- Review the request thoroughly in order to provide excellent customer service. This helps staff to efficiently provide you the information you need in order to move forward with the development.
- Identify relevant Master Plan goals, Historic Preservation design guidelines, zoning and development codes, review procedures, criteria, and submittal requirements.
- Identify opportunities and constraints, site history, context of the surrounding area, and discussion of project alternatives or modifications.

STEPS:

1. Fill out the Preliminary Application form and include any relevant documents for the City Planner's review. These documents may include surveys, plot plans, site plans, architectural elevations, photos of the subject property, etc. Please be clear on your proposal. The more information, the better.
2. Email the Preliminary Application and relevant documents to Alyssa Rivas, City Planner, at arivas@cripple-creek.co.us **no later than Tuesday at 3 PM**. After a completed application is received, the City Planner will contact you to schedule a meeting time.
 - All Preliminary Applications meetings are currently being held on Tuesdays. Meetings may be held in person, or remotely. Please note that waiting times for an appointment with the City Planner may be up to two weeks, depending on the number of other projects in the queue.
3. The City Planner will review your request and analyze it against the standards in the Municipal Code and the Development Code. The City Planner will reach out to you within 1-2 weeks with written feedback on the proposal. The City Planner will also notify you of:
 - Which applications are required for the development.
 - What the associated development application fees are.
 - What types of public hearings will be required (if applicable).
 - Public noticing procedures and deadlines (if applicable).
4. The applicant may call or email the City Planner with questions at any time. After all staff comments have been addressed, the applicant may submit an official application for development. All application forms are available on the Cripple Creek Community Development website. **An application is not considered complete until all required documents are submitted, and all associated fees are paid.**
 - There are no fees associated with a Preliminary Application request.