



City of Thornton Pre-Application Meeting Process

Pre-Application meetings are offered as an informal step in the Land Use application process to applicants and/or their representatives, potential developers and property owners. The meeting provides the opportunity to meet with City staff to discuss a land use proposal before making a formal application submittal to the City. The purpose of the meeting is to inform City staff about the proposal and staff to explain the review process, offer the City's perspective, and provide handouts, guides and application forms.

To schedule a Pre-Application meeting, please submit the following documents electronically via email to developmentsubmittals@ThorntonCO.gov or CD to the City Development Department.

- **A Cover Letter:** The cover letter should explain what you wish to do on the property anticipated uses, identify the number of units, show the square footage of the building, identify the types of businesses, number of employees, hours of operation, number of acres, etc. Also, provide the names, telephone numbers and addresses of the property owner(s), applicant representatives or potential developers.
- **A Vicinity Map:** A vicinity map showing where the property is located within the City of Thornton.
- **A Proposed Site Development Plan:** This graphic should be drawn to scale and include a north arrow, building footprints, parking and landscape areas, access points, streets, potential park and open space areas and Rights-of-Way. Also identify any existing buildings on the site, natural features of the property which we should be made aware of, and any easements affecting the property.

Additional items that would be helpful:

- Building elevations, identifying building materials, types of construction and setbacks contemplated for the use.
- Occupancy classification, total square footage, and any subdivision lot arrangements.
- The more information you provide, the more detailed information we can give back to you.

When to make a submittal:

- The above documents need to be submitted to the City by **5 p.m. on Monday of any week** to schedule a meeting for the following week on Thursday. If all meeting times are already reserved, the meeting will be scheduled for the next available date and time.
- The date and time for your meeting will be scheduled at the time we receive your submittal.

At the meeting:

- You are welcome to bring anyone you wish to the pre-application meeting to discuss site development issues.
- City representatives in attendance usually include a planner, development engineer, fire protection engineer and landscape architect. Building Inspection or Economic Development staff may attend as appropriate.
- City staff is committed to providing top-notch customer service and information to help you make decisions about your project.
- If you have any questions, please contact a City Development Administrative Specialist at 303-538-7295.