Planning Division
Community Development Department
THE CITY AND COUNTY OF BROOMFIELD

REVOCABLE PERMIT CHECKLIST

Project Name: _____**Case No.:**_____

Please note that unless a requirement is waived in writing, an application missing any of the items below will be considered incomplete and will not be processed.

Pre-Application Meeting

- ❑ Highly recommended with a member of the Planning staff at least two weeks prior to plan submittal.

Executed Forms

- ❑ Development Application

Fee for Processing and Recording.

- ❑ No minimum fee.
- ❑ The city reserves the right to charge reasonable rates of compensation for any person's occupation of the public rights-of-way as may be permitted by law.

Legal Description and Exhibits

- ❑ Legal Description on 81/2" by 11" paper for each proposed area of improvement with drawing of each area as attached exhibits. Provide on disk (Word) if longer than one page

Revocable – Minimum / Initial Requirements
Written description of proposal including the following information:

- ❑ Provide name, address, and telephone number of the applicant owning the facilities to occupy public property.
- ❑ The name, address, and telephone number of a contact person for the facilities.
- ❑ A statement as to the purpose(s) of the facilities and a detailed description of all types of quantities of facilities to be placed on public property.
- ❑ A statement as to whether installation will require a public right-of-way permit pursuant to Title 14 and whether an application for such a permit has been filed with the city.

To be completed by Planning:

- ❑ APPLICATION COMPLETE AND ACCEPTED
- ❑ DATE:_____