Planning Division
Community Development Department
THE CITY AND COUNTY OF BROOMFIELD

TYPICAL FINAL SUBMITTAL REQUIREMENTS FOR PUBLIC HEARINGS OR MEETINGS

General Instructions

1. **Please verify with the case planner that the plans/final documents are acceptable to print.**
2. **Final Submittals are typically due 8-10 working days prior to the meeting date.**
3. **The City Council Concept Review Meetings and City Council Public Hearings begin at 6:00 p.m.**
4. **The Planning and Zoning Commission Meetings begin at 7:00 p.m.**
5. **The meetings and hearings are located in the City Council Chambers of the George DiCiero City and County Building located at One DesCombes Drive, Broomfield, Colorado.**

Meeting Specific Instructions

1. **Concept Review Submittal (Public Meeting)**
   - ❑ 35 Sets of the Concept Review Plan
     - o 11 x 17-inch size paper
     - o Stapled and tri-folded to an 8.5 x 11-inch size

2. **Planning and Zoning Commission Submittal (Public Hearing)**
   - ❑ 25 Sets (11" x 17" size) of the Development Plans with supplemental color copies
   - ❑ 1 Sets (24" x 36") of Development Plans
     - o Plans should include the formal black and white line drawings.
     - o The 11" x 17" size plans should include supplemental color copies of the landscape/site plan, building elevations, and building perspectives.
     - o All plan sets should be stapled and z-folded to an 8.5 x 11-inch size

3. **City Council (Public Hearing)**
   - ❑ 25 Sets (11" x 17" size) of the Development Plans
   - ❑ 1 Set (24" x 36") of Development Plans
     - o Plans should include the formal black and white line drawing.
     - o The 11" x 17" size plans should be supplemented by color copies of the landscape/site plan, building elevations, and building perspectives.
     - o All plan sets should be stapled and tri-folded to an 8.5 x 11-inch size.
   - ❑ 2 Sets (24" x 36") of Mylars
     - o Mylars must include all signatures in permanent black marker such as a Sharpie pen. Carrier strips (SAFCO 6552 or comparable) must be affixed to the left or top 24" side.)

   - ❑ Agreements - Executed Pages and All Final Exhibits

   - ❑ Disk No. 1 - Submit with final plans (see No. 1 above for list of plans)
     Label disk face with Filing Name, No. (if applicable) and SDP or other plan name if different.
     Include all Final Plan Drawings in AutoCAD versions 2009 or older.
     File plan drawings in a separate e-folders identifying plan type (i.e., SDP, Plat, etc.).

   - ❑ Disk No. 2 - Submit with PDF files of all final reports
     Label disk face with Filing Name, No. (if applicable) and SDP or other plan name if different
     Include all applicable final reports, each with identifying name (Utility, Drainage, Traffic, Geotechnical/Earthen Cut and Fill, Wildlife/ Environmental, Oil & Gas).

   - ❑ Open Lands Tracking Form.