

# Application for Pre-Application Meeting



The Town of Granby requires the completion of a Pre-Application Meeting in advance of most planning-related approval processes. The purpose of these meetings is to outline the process of reviewing and approving applications and review key issues regarding projects with applicants in advance of the submittal of formal applications to the Town. Pre-Application meetings (up to one hour in length) are conducted free of charge. A plan in sufficient clarity to indicate the nature and extent of the anticipated project must be submitted. Please consult GMC Section 16.15.060.50 for additional information.

Staff Use Only
<b>Date Application Submitted:</b> _____
<b>Fee Paid:</b> <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit Card
Receipt # _____

**Applications must be made online and via email:**

and payments can be submitted three ways:

**Online:** <https://us.cloudpermit.com/gov/login>

+ Email: [planning@townofgranby.com](mailto:planning@townofgranby.com)

**Payments of fees can be submitted in three ways:**

**In-Person:** Town Hall, Zero Jasper Street, Planning & Zoning

**Online:** <https://www.townofgranby.com/onlinepayments>

+ Email: [planning@townofgranby.com](mailto:planning@townofgranby.com)

**USPS:** Town Hall, Planning & Zoning, PO Box 440, Granby, CO 80446-0440

Applicant Information	
<b>Name:</b>	<b>Mailing Address:</b>
<b>Phone Number:</b>	<b>Email:</b>

### Submittal Requirements Checklist (Section 16.15.060.50)

No later than the Wednesday prior to a scheduled Pre-Application Meeting, the potential applicant shall provide the following documents and exhibits for review by Town staff and/or consultants:

- (1) Contact Information for the development team and primary contact information (to include the project’s Surveyor, Civil Engineer, and Design Team)
- (2) Written narrative of scope of the development, to include the following:
  - a. Parcel number, address, owner, and size (in square feet or acres)
  - b. Existing zoning
  - c. PDOD governing parcel (if applicable)
  - d. HOA governing parcel (if applicable)
  - e. Proposed use / occupancy
  - f. Proposed scope of work
- (3) Schematic plan of the site and proposed development to include:
  - a. Vicinity map
  - b. Parcel map
  - c. Overall site plan
  - d. Project Summary, including zoning, acreage, building coverage, and parking count
  - e. Easements
  - f. Existing utilities
  - g. Existing streets and rights of way

