



## City of Black Hawk

Community Planning and Development  
211 Church Street  
P.O. Box 68  
Black Hawk, CO 80422  
Ph: 303-582-0615 Fax: 303-582-2239

### *STEP 1 INSTRUCTIONS: PRE-PLANNING & LAND DEVELOPMENT*

#### **IMPORTANT INFORMATION TO CONSIDER PRIOR TO APPLICATION SUBMITTAL**

1. Applicant is required to meet with the Community Planning and Development Administrator and Land Use Planning Consultant prior to submitting a land development application. The meeting ensures all necessary information and documentation is provided at the time of application submittal.
2. Only complete application submittals (see Step 1 and Step 2 sheets for Pre-Application phase), as determined by the Community Planning and Development Administrator and Land Use Planning Consultant, will be accepted. Applications are accepted by the Community Planning and Development office Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m. Incomplete submittals will not be accepted and returned to the applicant, delaying the review process.
3. Community Planning and Development Administrator and Land Use Planning Consultant perform an application sufficiency review to determine application completeness and which design standards are applicable (Step 3). The applicant will be notified, within ten (10) business days, if the application is complete and/or if additional information is necessary.
4. A complete application submittal includes:
  - a. Fully completed land development application with signature of applicant.
  - b. Detailed written description of the proposed use, development, or project.
  - c. Graphic representation of the proposed project with enough information on the graphics to explain the project concept.
  - d. A minimum of five (5) hard copy sets of the complete submittal and one (1) electronic in PDF format must accompany the application. Requirement may vary depending on size and type of project. Applicant to confirm with Community Planning and Development prior to submittal.
  - e. Separate list of questions the applicant may need answered (optional).
5. Once Community Planning and Development Administrator and Land Use Planning Consultant have deemed an application complete, the application submittal will be scheduled for City review within a MINIMUM of 15 days AFTER receipt of completed application (as applicable).
6. Applicant is responsible for all fees and costs associated with processing the application as outlined in Section 16-370 of the Black Hawk Municipal Code and adopted Black Hawk Fee Schedule. Documents are on the Black Hawk website at [www.cityofblackhawk.org](http://www.cityofblackhawk.org).
7. Formal development applications are processed thru the same process as outlined above, but also need to include items/form checked by Staff on Step 3 below.



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**STEP 2**  
**PRE-PLANNING &**  
**LAND DEVELOPMENT**  
**APPLICATION**

**TO BE COMPLETED BY APPLICANT**

DATE: \_\_\_\_\_ APPLICANT NAME: \_\_\_\_\_

APPLICANT ADDRESS: \_\_\_\_\_

APPLICANT MAILING ADDRESS: \_\_\_\_\_

APPLICANT CONTACT NUMBER: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

PROPERTY OWNER NAME: \_\_\_\_\_

PROPERTY OWNER ADDRESS: \_\_\_\_\_

PROPERTY OWNER MAILING ADDRESS: \_\_\_\_\_

PROPERTY OWNER CONTACT NUMBER: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_

PROJECT DESCRIPTION: \_\_\_\_\_

IS PROPERTY WITHIN CITY LIMITS: YES  NO

PRESENT ZONING: \_\_\_\_\_ CURRENT USE: \_\_\_\_\_

NAME OF EXISTING PLANNED UNIT DEVELOPMENT (IF APPLICABLE): \_\_\_\_\_

NAME OF EXISTING SUBDIVISION PLAT (IF APPLICABLE): \_\_\_\_\_

GILPIN COUNTY ASSESSOR'S I.D. NO.(S): \_\_\_\_\_ EXISTING PROPERTY SIZE: \_\_\_\_\_ ACRES/SQ.FEET  
 (PLEASE ATTACH A COPY OF SURVEY/PLAT.)

EXISTING BUILDING SIZE: \_\_\_\_\_ SQ. FT. AND/OR NUMBER OF EXISTING RESIDENTIAL UNITS: \_\_\_\_\_

**APPLICANT READ AND ACKNOWLEDGE THE FOLLOWING**

**FOR INFORMATIONAL PURPOSES, SECTION 16-370 OF THE BLACK HAWK MUNICIPAL CODE ESTABLISHES THE REQUIREMENT FOR APPLICANT TO PAY FEES TO COVER THE COSTS THE CITY MAY INCUR BY HAVING THE CITY APPROVED CONSULTANTS EVALUATE AND PROCESS APPLICATIONS. IF YOU HAVE ANY QUESTIONS RELATED TO THIS, PLEASE CONTACT COMMUNITY PLANNING AND DEVELOPMENT FOR CLARIFICATION.**

**APPLICANT AGREES TO THE FOLLOWING CERTIFICATION STATEMENT AND AFFIDAVIT:**

I, as the applicant, hereby certify that to the best of my knowledge and believe, all information supplied with this application is true and accurate and that consent of the property owner listed above, without which the requested action cannot lawfully be accomplished, has been granted. Permission is also hereby granted to the City of Black Hawk staff and their consultants to physically enter upon and inspect the subject property and take photographs as necessary for preparation of the case. In addition, I have read and understand Section 16-370 of the Black Hawk Municipal Code, the adopted Black Hawk Fee Schedule and by signing this application I am agreeing that I am authorized to sign on behalf of the property owner, or business-owner, or applicant and commit and agree to the payment of any and all fees associated with processing this application and further agree to pay City of Black Hawk invoices associated with the processing of this application.

A complete submittal is a minimum of five (5) hard copy sets and one electronic in PDF format must accompany application.

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_



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**STEP 3**  
**LAND DEVELOPMENT**  
**APPLICATION**  
**PAGE 1 OF 2**

**CONSULTANTS AND CITY STAFF REVIEW ONLY. DO NOT WRITE BELOW THIS LINE.**

All Submittal attachments included? Yes  No, additional paperwork needed (see last page)   
Public Hearing Required with City Council? Yes  No  Administrative Approval: Yes  No   
Date submitted: \_\_\_\_\_ Date deemed complete: \_\_\_\_\_

**ACTION REQUESTED (COMPLETED BY CONSULTANTS OR CITY STAFF):**

- ANNEXATION OF \_\_\_\_\_ ACRES OF LAND AND \_\_\_\_\_ ACRES OF RIGHT-OF-WAY
- ZONING/REZONING: FROM: \_\_\_\_\_ TO: \_\_\_\_\_
- PLANNED UNIT DEVELOPMENT (AMENDMENT)
- FINAL PLAT: \_\_\_\_\_ EXISTING LOTS \_\_\_\_\_ PROPOSED LOTS
- MINOR PLAT
- SPECIAL USE PERMIT
- VACATION OF EASEMENT: \_\_\_\_\_ RIGHT-OF-WAY: \_\_\_\_\_
- VARIANCE
- BOUNDARY LINE AGREEMENT
- ROADWAY EASEMENT
- CHANGE OF USE
- CERTIFICATE OF OCCUPANCY
- TEMPORARY CONSTRUCTION EASEMENT
- LICENSE AGREEMENT
- AIR SPACE EASEMENT
- SITE DEVELOPMENT PLAN
- CERTIFICATE OF APPROPRIATENESS
- TEMPORARY USE PERMIT
- FEMA ELEVATION CERTIFICATE
- FLOOD PLAIN DEVELOPMENT PERMIT
- COMPREHENSIVE SIGNAGE PLAN/SIGN PERMIT
- BOARD OF APPEALS

- REVIEW TO BE COMPLETED BY:**
- City Attorney
  - City Surveyor – CCS Consulting
  - Baseline Corporation
  - SAFEbuilt
  - Community Planning and Development
  - Public Works
  - Black Hawk Fire Department
  - Black Hawk Police Department
  - Black Hawk/Central City Sanitation District



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**STEP 3**  
**LAND DEVELOPMENT**  
**APPLICATION**  
**PAGE 2 OF 2**

**TO BE COMPLETED BY CITY STAFF AND CONSULTANT IN ADVANCE OF SUBMITTAL**

**POTENTIAL SUBMITTAL DOCUMENTS REQUIRED IF SELECTED BY CONSULTANTS OR CITY STAFF**

- One legible copy (no faxed copies) of the recorded Warranty Deed(s), or other such recorded documents, reflecting current ownership and any recorded copies of all documents references within the Warranty Deed(s).
- If dedications to the City are to be made, one legible copy (no faxed copies) of the recorded Deed(s) of Trust, mortgage(s) and/or assignments to any and all lending agencies or individuals, including recorded legible copies of any document(s) referenced within the text.
- If the applicant is someone other than the current owner, a notarized letter of authorization empowering the applicant to act on behalf of the owner.
- A title commitment guaranteeing clear title, including legible, recorded copies of all documents referenced within the title commitment by book and page or reception number. The title commitment must have an "Effective date" no earlier than two weeks prior to the date of the Land Use Pre-Planning Application is submitted.
- If the owner or lender is a corporation, a joint venture, or a partnership, an authorization of signatures (official verification that the signatures are authorized to sign up on behalf of the corporation, joint venture or partnership) will be required in the form of:
  - A copy of the Articles of Incorporation and/or Corporate Bylaws, or a copy of the Partnership or Operating agreement, which identifies by proper name and title those authorized to sign on the corporation, joint venture or partnership's behalf, or
  - A certified corporate resolution by the board of directors specifically identifying and authorizing the signatories.
- A detailed written description of the request. Include Structures location, size and general design.
- Annexation Petition.
- Annexation Plat.
- Site Development Plan: prepared in accordance with the Black Hawk Zoning Ordinance.
- Planned Unit Development (PUD): prepared in accordance with the Black Hawk Zoning Ordinance or conceptual site plan for rezoning proposals to non-Planned Unit Development zone district.
- Preliminary Map: prepared in accordance with the Black Hawk Subdivision Ordinance.
- Final Plat: prepared in accordance with the Black Hawk Subdivision Ordinance.
- ALTA Survey of property showing the property dimensions, existing structures, existing vegetation, adjacent roadways, etc.
- Lot Line Adjustment Plat: prepared in accordance with the Black Hawk Subdivision Ordinance.
- One copy of the Traverse Closure Sheet(s) which include the external boundary and all internal lots, and street centerlines.
- Preliminary Drainage Report: prepared in accordance with the Black Hawk Regulations.
- Final Drainage Report: prepared in accordance with the Black Hawk Regulations.
- Geological Report: prepared in accordance with the Black Hawk Subdivision Ordinance.
- Final Traffic Study: prepared in accordance with the Black Hawk Transportation Regulations.
- Final Grading and Erosion Control Plan; prepared in conformance with the Black Hawk Regulations.
- Preliminary Plans for Public Improvements.
- Quantities Estimates for Public Improvements including an 8-1/2 x 11" location map.
- Subdivision Agreement (SA) Information Sheet, if the SA is to be signed by someone other than the current owner of the property.
- A written legal description prepared by a registered land surveyor if property is not part of an approved Subdivision.
- Storm Water Management Plan (SWAMP).
- Other forms and applications:

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