



City of Black Hawk

Community Planning and Development
211 Church St, PO Box 68
Black Hawk, CO 80422
Visit: www.cityofblackhawk.org
Email: COAC@cityofblackhawk.org

DEVELOPMENT REVIEW PROCESS PRE-APPLICATION Guide

OVERVIEW

All new construction or redevelopment and most land use proposals or revisions require a Development Review of the project by City of Black Hawk staff.

This **Pre-Application** process and meeting provide the City's Community Planning and Development Department, City Consultants, the Development Review Committee (DRC), and other interested parties with the information needed to evaluate a project for any land use actions subject to City review.

Before Formal Land Use or Development applications can be submitted, the City requires a Pre-Application submittal and perhaps a meeting before the DRC. The "pre-app" is an informal way for a potential Applicant to inform the City of their project and for the City's Planning Consultant and/or DRC Team to provide feedback on such items as:

- The specific type of formal land use application(s) required;
- Construction timing related to the proposed project;
- Wet and dry utility items, issues or requirements that will be pertinent;
- Public Improvements that will be required;
- Potential problems that may delay the formal land use review process;
- Building Department and Fire Department expectations and advance information to consider;
- Applicable Municipal Code requirements and review processes;
- If the specific proposal complies with the Comprehensive Plan and Zoning and Subdivision Regulations;
- Required architectural needs such as building elevations, plans, or details that show-specific materials and colors for a Certificate of Architectural Compatibility;
- Site plan concepts such as building orientation, public improvements, landscaping, lighting, parking, and potential signage locations;
- Regulatory standards related to any proposed excavation or grading concepts.

For questions about Pre-Application submittals, contact the City's Planning Consultant Vince Harris, Baseline Engineering Corporation, at [303.912.1900](tel:303.912.1900) or COAC@cityofblackhawk.org. Baseline Engineering will provide the Applicant with directions on applying for the Pre-Application and the specific documents required for the Pre-Application submittal.

The City's Planning Consultant will schedule a Pre-Application meeting before the DRC if required and before the Applicant can submit any Formal Land Use applications and/or any Building Permits for review.

SUBMITTAL REQUIREMENTS

The following Pre-Application packet must be submitted through the City's online portal, [CommunityCore](#). Any missing information may cause the application to be incomplete and, therefore, rejected by the Planning Consultant.

- **Application** – The Applicant first registers as a Community Member or Contractor in [CommunityCore](#) and then creates and submits a new application through the City's online portal, [CommunityCore](#).
 - Contractors must have a current City of Black Hawk Business License to register with [CommunityCore](#). Contact the City Clerk's office to apply for a Business License. <https://www.cityofblackhawk.org/businesssales-tax-licensing-and-contractor-registration> .
- **Authorization Letter** - The Applicant, if different from the Owner, must upload a letter from the Owner granting the Applicant permission to act on the Owner's behalf as part of the application submittal. The Owner must



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also acknowledge the terms of a required *Cost Reimbursement Agreement* (see section below).

- **Project Description Letter:** The Applicant must upload with the application submittal a written narrative summarizing the proposed development that includes existing and proposed land uses; building occupancy type (if known), what uses are to be performed in the space, and whether any hazardous materials are to be stored or used on site. The Applicant includes all questions or concerns they want to discuss in this narrative,
 - When completing the application in [CommunityCore](#), the Applicant enters under Description of Work that a Project Description Letter is uploaded as part of the application submittal.
- **Schematic Site Plan:** The Applicant must upload as part of the application submittal, as determined by Baseline, plans preliminary and conceptual that provide enough information to convey the intent or story of the proposal. If known, include the square footage of proposed or existing building(s) and building setbacks to property lines, access points, parking ideas, drainage plans, and other improvements existing or proposed that would be necessary to explain the proposal.
- **Preliminary Exterior Elevations:** The Applicant must upload as part of the application submittal, as determined by Baseline, building elevation drawings showing all proposed exterior materials, colors, signage, design of building, and the building height dimensions.
- **Cost Reimbursement Agreement:** The Applicant must upload a completed *Cost Reimbursement Agreement*. The Applicant must sign and date it, and submit it as part of the application submittal. The Applicant/Owner enters into this Agreement at the Pre-Application phase. This Agreement will continue with all applicable Formal Land Use Application(s) to facilitate the review, evaluation, and processing of the Applications and to memorialize the obligation by the Applicant/Owner to the City to reimburse the City for all the Consultants' Time, plus the City's 15% Administration Fee and all other City expenses. If the *Cost Reimbursement Agreement* is not provided with the application submittal, the application will be rejected, sent back to the Applicant and not processed.
- **Additional Information** – The more information provided by the Applicant lets Baseline and the City provide good quality feedback.

PROCESS

- After first consulting with the Planning Consultant on submitting a Pre-Application, the Applicant provides **all of the items listed in the Submittal Requirements**, as required by Baseline, through the City's online portal, [CommunityCore](#). Keep in mind that the more information available to the City's review team, the more thorough and complete the comments can be.
- Within **5 business days** of receiving the application, the Planning Consultant will contact the Applicant with the next steps; explain if the concept will likely go through an **Administrative** or **City Council review and approval process**; if a Pre-Application Meeting is required; and if any additional information needs submitted to proceed.
- Pre-Application Meetings are held in person, and schedule availability is on a Wednesday at 10:00 a.m. in the City Council Chambers at 211 Church St Black Hawk, CO 80422. The Applicant can check-in at the Community Planning and Development counter upon arrival.
- At the meeting, the Applicant is provided an opportunity to present their proposal to the DRC for comment and discussion. The Applicant is encouraged to bring their design team and general contractor. The DRC will provide



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verbal comments on various regulations related to the project and describe the necessary items and steps needed to seek approval of an application.

- **10 business days** after the Pre-Application Meeting, the City's Planning Consultant will provide the Applicant with a formal list of comments and a written summary of the items discussed at the meeting and any related information. This will include any Formal Land Use application(s), submittal requirements, and information pertinent to moving forward with the project. Land use approvals are required in advance of submitting any related or required submittals for permits from the City's Building or Public Works Departments.
- A Pre-Application submittal, review, and response will expire 180 days after acceptance of such application if there is no forward movement from the Applicant.
- The Applicant can request a project extension in writing before the Pre-Application expiration date, demonstrating a justifiable cause for the request. The City authorizes the Planning Consultant to grant, in writing, one or more reasonable extensions of time. The Planning Consultant determines the extension of time, per request, not to exceed 30-60-90-or 180 days, which is the new project expiration date.

CODE REQUIREMENTS

Black Hawk Municipal Code is found on the City's website: <https://www.cityofblackhawk.org>; please also note the adopted but not yet codified ordinances. The Planning Consultant will provide specific code sections and requirements for the project with Next Steps.

- ***Please be advised the Pre-Application process is a preliminary review ONLY.***
- ***Discussions with or information provided by the City or its Planning Consultant do not signify project approval.***
- ***The City will conduct a complete review at the time of any Formal Land Use applications and/or building permit submittals.***
- ***Additionally, materials submitted as part of a Pre-Application process do not constitute a Formal Land Use submittal and therefore do not "vest" a Formal Land Use application.***
- ***Pre-Application discussions and meetings are tools for information gathering only and shall not be interpreted as a binding commitment by the City of Black Hawk.***