



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

PRE-APPLICATION GUIDE

OVERVIEW

All new construction, redevelopment and land use proposals or revisions require a Pre-Application. A Pre-Application must be submitted before any Formal Land Use or Building application may be submitted.

The **Pre-Application (Pre-App)** process provides **City Staff** (CP&D/Fire Department/Public Works), **City Consultants** (Planning/Building/Conveyance Contractors), and outside agencies (Sanitation/Health Departments) with the information needed to evaluate a proposed project within the City limits. The Pre-App is an informal way for the City to inform the Applicant on items such as:

- The specific type of formal land use application(s) required;
- 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.
- The need for a Development Review Committee (DRC) meeting. The DRC includes City Staff, City Consultants and outside agencies.

For questions about Pre-App 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-App and the specific documents required for submittal.

DEVELOPMENT REVIEW COMMITTEE (DRC)

On occasion, following the approval of the Pre-Application but before additional Land Use and Building Permits are submitted the City will request a **Development Review Committee (DRC)** meeting with the Applicant. The DRC includes City Staff, City Consultants and outside agencies. The purpose of this meeting is to help the Applicant understand additional items required on future Land Use/Public Works/Building/Fire permits and any outside agency permitting such as:

- 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;
- Sanitation 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;
- Regulatory standards related to any proposed excavation or grading concepts;
- Requirements from and outside agencies involved in the project;

At the meeting, the Applicant presents their proposal to the DRC for comment and discussion. The Applicant



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is encouraged to bring their design team and general contractor if already hired. The DRC will provide verbal and written comments on various regulations related to the project and describe the necessary items and steps needed to seek approval of all future applications.

- o DRC meetings are held on Wednesdays at 10:00 a.m. in the City Council Chambers at 211 Church St Black Hawk, CO 80422.

SUBMITTAL REQUIREMENTS

The following Pre-Application packet is 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.

- **CommunityCore Registration (All Contractors and Community Members must register)**
 - o A **Contractor** is defined as a person or company that undertakes a contract to provide materials or labor to perform a service or do a job.
 - o A **Community Member** is defined as a Homeowner, Business Facility Manager, Business Owner, Design Professional, etc.
 - o On the [CommunityCore](#) login page, choose Contractor or Community Member as defined above.
 - o An account is created directly from the [CommunityCore](#) login page and does not require the City to set up the account.
 - o After the Contractor or Community Member completes their registration, they can apply and pay for permits, and access all approved documents.
 - o A Contractor can be linked to a Community Member's permit and a Community Member can be linked to a contractor's permit. Contractor and Community Member must both be registered to add to their permit.
- **Application:** After the Applicant is registered as a Community Member or Contractor in [CommunityCore](#) they can submit a new application through the City's online portal, [CommunityCore](#).
- **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 letter may be an email from the Owner granting permission.
- **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.
 - o 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.
- **Site Plan (Not required but helpful):** A Site Plan showing where the proposed work will take place. If known, include the square footage of proposed or existing building(s). This plan does not need to be drawn by an architect.



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- **Preliminary Exterior Elevations (Not required but helpful):** Building elevation drawings showing 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](#), signed and dated by the Owner. 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 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, and sent back to the Applicant.
- **Additional Information** – The more information provided by the Applicant helps the Planning Consultant and the City provide good quality feedback.

PROCESS

1. After first consulting with the Planning Consultant on Pre-Application submittal requirements the Applicant provides **all of the items listed in the Submittal Requirements**, as required by the Planning Consultant, 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.
2. Within **24 business hours** of receiving the application, the Planning Consultant will review the Pre-App submittal for completeness. Once reviewed the application will be either accepted, denied or returned for additional information.
3. When the application submittal is complete, the Planning Consultant will accept it. Within **3 business days** of acceptance, the Planning Consultant will send the application to the applicable City Staff, City Consultants and outside agencies for referral review and comments. The City departments have **5 business days** to provide comments.
4. **2 business days** after receiving referral comments on the Pre-App the City's Planning Consultant will contact the Applicant with the next steps; explain the approval process the Land Use application will likely go through, either **Administrative** or **City Council review**, and if a DRC Meeting is recommended.
5. **FEES:** Planning Consultant fees start to incur at the Pre-App submittal. A **Cost Reimbursement Agreement** must be signed and submitted with future Land Use applications. The Cost Reimbursement Agreement is an agreement entered into between the City and the Owner of the property. Once signed it continues to be in effect for all applicable Formal Land Use Application(s) to facilitate the review, evaluation, and processing of the Applications and to memorialize the obligation by the 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.
6. A Pre-App submittal, review, and/or response will expire 180 days after acceptance of such application if there is no forward movement from the Applicant.
7. The Applicant can request a project extension in writing before the Pre-App expiration date, demonstrating



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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 City Staff, City Consultants, or outside agencies do not signify project approval. Discussions and meetings are tools for information gathering only and shall not be interpreted as a binding commitment by the City of Black Hawk.**
- ***Materials submitted as part of the Pre-Application process do not constitute a Formal Land Use submittal and therefore do not "vest" a Formal Land Use application.***
- ***The City will conduct a complete review at the time of any Formal Land Use applications and/or building permit submittals.***