



City of Black Hawk

Pre-Land Use Application Review Process

The Pre-Land Use Application process helps provide applicants with a quick review of concept development proposals based on limited information. A Pre-Land Use Application can be submitted electronically at any time, and is required prior to the submittal of a Formal Land Use Application. Upon receipt of the required deposit, a Development Services Coordinator with the City of Black Hawk will forward the complete application submittal to the land use planning consultant, Baseline Engineering Corporation, for processing and schedule the item for a Pre-Land Use Application meeting. Within 10 business days of the meeting, a follow-up written summary will be provided to the applicant with explanations and requirements for moving the project to the formal application phase.

Step 1: Pre-Land Use Application Submittal.

- a. Applicant submits the following to cpdinquiry@cityofblackhawk.org
 1. **Pre-Land Use Application Form** - A fully completed Pre-Land Use Application Form with the original electronic signature of the applicant
 2. **Cover Letter** – Include a detailed written description of the proposed use, development, or project
 3. **Authorization Letter from Owner** – Granting the applicant permission to act on the owner's behalf
 4. **Graphic(s)** - Provide items such as photos and sketches/exhibits of the proposed project. Include enough information on the graphic to explain the project concept. Please show the existing conditions and proposed changes as best as possible to tell the 'story'
 5. **Plot Plan** – Provide a representation of the property, dimensions of the lot, and the location of the project area
 6. **Pre-Land Use Application Deposit Receipt** – A Pre-Land Use Application deposit shall be paid by the applicant online and before the electronic application submittal at: <https://www.govpaynow.com/gps/user/plc/8706>.
- b. If complete, a Development Services Coordinator will forward the application to the Baseline for review and referral.
- c. Pre-Land Use Applications and Deposits received before 5 p.m. Wednesdays will be scheduled for a Pre-Land Use Application Meeting with the Development Review Committee (DRC) the following Wednesday (7 days later).

Step 2: Pre-Land Use Application Meeting (DRC Meeting)

- a. During the meeting, the applicant will present and summarize the proposed project.
- b. The applicant is encouraged to ask questions. The DRC members will also ask questions and provide responses based on the information provided.
- c. Within 10 business days of the DRC meeting, applicants will be provided with a customized Formal Land Use Application form, submittal checklist, and comments from each project reviewer in attendance at the DRC Pre-Land Use Application meeting. In addition, the applicant will be provided with an estimation of cost from City consultants for the Formal Land Use Application review to be processed.



PRE-LAND USE APPLICATION
 City of Black Hawk
 Community Planning and Development
 211 Church Street, P.O. Box 68, Black Hawk, CO 80422
 Email: CPDinquiry@cityofblackhawk.org • Visit: www.cityofblackhawk.org

COMPLETE ALL BOXES – Incomplete applications will not be processed

Applicant Name:	Applicant Address & Zip Code:
Applicant Phone:	Applicant Email:
Property Owner Name:	Property Owner Address & Zip Code:
Property Owner Phone:	Property Owner Email:
Project Name:	Project Description:
Project Address or Location:	Project Parcel Number:
Existing Subdivision, Lot & Block:	Existing Planned Unit Development:
Existing Property Size: <input type="checkbox"/> Acres <input type="checkbox"/> Sq. Ft.	Existing Building Size in square feet:
Existing Zoning:	Proposed Zoning:
Existing Use:	Proposed Use:

ITEMS REQUIRED WITH PRE-LAND USE APPLICATION SUBMITTAL:

- This completed & signed Pre-Land Use Application form
- Authorization Letter from Owner (Only needed if applicant is not the owner)
- Cover Letter Graphic(s) Plot Plan Pre-Land Use Application Deposit Receipt

APPLICATION AND FEE AGREEMENT:

The Black Hawk Adopted Fee Schedule and Section 16-370 of the Black Hawk Municipal Code establishes the requirement for applicants to pay fees to cover the costs the City may incur by having City approved consultants evaluate and process applications.

I, as the applicant, hereby certify that I believe to the best of my knowledge that all information supplied with this application is true and accurate. I understand that the Pre-Land Use Application will require the submittal of a deposit. Pre-Land Use Application deposits are calculated as follows:

- Non-residential/Commercial buildings less than 1,000 sq. ft. = \$350 deposit
- Non-residential/Commercial buildings between 1,001 – 5,000 sq. ft. = \$550 deposit
- Non-residential/Commercial buildings more than 5,000 sq. ft. and all vacant land = \$1,050 deposit

I understand that if Pre-Land Use Application costs exceed the deposit collected, the City will invoice me, as the applicant, for the additional consultant cost plus a 15% administrative fee. I additionally agree that I am not acquiring any rights by virtue of the payment of the City's expenses.

Deposits may be paid online at <https://www.govpaynow.com/gps/user/plc/8706>

Submit Pre-Land Use Applications and required submittal items to: cpdinquiry@cityofblackhawk.org

Applicant's Signature _____ Date _____

FOR CITY USE ONLY: Received by: _____ Date: _____