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Pre-Application Review Process

This guide describes the Pre-Application Review Process. It should be used in conjunction with the City of Trinidad Municipal Code (See Chapter 14 Land Use Code) and the Comprehensive Plan.

In order to provide future applicants with the best customer service, the Planning Department uses a Pre-Application Review Process. This involves a meeting with Planning staff to ensure an efficient and transparent application process.

Pre-application meetings serve as a crucial first step of the development review process by assisting applicants in gaining a more thorough understanding of the City's process and the issues relative to a land use request. These meetings are a great opportunity to discuss your project, obtain all information you need to prepare a formal application, and secure an understanding of submittal requirements, as well as typical timelines of the review processes.

Pre-application meetings typically include discussion of the following:

- ❖ The proposed project scope
- ❖ The type of application (s) required
- ❖ Submittal requirements and deadlines
- ❖ Initial comments from Planning staff and other City departments (e.g. Utilities, Fire, and Building, etc.)

Pre-application meetings do not have a fee associated and are held in the Planning office located in City Hall, 135 N. Animas Street. Once your pre-application requirements are submitted, a Pre-Application Review Meeting will be scheduled for the following week.

Pre-Application Submittal Requirements

Listed below are the documents required for submission in order to acquaint staff with your project and aid in the Pre-Application Review Process:

A written summary of the proposed scope of work

Proof of Ownership – Deed or Title Policy

A sketch plan (see the attached sample). The sketch plan should include at a minimum:

Identification of general location of the project site (vicinity map)

North Arrow

Existing and proposed structures

Proposed use(s)

Existing and proposed density (if applicable)

Existing and proposed abutting streets, alleys, and sidewalks

Existing and proposed utilities

Dimension of all lots, buildings, and proposed structures

REVIEW PROCESS

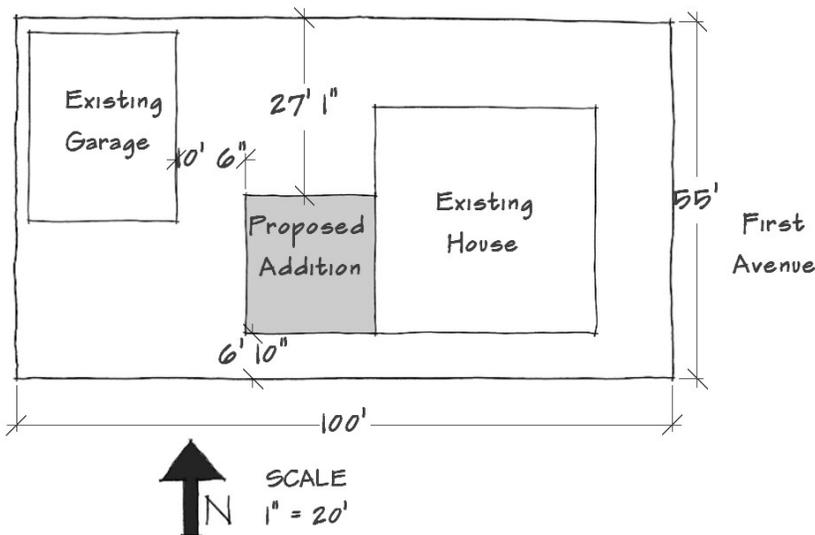
Step 1: Pre-Application Submittal. Collect all preliminary submittal documents required and submit them via email to the Planning office. Electronic submittals are REQUIRED.

Step 2: Staff Review. Pre-application documents will be reviewed by staff within five (5) business days and if determined to be complete, staff will contact you to schedule your meeting.

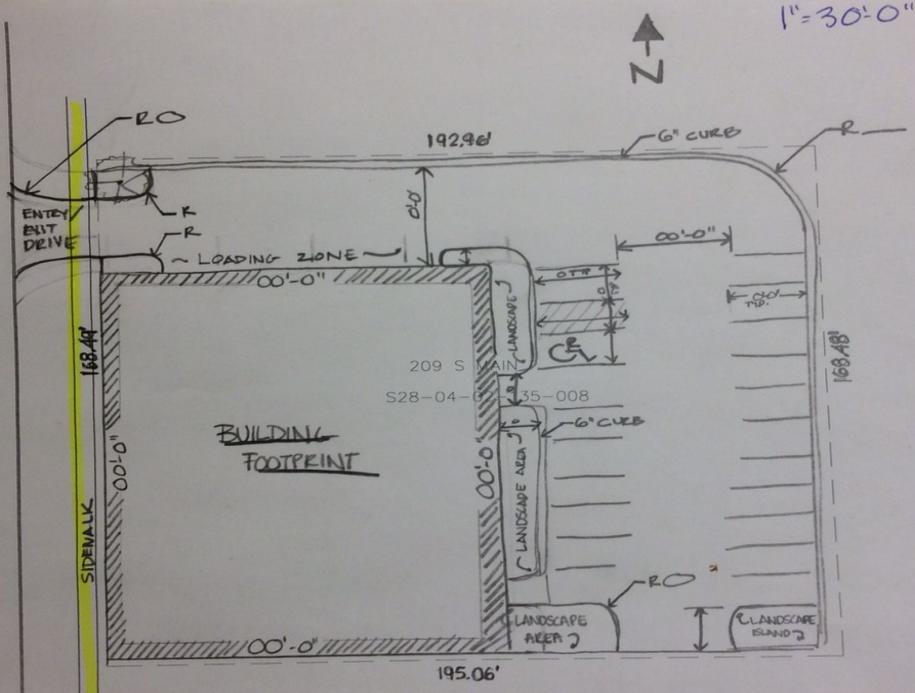
Step 3: Pre-Application Meeting. The pre-application meeting is typically held within ten (10) working days of acceptance of the pre-application submittals. Participants in the meeting will include City staff, applicants, members of applicants' development team (consultants, designers, architects and engineers), and may also include outside agencies and service providers. The goal of this meeting is for participants to gain an understanding of the development review process, summary of required fees, submittal requirements and estimated review timelines.

Step 4: Pre-Application Response. Approximately five (5) business days after the Pre-Application Meeting, staff will provide a formal Pre-Application Summary that includes an overview of the development review process, identify key issues, and summarize required fees and submittal requirements. *Written comments and suggestions from City staff shall be advisory only and shall not be construed as an official directive or as City policy, nor shall the comments of the City staff constitute an official approval or disapproval of the applicant's request.*

Sample Sketch Plans



MAIN STREET



SCHEMATIC SITE PLAN
SCALE: 1" = 30'-0"