



TOWN OF EATON

PRE-APPLICATION REVIEW PROCESS

The Pre-Application Review process helps provide applicants with a quick review of concept development proposals based on limited information. A Pre-Application submittal may be provided at any time, either electronically or in hard copy, to the Town of Eaton. Upon receipt of a check for the amount of the \$500 Pre-Application fee, the Town of Eaton shall forward the complete application submittal to the Land Use Planning consultant, Baseline Engineering Corporation, for processing. Baseline will send the pre-application on referral and contact the applicant with referral information. Baseline will also contact the applicant to set up either a conference call or an in-person meeting at the Town Hall. Within 10 business days of the pre-application discussion, 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—Application Submittal

- a. Applicant submits pre-application form, required items, and \$500 fee to the Town of Eaton.
- b. If complete, Town of Eaton will forward the application to Baseline for review and referral.

Step 2: Referral and Staff Review

- a. Generally within 3 days of receiving a complete pre-application, Baseline will contact the applicant regarding referral process and dates.
- b. Pre-application form and plans are forwarded to the Town Engineer, Town Building Official, and the Eaton Fire District for initial comments. At times – other referral agencies may be added to the referral.
- c. Initial comments due within 10 days.
- d. A site visit is usual but optional.

Step 3: Pre-Application Conference call or In-person Meeting

- a. Baseline will contact applicant to set up an initial conference call or meeting conducted about 10 days after submittal of the Pre-Application form.
- b. During the meeting, the applicant will present and summarize the proposed project.
- c. Baseline will then present referral comments and outline the process and submittal requirements for the formal application phase.
- d. Applicants don't need any surprises. It is ***strongly encouraged*** that the applicant meets with Fire Department and Building Department staff to discuss formal application requirements as soon as possible.

Step 4: Pre-Application Response

- a. A Pre-application response will be prepared by Baseline and forwarded to the applicant within 10 business days following the pre-application discussion noted in Step 3 above.
- b. Pre-application response will include:
 1. Summary of key issues related to the proposed development
 2. Summary of referral comments
 3. Land use application
 4. Land use application submittal checklist
 5. Development Review Fee Agreement

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Baseline Engineering
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TOWN OF EATON PRE-APPLICATION FORM

223 1ST Street, Eaton, CO 80615 • (970) 454-3338 • Fax (970) 454-3339 • www.colorado.gov/townofeaton

COMPLETE ALL BOXES

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/Location:	Project Parcel Number:
Subdivision/Lot/Block:	Section/Township/Range:
Existing Zoning:	Proposed Zoning:
Existing Use:	Proposed Use:

APPLICATION AGREEMENT:

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 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 Town of Eaton 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, 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. In addition, I agree to pay the Town the sum of \$500 to be used to pay the Town's expenses to review, evaluate and process this Pre-Application submittal which funds may be used to pay the cost of third-party consultants (such as Town Planner, Town Engineer, Town Attorney). If the costs exceed the above fee I agree to pay the Town the difference upon receipt of an invoice from the Town of Eaton for time and expenses passed on to the Town of Eaton above the \$500. I agree that I am not acquiring any rights by virtue of the payment of the Town's expenses.

Applicant's Signature _____ Date: _____

DOCUMENTS REQUIRED FOR PRE-APPLICATION MEETING:

Completed Pre-App Form Cover Letter Vicinity Map Sketch Plan \$500 Application Fee

FOR TOWN OF EATON USE ONLY:

Received By:

Date:

Fee Collected: