

INSTRUCTIONS

Return the completed application form to the City of Fountain Planning Department, 116 South Main Street, Fountain, CO 80817.

The required information must be provided to allow the Planning Department to prepare for a pre-application meeting, which provides you with the best possible direction in processing your potential land development application. Please read the attached instructions and if you have any questions, call us at (719) 322-2028.

1. **Development Review Team Meetings** will be scheduled for property owners or contract purchasers of the property. If the owner does not sign the application, a letter of authorization from the property owner is required, authorizing the applicant to represent the project, or a copy of the intent to purchase contract must be provided.
2. Applicants for land development proposals are required to have a pre-application meeting with Planning Department staff or the City Development Review Team prior to submitting an application.
3. Applicants must submit a concept plan or preliminary site development plan of the land development proposal, drawn to scale. Additional information regarding proposed uses, density, access, parking, setbacks, landscaping and other development issues would be beneficial.
4. Tax Schedule Numbers should be provided for the subject property. These numbers can be obtained from your property tax records, by calling the El Paso County Assessor's Office at (719) 520-6600, or on-line at www.elpasoco.com, Assessor's Department.
5. Please be clear and specific about what you would like to do on the property, especially if you want to subdivide it.
6. The applicant will be notified of the established date, time and location of the pre-application meeting by e-mail or telephone. The Development Review Team meets on an as needed basis on Thursdays at 9:00 a.m. in Room 132 (first floor conference room), at 116 South Main Street. *The team meets only if there are prescheduled agenda items.* Applications must be submitted to the Planning Department at least one week prior to the Thursday meeting. In most cases, the Planning Department will schedule the meeting within a week after receipt of the Pre-Application Request Form and payment of fee.
7. Complete this Pre-Application Request Form and return to: City Planning Department, 116 South Main Street, Fountain, Colorado 80817 or by fax to (719) 322-2001. Include the nonrefundable fee as set forth in the fee schedule.
8. The opinions of city staff presented during the pre-application meeting are intended to be informational only and do not represent a commitment on behalf of the city regarding the acceptability of the proposal