



**OFFICE USE ONLY**

Date Recv'd: \_\_\_\_\_

Notice Sent: \_\_\_\_\_

Meeting Date: \_\_\_\_\_

**City of Cherry Hills Village  
Pre-application Neighborhood Input Meeting**

**Instructions:**

1. Upon receipt of this form, the City shall determine a meeting date and time and furnish the applicant with a mailing list and notice.
2. The applicant shall be required to send the notice to all affected property owners and any home owners' associations by certified mail, return receipt requested, at least 15 days prior to the meeting date. The applicant may include plans and a cover letter further describing the request.
3. At least 7 days prior to the meeting, the applicant shall furnish the City with the required items listed in Municipal Code Section 18-11-80(3)(2) (see reverse side for list).
4. Following the conclusion of the meeting, the applicant may submit an application for a building permit. If a building permit application is not submitted within 180 days, all procedures regarding neighborhood meetings must be met again.

**Type of Proposed Work**

- New Single-Family Dwelling
- Addition with 50% or More Sq. Ft.
- Second-Story Addition to an existing one-story structure
- New Commercial, Community or Institutional Structure

**Property Address:**

**Parcel Number:**

**Zoning Classification:**

**HOA (if applicable):**

**Legal Description (Attach Separate Sheet if Necessary):**

**Owner:**

**Address:**

**Telephone:**

**Email:**

**Applicant:**

**Address:**

**Telephone:**

**Email:**

**Description of Work:**

**Preferred Meeting Days/Times:**

Tuesday 1:00 pm \_\_\_\_\_ Wednesday 3:00 pm \_\_\_\_\_

Thursday 8:30 am \_\_\_\_\_ Thursday 3:00 pm \_\_\_\_\_

\_\_\_\_\_  
Owner or Authorized Agent Signature

\_\_\_\_\_  
Date

**Neighborhood Input Meeting Review Documents:**

- (1) A schedule detailing the anticipated dates of construction, including the major phases of construction, such as excavation and grading, foundation work, framing, exterior finish work, interior finish work and landscaping.
- (2) A preliminary construction staging plan meeting the requirements of Section 18-10-40 of this Article.
- (3) A preliminary site plan, drawn to scale and in accordance with an accurate survey, including the following information:
  - a. The size and location of any proposed structures and existing structures;
  - b. The setback distances from lot lines to any proposed structures in accordance with the parcel's zoning; and
  - c. Existing contours in one-foot intervals in USGS datum.
- (4) Building height and bulk plane drawings demonstrating the height and three-dimensional extent of the proposed structures in accordance with the parcel's zoning. The design elements of the building, including the architectural style, colors and materials, are not required.
- (5) Receipts from certified, return receipt requested mailings.

*\*\*Once copy of the above items must be furnished to the City a minimum of 7 days prior to the neighborhood input meeting date.*