



CITY OF BOULDER
Planning and Development Services Center
1739 Broadway, third floor ♦ P.O. Box 791 ♦ Boulder, Colorado 80306
Phone: 303-441-1880 ♦ Web: boulderplandevop.net

REVOCABLE APPLICATION FORM

Application form(s), required application materials and fees are due by 10 a.m. on the application deadline. Please review [Online Development Review Application Guide](#) for instructions on how to submit.

Inaccurate or incomplete information will result in rejection of the application.

A separate building permit and public right-of-way permit may be required in addition to a sign permit, revocable permit or lease.

GENERAL DATA

(To be completed by the applicant.)

PROPERTY

- Street Address (or general location if not addressed): _____
- Legal Description: Lot _____ Block _____ Subdivision _____ (or attach description)
- Type of Improvement: _____
- Location on Property: _____
- Does encroachment presently exist? Yes No If yes, since what date? _____
- Landmark Alteration Certificate (if needed) HIS _____ - _____

TYPE OF REVIEW (Check one)

Lease:

- Patio*
- Planter/ Landscape Wall
- Air Rights (cornice)
- Building
- Monitoring Well
- Other _____

Permit

- Projecting Sign
- Awning

*A proposed patio for a restaurant use may require Use Review Approval

- Name of Development: _____
- Name of Applicant: _____ E-mail: _____
- Address: _____ Phone: _____
- City: _____ State: _____ Zip Code: _____ FAX: _____
- Contact Person (if not applicant): _____ E-mail: _____
- Address: _____ Phone: _____
- City: _____ State: _____ Zip Code: _____ FAX: _____

STAFF USE ONLY

Application received by: _____ Date/Time: _____ Review # _____
 Case Manager: _____ Track #: _____ File Name _____
 Subcommunity: _____ Project Name: _____ Coord.: _____
 Fee: _____ Receipt #: _____ Check #: _____

PERSONS IN INTEREST

Names of **all persons and companies who hold an interest in the described real property**, whether as owner, lessee, optionee, mortgagee, etc. Except for Zoning Verification, application will not be accepted without the required signatures or a letter of authorization. Attach additional sheets as necessary.

Owner Lessee Mortgage Other _____

◆ Name (s): _____ E-mail: _____

◆ Interest: _____

◆ Address: _____ Telephone: _____

◆ City: _____ State: _____ Zip Code: _____ FAX: _____

◆ Signature: _____

Owner Lessee Mortgage Other _____

◆ Name (s): _____ E-mail: _____

◆ Interest: _____

◆ Address: _____ Telephone: _____

◆ City: _____ State: _____ Zip Code: _____ FAX: _____

◆ Signature: _____

Owner Lessee Mortgage Other _____

◆ Name (s): _____ E-mail: _____

◆ Interest: _____

◆ Address: _____ Telephone: _____

◆ City: _____ State: _____ Zip Code: _____ FAX: _____

◆ Signature: _____

CERTIFICATION

(This certification may be completed by an applicant, owner or other representative.)

I certify that the information and exhibits herewith submitted are true and correct to the best of my knowledge and that in filing the application I am acting with the knowledge and consent of those persons listed above without whose consent the requested action cannot lawfully be accomplished. I understand that there may be additional fees required to complete the land use review process.

• Name: _____ Title: _____

• Address: _____ Telephone: _____

• City: _____ State: _____ Zip Code: _____

• Signature: _____

Revocable Application Requirements Checklist:

A REVOCABLE PERMIT OR LEASE APPLICATION WILL NOT BE ACCEPTED WITHOUT THE FOLLOWING INFORMATION:

- Application Fees – Please refer to the Schedule of Fees on our web site for exact fees**
 - A change or transfer of ownership or tenant requires a new application fee.
 - Leases are assessed an **annual** fee based on the square footage of the approved encroachment. A bill is sent after the revocable is approved and annually thereafter.
 - Permits are charged a renewal fee every **three** years. A renewal notice is mailed to the applicant 30 days in advance of the due date.

FROM THE BUILDING OWNER

- Proof of Ownership** from a title company (Commitment for Title Insurance), current to within **30** days, including a legal description. Titles older than 30 days are *not* acceptable and the application will not be accepted.
- OR**
- An Attorney’s Memorandum**, stating the fee ownership in the property as well as a legal description.
- If the owner is an entity**, then proof of authorization to bind on behalf of the entity is required. Please note that different forms of documentation are required depending on the type of entity (i.e. a Limited Liability Company vs. a Corporation). The name and title of person(s) authorized to sign (Manager, General Partner, etc) must be provided, and they must provide a notarized signature.

If the entity is a **Limited Liability Company** (LLC) or a **Limited Liability Partnership** (LLP), the following are **examples** of documentation that may be accepted, subject to the review of the city:

- Articles of Organization
- Operating Agreement
- Partnership Agreement
- Statement of Authority
- Attorney’s Memorandum (must be dated and signed and include company name and title of the authorized person)

If the entity is a **Corporation**, the following are examples of documentation that may be accepted, subject to the review of the city:

- Articles of Incorporation/ Bylaws
- Corporate Minutes confirming current officers
- Statement of Authority or Delegation
- Attorney’s Memorandum (must be dated and signed and include company name and title of the authorized person)

Please note that a copy of the “Articles of Organization” or “Articles of Incorporation” printed from the Secretary of State website listing the name of the “Registered Agent” alone is not sufficient proof of authorization to bind. The documentation provided must clearly show who has the authority to bind on behalf of the entity.

FROM THE TENANT

- If the tenant is an entity**, then proof of authorization to bind on behalf of the entity is required. Please note that different forms of documentation are required depending on the type of entity (i.e. a Limited Liability Company vs. a Corporation). The name and title of person(s) authorized to sign (Manager, General Partner, etc) must be provided, and they must provide a notarized signature.

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- Articles of Organization
- Operating Agreement
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Certificate of Insurance

- A certificate of insurance from the owner or tenant naming the "**City of Boulder and its elected officials and employees**" as additional insured.
- General Liability minimum limit

\$1,000,000 per occurrence
\$2,000,000 aggregate

The certificate of insurance must be signed by a qualified insurance company agent showing valid public liability and property damage insurance and naming the "**City of Boulder and its elected officials and employees**" as **additional insured**. The certificate must show the liability limits, policy number, name of the insurer, effective date and expiration date. The certificate must confirm that subrogation is waived in favor of the Lessor.

Plan and Section Drawings (See attached table)

For all applications, provide detailed plan and/or section drawings of the encroachment appropriate to the application type. Include all existing surrounding structures such as:

- Benches
- Tree grates
- Flower beds
- Awnings
- Signs
- Windows
- Doors
- Planters
- Stairs
- Lights

Include to-scale drawings for the proposed enhancement which identifies the following elements:

- Style (brick, wrought iron, lattice, pipe, etc.)
- Materials (detailed description)
- Colors
- Details showing attachment method (as applicable)

- Exhibit to be attached to the lease and/or permit:** Plans shall be drawn to scale and show exact dimensions for all elements, including the patio encroachment, which shall be clearly identified with cross-hatching or some other pattern. Please clearly label the plans "Exhibit A" and include a total square footage for the encroachment area of patio seating in a key labeled "Leased Premises." Maximum size of paper shall be **11"x17"** and scale must be indicated. For all plans please provide one (1) inch margins at the top and half (.5) inch side margins. See attached example "Exhibit A."
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Survey or Improvement Location Certificate

Required for all leases. Maximum size of paper shall be **11"x17"** and scale must be indicated.

Landmarks Approval (If applicable)

Any exterior changes to a building located within a landmark district or a building that is landmarked requires approval by

the Landmarks Board. This approval is required in addition to any other approval for a permit or lease. For private encroachments in a public right-of-way located in both the Downtown Historic District (the Pearl Street Mall area) and the Downtown Pedestrian District, landmarks staff will coordinate city review. For further information call 303-441-3207.

Restaurant Information (If applicable)

For restaurant uses only. The addition of a patio to a restaurant can require Use Review approval in some zoning districts. For a new patio for a restaurant use, provide a written statement including:

- Total floor area of the restaurant and total number of seats (indoor)
- Total area of the exterior patio and total number of seats (outdoor)
- Hours of operation

FOR ADDITIONAL INFORMATION

Please see Section 8-6-6 "Requirements for Revocable Permits, Short-Term Leases, and Long-Term Leases" of the Boulder Revised Code, 1981. You may also contact a Project Specialist at 303-441-1880 for additional information.

I, _____(print name), the Owner/Tenant (circle one), verify that all required documents as listed above have been completed and submitted to the city of Boulder in addition to the Revocable Application form.

_____(Signature)

_____(Date)

UTILITY COMPANY ACKNOWLEDGEMENT

Please complete the following:

CENTURYLINK

Contact: Dorothy Terranova at 303-245-2248
5325 Zuni St., Denver, CO 80221
dorothy.terranova@xcelenergy.com

I have reviewed the proposed encroachment plans and
recommend Comments:

_____Approval _____Disapproval

Representative's Signature

Date

XCEL ENERGY

Contact: Kali Afolayan at 303-245-2201
2655 N.63rd St., Boulder, CO 80301
kali.afolayan@xcelenergy.com

A statement will be provided on Xcel Energy letterhead in lieu of a signature

COMCAST

Contact: Kevin Young at 720-281-8666, fax 303-603-5628
8470 Umatilla Ave., Federal Heights, CO 80221
kevin_young@cable.comcast.com

I have reviewed the proposed encroachment plans and recommend _____Approval _____Disapproval
Comments:

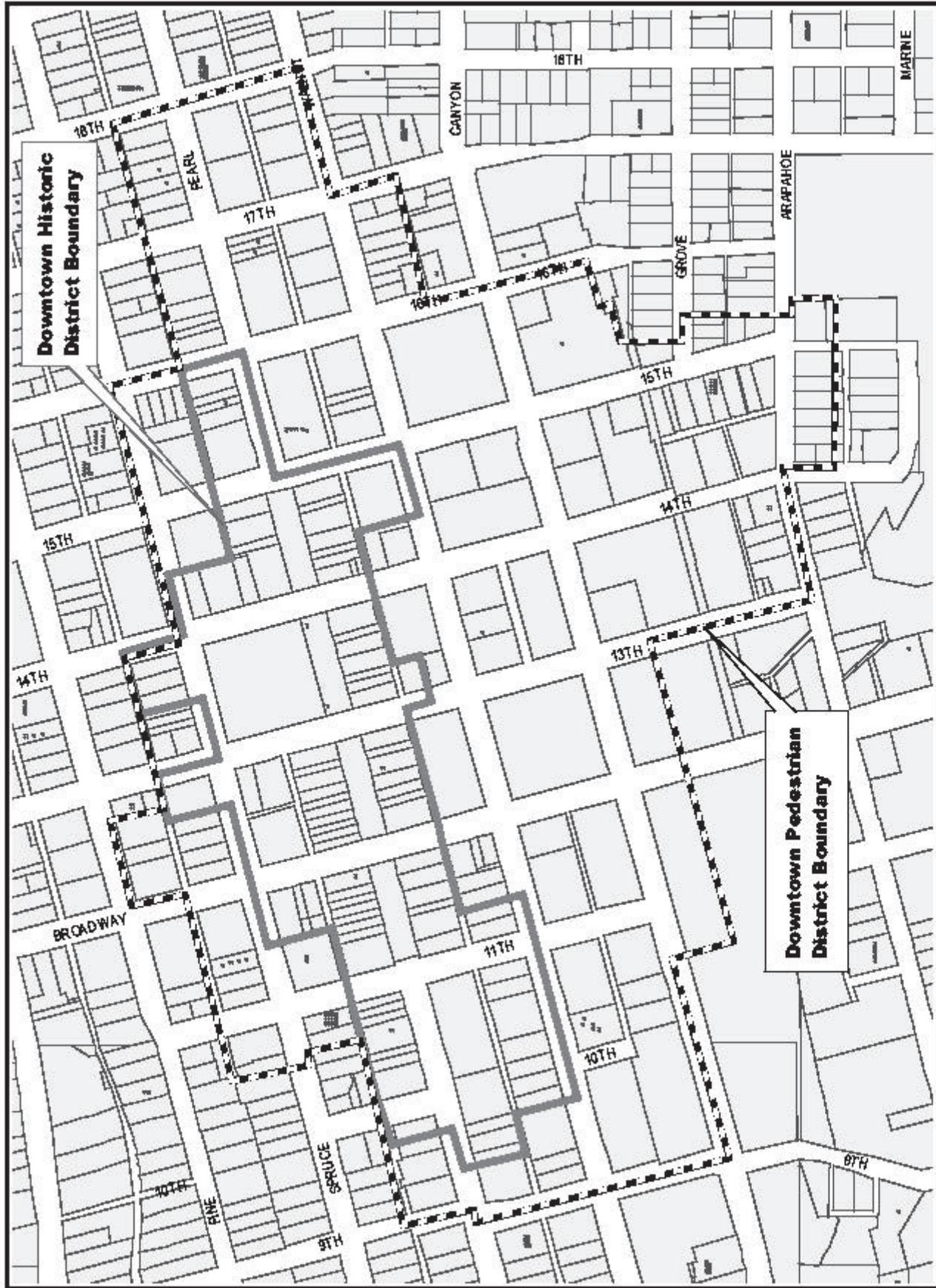
Representative's Signature

Date

REVOCABLE REQUIREMENTS BY TYPE

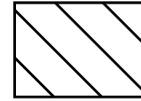
Type of Encroachment	Scaled Site Plan	Include existing site information showing all existing features in Right-of-Way (bike racks, tree grates parking meters, etc)	Area (sq. ft.) of Right-of-Way encroachment	Elevation	Height Clearance (ft. and inches) above ground	Section	Details (Railings, Attachments, etc.)	Utility Company Acknowledgement Form	Landmark Alteration Certificate	Restaurant Information	Notes
Patio (sidewalk seating)	X	X	X	X			X		C	X	1. Show all surrounding elements and dimensions on plan including parking meters, signs, trees and tree grates, benches, etc. 2. Include railing attachment detail.
Planters/ Landscape Walls	X	X	X	X		X	X		C		
Stairs/Ramps	X	X	X	X					C		
Projecting Sign	X			X	X		X		C		1. Show any other projecting sign within 25'. 2. Include attachment detail. 3. Show building frontage. 4. See Sign Code for size restrictions. 5. A sign permit will be required.
Awning	X			X	X		X		C		1. Include attachment detail. 2. If a sign is to be located on the awning an additional sign permit will be required.
Cornice	X			X	X	X		X	C		
Monitoring Wells	X							X	C		
Conduits	X							X	C		

C. Conditional. If the location is a landmark, located within the historic district, then a Landmark Alteration Certificate (LAC) is required.

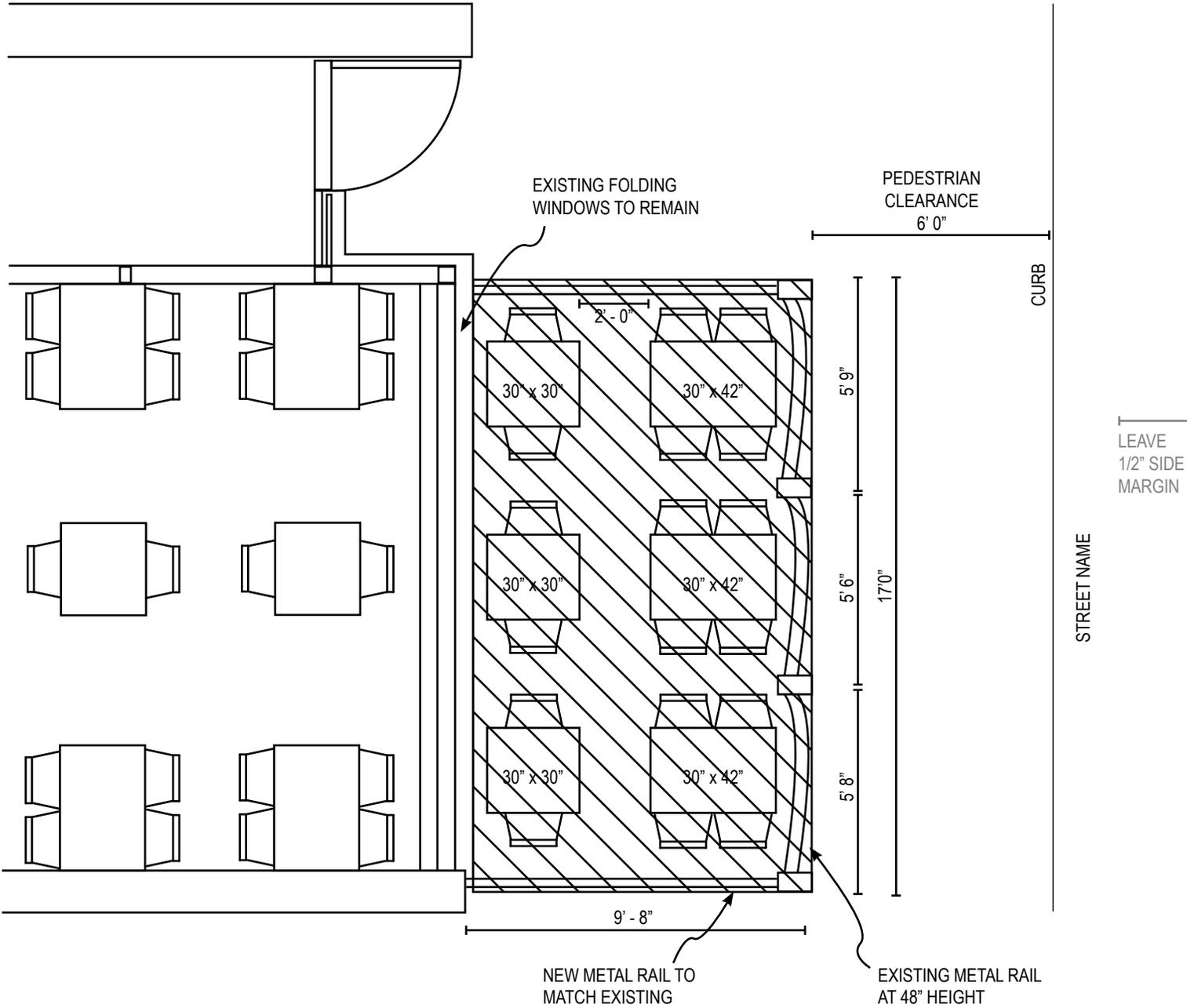


LEAVE 1" TOP MARGIN

EXHIBIT A



LEASED PREMISES
162 SF



<p>↑ 1/4" = 1'0"</p>	<p>PROPOSED PATIO PLAN</p>	<p>Business Name Business Address</p>
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LEAVE 1/2" BOTTOM MARGIN