



Technical Document (TEC) Review Application Form

Application form(s) and 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.

Incomplete applications will not be accepted.

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)

Lot Area (in square feet or acres): _____ Existing Zoning _____

Existing Use of Property: _____

► PROPOSAL

Description of Proposal (include proposed use and summarize number and size of units/buildings/lots, as applicable):

Name of Development: _____

Name of Applicant: _____ E-mail: _____

Address: _____ Phone: _____

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

Contact Person (if not applicant): _____ E-mail: _____

Address: _____ Phone: _____

► STAFF USE ONLY

Application received by: _____ Date/Time: _____ Review #: _____

Case Manager: _____ Track#: _____ File Name: _____

Subcommunity: _____ Project Name: _____ Coord.: _____

Fee: _____ Receipt #: _____ Check #: _____

REVIEW TYPES, REQUIREMENTS AND FEES

To indicate the type of review requested, **check the appropriate box and any applicable subcategories**. If more than one review type is requested, pay the fee for each. View the fee schedule at <https://bouldercolorado.gov/planning-and-development-services-fees-and-taxes>.

Applications will not be processed until all required information is provided.

| Type of Review (Check the appropriate Review Type on the left) | Application Requirements (See key on page 3.) |
|---|---|
| <input type="checkbox"/> Final Plans | |
| <input type="checkbox"/> Final Architecture, Landscaping and Site Plan Combined (<i>only applies to Site Review-Simple</i>) | 10, 11, 12, 20 |
| <input type="checkbox"/> Final Architecture Plan | 10, 20 |
| <input type="checkbox"/> Final Landscaping Plan | 11, 20 |
| <input type="checkbox"/> Final Site Plan | 12, 20 |
| <input type="checkbox"/> Subdivision | |
| <input type="checkbox"/> Subdivision Agreement/Final Plat (<i>must be accompanied by Final Construction Documents and fees</i>) | 1, 3, 4, 5, 7, 9, 14, 16, 17, 18, 20 |
| For Staff Use Only | |
| <input type="checkbox"/> Simple <input type="checkbox"/> Complex | |
| <input type="checkbox"/> Lot Line Adjustment | 2, 4, 5, 6, 8, 9, 17, 18, 19, 20 |
| <input type="checkbox"/> Lot line Elimination | 2, 5, 6, 7, 17, 20 |
| <input type="checkbox"/> Right of Way/ Easement Dedication | 3, 5, 15, 17, 20 |
| <input type="checkbox"/> Engineering - Final Construction Documents | |
| <input type="checkbox"/> Colorado Dept. of Transportation (CDOT) Access Permit | 13, 20 |
| <input type="checkbox"/> Stormwater Plan & Report | 14, 20 |
| For Staff Use Only | |
| <input type="checkbox"/> Simple <input type="checkbox"/> Standard <input type="checkbox"/> Complex | |
| <input type="checkbox"/> Transportation Plan | 14, 20 |
| For Staff Use Only | |
| <input type="checkbox"/> Simple <input type="checkbox"/> Standard <input type="checkbox"/> Complex | |
| <input type="checkbox"/> Utility Plan (<i>must be accompanied by a Landscaping Plan and fee</i>) | 14, 20 |
| For Staff Use Only | |
| <input type="checkbox"/> Simple <input type="checkbox"/> Standard <input type="checkbox"/> Complex | |

NOTE: if more than one of the following documents are required, they all must be submitted at the same time:

- Final Construction Documents
- Final Landscaping Plan
- Subdivision Agreement/Final Plat
- Final Site Plan

APPLICATION REQUIREMENTS

► COMPLETE APPLICATIONS MUST INCLUDE:

One (1) electronic copy of each required application material. Files must be saved using the file name indicated in the [Online Development Review Application Guide](#).

Incomplete applications, applications that are not collated or that include oversized plans **will NOT be accepted**.

| Req. # | Document Description | Required Electronic File Name |
|--------|--|-------------------------------|
| | <input type="checkbox"/> Completed TEC application | TECApp |
| 1 | <input type="checkbox"/> Completed Sign Posting Requirements Applicant's Acknowledgment Form , signed by the applicant, indicating that the applicant understands their responsibility to post a public notice sign on the subject property. | SignPost |
| 2 | <input type="checkbox"/> An improvement survey or improvement location certificate by a registered surveyor. | Survey |
| 3 | <input type="checkbox"/> Legal description of the subject property, printed clearly on an 8 ½" x 11" sheet. | LeglDescProp |
| 4 | <input type="checkbox"/> Vicinity map (8 ½" x 11") indicating the application site and adjacent streets. If site is less than one acre, map must be drawn at a minimum of 1":200' scale. | VMap |
| 5 | <input type="checkbox"/> Current title insurance commitment , title insurance policy and endorsement, or attorney memorandum based on an abstract of title dated within 30 days. | TitleIns |
| 6 | <input type="checkbox"/> A written statement , which describes the proposal and indicates how the application meets all applicable review criteria. See appropriate review attachment. | WrtnStmnt |
| 7 | <input type="checkbox"/> Final plat (no larger than 24"x36"). See Final Plat for Subdivision attachment for plat requirements. | FnlPlt |
| 8 | <input type="checkbox"/> Lot line adjustment map, drawn to a standard scale showing existing and proposed lot lines (no larger than 24"x36"). See Lot Line Adjustment attachment for plat requirements. | LotLnAdjMap |
| 9 | <input type="checkbox"/> Evidence that adequate utility services, including electrical, natural gas, telephone , and other services, are provided for each lot within the subdivision. This may include letters from the utility companies and/or the city signature form that includes electric/gas, telephone, and cable company representatives. See Lot Line Adjustment or Final Plat attachment for plat requirements. | UtilSign |
| 10 | <input type="checkbox"/> Final Architectural Plans (24"x36") of existing structure(s) and any proposed additions or renovations, drawn to an identified scale, including a completed Final Architectural Plans checklist. See Final Plans attachment for architectural requirements. | Archplns |
| 11 | <input type="checkbox"/> Final Landscape Plans (24"x36") of existing and any proposed landscaping, drawn to an identified scale, including a completed Final Landscape Plans checklist. See Final Plans attachment for landscape requirements. Include a tree inventory as described. | LndscpPlns |

| | | |
|----|--|---------------|
| 12 | <input type="checkbox"/> Final Site Development Plans (24"x36"), drawn to an identified scale, showing the major details of the development, including a completed Final Site Development Plans checklist. See Final Plans attachment for site development requirements. | SitePlns |
| 13 | <input type="checkbox"/> Colorado Department of Transportation State Highway Access Permit Application . Colorado Department of Transportation State Highway Access Code – Design Waiver for each waiver requested. | CDOTApp |
| 14 | <input type="checkbox"/> Complete sets of Construction Plans and Reports (separate fees required) including plan and profile drawings and details for all proposed public improvements. Documents submitted in support of a Final Subdivision Plat must be submitted concurrently with the plat. See Final Construction Documents Engineering attachment for specific requirements. | FnIPlt |
| 15 | <input type="checkbox"/> Proposed right-of-way or easement legal description and an 8 ½" x 11" scaled exhibit map showing the subject property and dedication area. Label both with a header "Exhibit A." | LeglDescDed |
| 16 | <input type="checkbox"/> Covenants for maintenance of private utilities or improvements in accordance with Section 9-12-12 (c) of the Boulder Revised Code 1981. | Covenants |
| 17 | <input type="checkbox"/> Proof of authorization to bind the property owner and/or applicant in a legal agreement, including where applicable, articles of incorporation, partnership agreements, operating agreements, unanimous consent of authorization, power of attorney, and/or statement of authority etc. | ProofAuthOwn |
| 18 | <input type="checkbox"/> Computer check to assure that the exterior lines of the subdivision on the final plat close. | CompChk |
| 19 | <input type="checkbox"/> Shadow analysis for any existing buildings per Section 9-9-17 "Solar Access" . See Solar Access Guide for specific requirements. | SolarAnalysis |
| 20 | <input type="checkbox"/> A completed Persons in Interest Form . | PrsonIntrst |