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807 Mountain Avenue | PO Box 1229 | Berthoud, CO 80513 | O: 970.532.2643 | F: 970.532.0640 | Berthoud.org

PRE-APPLICATION MEETING REQUEST PACKET

Thank you for expressing an interest in developing in the Town of Berthoud. We take pride in how the Town has grown through collaboration with the development community. This packet provides a guide to the Pre-Application process, including research, materials, and additional information required from the applicant prior to scheduling a Pre-Application Meeting.

The Pre-Application meeting is the first step to take when considering Berthoud for your next development project. This meeting provides both the Developer and the Town with important information so that land use and zoning applications can be processed effectively, and enable a smoother development review process. The intent is to provide applicants with insight that may impact their applications, to determine if the proposed use is consistent with the intent of the Land Use Code, establish the process for application submittal, and establish development review application requirements and expectations.

The preparation and formal Pre-Application meeting processes are described below.

1: Pre-Application Preparation

Prior to requesting a Pre-Application meeting, prospective applicants should prepare for this meeting by reviewing the following documents. The sequential process below outlines an easy process to first determine if the property and use are a good match.

- a. **Town of Berthoud Zoning Map.** This map will identify the Zone District of a particular property. <https://berthoudpubworks.maps.arcgis.com/apps/instant/basic/index.html?appid=cd7bcb4efffb41b5a92a490ccf6cae3a>
- b. **Berthoud Development Code.** Once you have identified the Zone District of your property, review the Berthoud Development Code to determine if the use proposed meets with the projected uses and standards of the Zone District the property is located within. This information can be most easily found in Section 3, and the Land Use Table. If the proposed use or standards don't fit exactly, come prepared to share with the Town why they do fit. https://www.berthoud.org/DocumentCenter/View/5532/2024-10-09-Chapter-30-Update_Redline_General-Code-Changes?bidId=
 - i. **Town of Berthoud Design Standards.** Review the Town of Berthoud Design Standards to determine if meeting these standards aligns with your development goals. If there are standards that will be difficult for your particular development plans, come prepared to the Pre-Application meeting to discuss why the standards may be difficult and provide alternatives to meet the intent of the standards. These standards are based on master plans, the vision found in the Comprehensive Plan, and the Engineering and Infrastructure Design Standards and Construction Standards. <https://berthoud.org/DocumentCenter/View/4897>
 - ii. **Development Impact Fees.** Review the Development Impact Fees Section that may be applicable for your project. Pay special attention to the Water Right Dedication Requirements.

- c. **Town of Berthoud Future Land Use Map.** This will help you determine if the proposed land use fits within the vision of the property as established in the Comprehensive Plan.
<https://www.berthoud.org/DocumentCenter/View/296/2021-Future-Land-Use-Map-PDF>
- d. **Comprehensive Plan.** Review the Comprehensive Plan and determine if the type of development fits into the Town's vision for the community's future. The 2021 Comprehensive Plan guides new development to accommodate growth as well as to maintain the Town's distinctive character.
<https://www.berthoud.org/DocumentCenter/View/295/2021-Comprehensive-Plan-PDF>
- e. These distinct design guidelines are applicable to all projects, including:
 - i. **Architectural Design Guidelines.** <https://www.berthoud.org/DocumentCenter/View/292/2021-Berthoud-Architectural-Design-Guidelines-PDF>
 - ii. **Landscape Design Guidelines.**
<https://www.berthoud.org/DocumentCenter/View/4288/Landscape-Design-Guidelines-2023>
- f. There are other master plans and overlay districts for you to review as they may impact your overall project depending on the project location.
 - i. **1st Street Corridor Plan** <https://berthoud.org/DocumentCenter/View/4582>
 - ii. **Mountain Avenue Overlay Plan** <https://berthoud.org/DocumentCenter/View/956>
 - iii. **Berthoud Open Space Plan.** <https://www.berthoud.org/DocumentCenter/View/964>
 - iv. **Berthoud Trails Master Plan.**
<https://www.berthoud.org/DocumentCenter/View/1089/Berthoud-Trails-Master-Plan-PDF>
 - v. **Berthoud Transportation Plan.**
<https://berthoud.org/DocumentCenter/View/285/Transportation-Plan-PDF>
 - vi. **Flood Zone** <https://berthoud.org/DocumentCenter/View/4448/National-Flood-Insurance-Rate-Maps-with-Index>

2: Pre-Application Materials

Now that you've reviewed the necessary information, you will need to prepare the materials to provide to the Town of Berthoud Planning Department listed below. All materials are to be complete when submitted. Incomplete material will result in a delay in scheduling the formal Pre-Application Meeting for your development proposal. Additionally, incomplete materials will result in a less productive meeting and will make it difficult for staff to provide helpful feedback during the Pre-Application Meeting.

The information requested below should be emailed to Planning Manager Tawn Hillenbrand at thillenbrand@berthoud.org. Once received, Staff will determine the next available pre-application meeting date. Keep in mind we are typically scheduled 3-4 weeks out, sometimes longer depending on volume.

1. **Project narrative** including responses to the following:
 - a. **General Project Information.** The more information you can provide, the better guidance Staff will be able to give. Please feel to add any information you feel would be beneficial for Staff and their understanding of the proposed project. As part of your narrative feel free to list out any questions you may have as well.
 - i. Applicant's name, address, email and phone number
 - ii. Property owner's name, address, email and phone number (if different from the applicant)
 - iii. Property location, such as an address, or parcel number if not addressed, and a general location such as the northwest corner of _____ Avenue and _____ Street
 - iv. List the type, size (square footage) of all existing structures.
 - a. If there are existing structures on the property, explain how those structures will be used or if they will be removed.
 - v. Describe the proposed project and the specific nature of the proposal.

- vi. For land divisions or subdivisions, include the proposed number of lots to be created (both residential and commercial/industrial), information regarding proposed open space and parks, and describe any project phasing.
- vii. For proposed Commercial uses, provide proposed hours of operation number of employees (FT/PT), and expected customer volume.
 - a. If storage or warehousing is proposed, describe the type of items to be stored and if outside storage may be considered.
 - b. If multi-family, describe if the multi-family units will be rentals or sold.

b. Zoning Information

- i. Zone District of property
- ii. Designation of property as found on the Future Land Use Map.
- iii. Is the property in an Overlay District? Mountain Avenue, 1st Street and Flood Zone are the current Overlay Districts in Berthoud. List any questions regarding the specific Overlay Districts.

c. Planning Questions.

- i. How does the proposed project fit into the overall Berthoud Community? Look at your project as a single piece of a much larger puzzle. Consider open space, parks, trail connectivity / walkability, transportation connectivity, and sense of community, sense of place.
- ii. How is this proposed development or subdivision taking into consideration adjacent lots, whether developed or undeveloped?
- iii. How is the proposal contributing to a livable community? (See the Development Code for the definition of 'livability').

d. Traffic Questions. Note that your responses to these questions will help determine if a traffic impact study or a narrative describing the anticipated traffic is needed with the formal application. Answer to the best of your ability based on preliminary traffic planning.

- i. Describe the current access to the property and where proposed access are planned.
- ii. Describe how many roundtrips/day are expected for each vehicle type: Passenger Cars/Pickups, Tandem Trucks, Semi-Truck/Trailer/RV (Roundtrip = 1 trip in and 1 trip out of site)
 - a. During construction
 - b. At each phase of development
 - c. At full development completion / during site operation
- iii. Describe the expected travel routes for site traffic and the travel distribution along the routes (e.g., 50% of traffic will come from the north, 20% from the south, 30% from the east, etc.)

e. Utilities and Engineering Questions. Responses to these questions will help identify existing infrastructure and provide you with insight into utility connectivity needs for your proposed development.

- i. Describe the plans for stormwater quality treatment and/or release of storm water runoff if applicable.
- ii. Describe the proposed drinking water source on the property and connection.
- iii. Describe the water associated with the property and how the water dedication requirements will be met.
- iv. Describe the proposed sewage disposal system and connection.

2. Concept map illustrating the proposed development in relation to the property and surrounding properties.

- i. Existing and proposed structures, sizes and uses
- ii. Existing and proposed parking areas
- iii. Nearest public roads with proposed and existing access points
- iv. Property boundary
- v. Known easements
- vi. Connection points to the existing or planned Berthoud Trails system

3: Pre-Application Meeting

Upon review of the materials submitted, additional information may be requested, or a meeting will be scheduled. Currently, Pre-Application Meetings are held on Thursdays at 11:00 a.m. and 12:00 p.m. Each applicant will be allotted up to one hour for their Pre-Application Meeting. Complete packages will be scheduled for the next available Pre-Application Meeting.

Both the developer and the property owner shall attend the meeting. The format of the meeting will be as follows:

1. Introductions
2. Applicant to present details of the proposal and how the project meets the intent of the master plans, comprehensive plan, and land use code. Applicant to utilize the questions found in the Pre-Application questionnaire and present findings.
3. Applicant to present questions regarding utilities and infrastructure.
4. Staff to provide input regarding presentation and materials provided prior to the pre-application meeting.
5. Staff to provide information regarding the application process if time allows in the meeting or in the follow-up notes.

The developer will have the opportunity to present and discuss their proposal at the Pre-Application Meeting. Staff from different Town departments, including economic development, water utilities, building, and engineering may be present at this meeting to provide comments on the proposed development. Representation from the Fire Protection District may also be available.

As a courtesy, Town of Berthoud staff will provide developer with unofficial minutes from this Pre-Application Meeting. While the town does provide this courtesy, the developer should come prepared to take notes.

Based on the input from this meeting, the applicant can then decide if they would like to move forward with a formal application. Please note, if a formal application is not made within 6 months of completing the Pre-Application Meeting, a new meeting may be required.
