



Concept Meetings

Purpose

A concept meeting benefits the applicant by giving them the opportunity to present basic information to staff representatives from the Community Development, Public Works, and Fire Departments. The applicant will receive general comments on the feasibility of the plan, the process(es), submittal requirements and fees required to process and review the plan.

Schedule a Meeting

Concept meetings are held every Thursday at 9:00 a.m. and 10:00 a.m. In order to schedule a meeting, the applicant must submit a concept meeting request with supporting documents to DRT@littletongov.org by **Wednesday at noon**. Meetings are scheduled one to three weeks out on a first come, first served basis.

Concept Meeting Packet Requirements/Checklist

In order to assure a successful concept meeting for the applicant, some basic materials must be submitted to the Community Development Department, so that staff can review the materials prior to the meeting.

The applicant should email packet materials to DRT@littletongov.org and include the following:

- Concept meeting request form (attached).
 - A separate letter of intent for your proposal discussing any relevant background, current site status, all proposed uses and possible structures, any relevant information regarding easements, dedicated tracts, or covenants.
 - Rough sketch plan showing current and proposed zoning, proposed access, site data calculations (floor area, F.A.R, density, existing parking spaces, existing drainage patterns and lot layout).
- **One printed copy of the packet materials should be brought to the concept meeting by applicant.

All packets must be complete before the Community Development Department will accept the submittal and schedule the concept meeting. Applicant will receive an email confirming receipt of request form and packet and assign next available meeting date and time. This will be your meeting date unless you contact us to request a different available meeting date and time. If applicants miss a scheduled meeting, they will be required to reschedule for the next open date available.



CONCEPT MEETING REQUEST

Applicant Name: _____ Title: _____

I am the Owner Architect Developer Broker Other _____

Name of Firm: _____

Address: _____

Phone: _____ Fax _____

City _____ State _____ Zip _____

Email Address _____

Property Owner Name: _____ Title: _____

Company Name: _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

I am authorized by, or have the consent of, the owner of the subject property to submit this meeting request.

Property Information

Site Address _____

Closest Major Intersection _____

Property Size _____

Subdivision Name _____

Zoning and Land Use Information

Current Zoning _____ Proposed Zoning _____

Existing Uses: Retail ____, Office ____, Industrial ____, Residential ____, Other ____

Setbacks: Front ____, Side ____, Rear ____

Building Height Allowed ____, Building Height Proposed ____

Density/F.A.R. Existing ____, Density/F.A.R. Proposed ____

Brief description of proposal: _____

- **ATTACH:**
- Separate detailed Letter of Intent
 - Site Plan/rough sketch of proposed project
 - Any other supplemental documents