Thank you for expressing an interest in developing in the Town of Berthoud. We take pride in working with the development community and how the Town has grown. The Pre-Application meeting is the best first step to take when considering Berthoud for your next development project. This meeting provides applicants with important information so that land use and zoning applications can be processed more efficiently. Valuable information is shared by the Town and Developer during the Pre-Application meeting to enable an efficient development review process.

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

1. Prior to requesting a Pre-Application meeting, prospective applicants should prepare for this meeting by reviewing the following documents. Planning team members are available to assist you with this review. Please contact us for assistance.
   a. Town of Berthoud Zoning Map. This map will identify the Zone District of a particular property.
   b. Town of Berthoud Future Land Use Map. This may will help you determine if the proposed land use fits within the vision of the property as established in the Comprehensive Plan.
   c. Once you have identified the Zone District of your property, and determined the projected use aligns with the Future Land Use Map, you will benefit from review of the Zoning Chapter of the Land Use Code to determine if the use proposed meets with the projected uses of the Zone District the property is located within. If the proposed use doesn’t fit exactly, come prepared to share with the Town why the proposed use does fit.
   d. The 2021 Comprehensive Plan guides new development to accommodate growth as well as to maintain the Town’s distinctive character. You will be able to review the Comprehensive Plan and determine if the type of development fits into the Town’s vision for the community’s future.
   e. 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 to meet 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
   f. There are other master plans and overlay districts for you to review as they may impact your overall project.

2. Materials to provide to the Town of Berthoud Planning Department are listed below. All materials are to be completed when submitted to ensure there will be no delay in scheduling the formal Pre-Application meeting for your development proposal. The developer and the property owner are encouraged to attend the Pre-Application meeting. The information requested below should be emailed to Senior Planner Tawn Hillenbrand at thillenbrand@berthoud.org.
   a. Project narrative including responses to the following:
      i. Applicant’s name, address, email and phone number
      ii. Property owner’s name, address, email and phone number
      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. Zone District of property
      v. Designation of property as found on the Future Land Use Map
      vi. Is the property in an Overlay District? Mountain Avenue, 1st Street and Flood Zone are the current Overlay Districts in Berthoud.
vii. Is the property within an area covered by Master Plans including the Parks, Open Space and Trails Plan; the Unified Trails Plan; and the Transportation Plan

b. Response to general questions found below

c. Concept map illustrating the proposed development in relationship 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. 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 11:00a.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.

4. The developer will have the opportunity to discuss their proposal at the Pre-Application meeting. Staff from different Town departments including economic development, 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 requested.

5. Berthoud staff will provide notes from this Pre-Application Meeting.

6. Based on the input from this meeting the applicant can then decide if they would like to move forward with a formal application. Staff will discuss the process needed to complete the development proposal per the Town of Berthoud Municipal Code.

**General Questions**

1. Describe what uses are proposed - Residential, Commercial or Industrial and the specific nature of the proposed use.
2. List your questions regarding the Design Standards, Master Plans or Overlay Districts.
3. Describe project phasing.
4. Explain in detail the proposed use of the property including the number of lots to be created, hours of operation, number of employees (FT/PT), for example.

**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.

1. Describe the current access to the property and where proposed access are planned.
2. 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)
   i) During construction
   ii) At each phase of development
   iii) At full development completion / during site operation
3. 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.)
4. Describe the time of day that you expect the highest traffic volumes from above.

**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.

1. Describe the plans for containment and release of storm water runoff.
2. Describe the proposed drinking water source on the property and connection.
3. Describe the water associated with the property and how the water dedication requirements will be met.
4. Describe the proposed sewage disposal system and connection.
Building Questions. Responses to these questions will help identify additional permits needed for your proposal.
1. Describe if the multi-family units will be rentals or sold.
2. List the type, size (square footage), and number of existing and proposed structures.
3. List the proposed use(s) of each existing and proposed structure.
4. If storage or warehousing is proposed, describe the type of items to be stored and if outside storage may be considered.