

# Town of Breckenridge

P.O. Box 168, Breckenridge, Colorado 80424

Work Session Fees:

Filing Fee: \$570.00

(Note: One-half of the fee may be applied to the Development Permit fee.)

PROJECT _____	PL-2022- _____
PROPERTY OWNER _____	
MAILING ADDRESS _____	PHONE No. _____
EMAIL ADDRESS _____	
APPLICANT/AGENT _____	PHONE No. _____
if other than Owner	
STREET ADDRESS OF PROPERTY _____	
LEGAL DESCRIPTION _____	PRESENT USE OF PROPERTY _____

## WRITE A SHORT DESCRIPTION OF THE PROPOSAL (Required):

### **SUBMITTAL REQUIREMENTS:** Two (2) copies of any maps, drawings or materials needed to adequately describe the proposal.

All drawings and maps shall be to scale. Please include:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Site Plan (2)  | <input type="checkbox"/> All Exterior Elevations (existing/proposed) (2) | <input type="checkbox"/> Floor Plans (2)  |
| <input type="checkbox"/> Preliminary Drainage Plan (2)  | <input type="checkbox"/> Material and Sample Board (1)                   | <input type="checkbox"/> Utility Plan (2) |
| <input type="checkbox"/> 8.5" x 11" Adobe (.pdf) file of site plan and elevations (1 electronic copy) |  |   |

**SUBMITTAL DEADLINE:** Work Sessions are reviewed by the staff and Planning Commission based upon time availability at the Planning Commission meetings. The decision to allow a Work Session will be determined by the staff. The date of the meeting, duration of discussion, and topics for discussion will be determined at the discretion of the Town.

*I am aware that any decision, direction or advice provided by the Town staff or Planning Commission during the review of a Work Session is preliminary and is subject to change. A final decision and permit will only be issued after a formal permit is submitted by the applicant and approved by the Town of Breckenridge. By submitting this application, applicant consents to the Town's staff and elected and appointed officials entering property for purposes related to the review of this application.*

Property Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant/Agent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

Property Owner's Signature verifying acceptance of any conditions of approval placed on the project by Town staff  
Date \_\_\_\_\_

*This request for a Work Session contains no agreement, consideration, or promise that a permit will be issued by the Town. A permit will be issued only in accordance with the Town's planning requirements/code and building codes.*

## WORK SESSION

Application

**This is NOT a building permit or a development permit. Please contact the building department (970-453-3180) to determine if this project requires a building permit or development permit.**

The purpose of a Work Session is to get direction on critical aspects of a proposal before a formal development permit is submitted. Work Sessions are informal discussions with the Planning Commission, and the advice or direction provided by the Planning Commission is subject to change. A final decision on a development proposal will not be made until the applicant submits a complete development permit application, pays the required fee, and the Planning Commission and Town Council make a final decision. The final decision will be subject to the town codes in effect at the time of the formal application.

Procedure:

1. Once a completed application and all accompanying material have been submitted, the Director shall review the proposal and schedule a time for discussion with the Planning Commission. As Work Sessions are not formal applications, the time and duration of the discussion with the Planning Commission are at the discretion of the Director. In addition, the Director shall have the right to deny the request for a Work Session, if he thinks that there is no useful purpose for the Work Session.
2. During the Work Session with the Planning Commission, applicants shall discuss only the critical aspects of the proposal. In general, only one or two main issues should be discussed. Other details of the proposal will be reviewed during the formal development permit review. For information on the types of issues that are appropriate for discussion during a Work Session, please see your staff planner.
3. After direction or advice on the proposal is provided by the Planning Commission, the applicant may choose to submit a formal application, or abandon the proposal. In general, only one Work Session will be allowed per development, and additional discussions with the Planning Commission will require a formal development permit application and fee.