

## Pre-Review

The pre-review is meant to notify applicants of the process for the eight special project types noted below and offer initial feedback. Design review for this project will not begin until the final complete application is received. Staff's initial comments do not constitute design review or approval/denial.

Property Address(es)			
Property Type/Use	<input type="checkbox"/> 1 or 2 Unit Building (Single Family Home, Duplex)	<input type="checkbox"/> Multi-Unit Residential  <input type="checkbox"/> Other	Historic District Name (if known)
<input type="checkbox"/> Commercial, Mixed-Use or Multi-Use			
Contact Name and Company			
Email Address			
Phone Number <small>(area code first)</small>			
Please indicate the project type:			
<input type="checkbox"/> Infill Construction	<input type="checkbox"/> Zone Lot Amendments	<input type="checkbox"/> Second Floor (Pop-Top) Additions	
<input type="checkbox"/> Historic Window Replacement	<input type="checkbox"/> ADU Construction	<input type="checkbox"/> Large Additions	
<input type="checkbox"/> Demolition in Historic Districts or Landmark Structures		<input type="checkbox"/> Comprehensive Sign Plans	
<i>*Only these eight project types require a pre-review, or as determined by staff*</i>			
Description of Project Concept:			

## Pre-Review Checklist

The following is REQUIRED for Pre-Review:

- 1. Complete Application for Pre-Review
- 2. Plans/drawings/sketches that adequately depict the project (clearly note existing and proposed)
- 3. Color photos of existing conditions

Please note: if the proposal includes demolition of an existing structure, a separate demolition application will need to be submitted for approval. Staff will schedule a meeting, call, or communicate via email for the pre-review meeting.

**To submit electronically:** Email this form and supporting materials to [landmark@denvergov.org](mailto:landmark@denvergov.org). Electronic submission should include two attachments: one pdf with the completed form ("yourname-preapp.pdf") and one pdf that combines all supporting materials ("yourname-preapp-materials.pdf"). File size should not exceed 25MB combined. Contact us if you are having trouble with your electronic submission.

**To submit in person:** Submit this form and supporting materials to the Records Counter weekdays between 7:30am and 4:30pm on the 2nd floor of the Webb Municipal Building, 201 W. Colfax Ave.