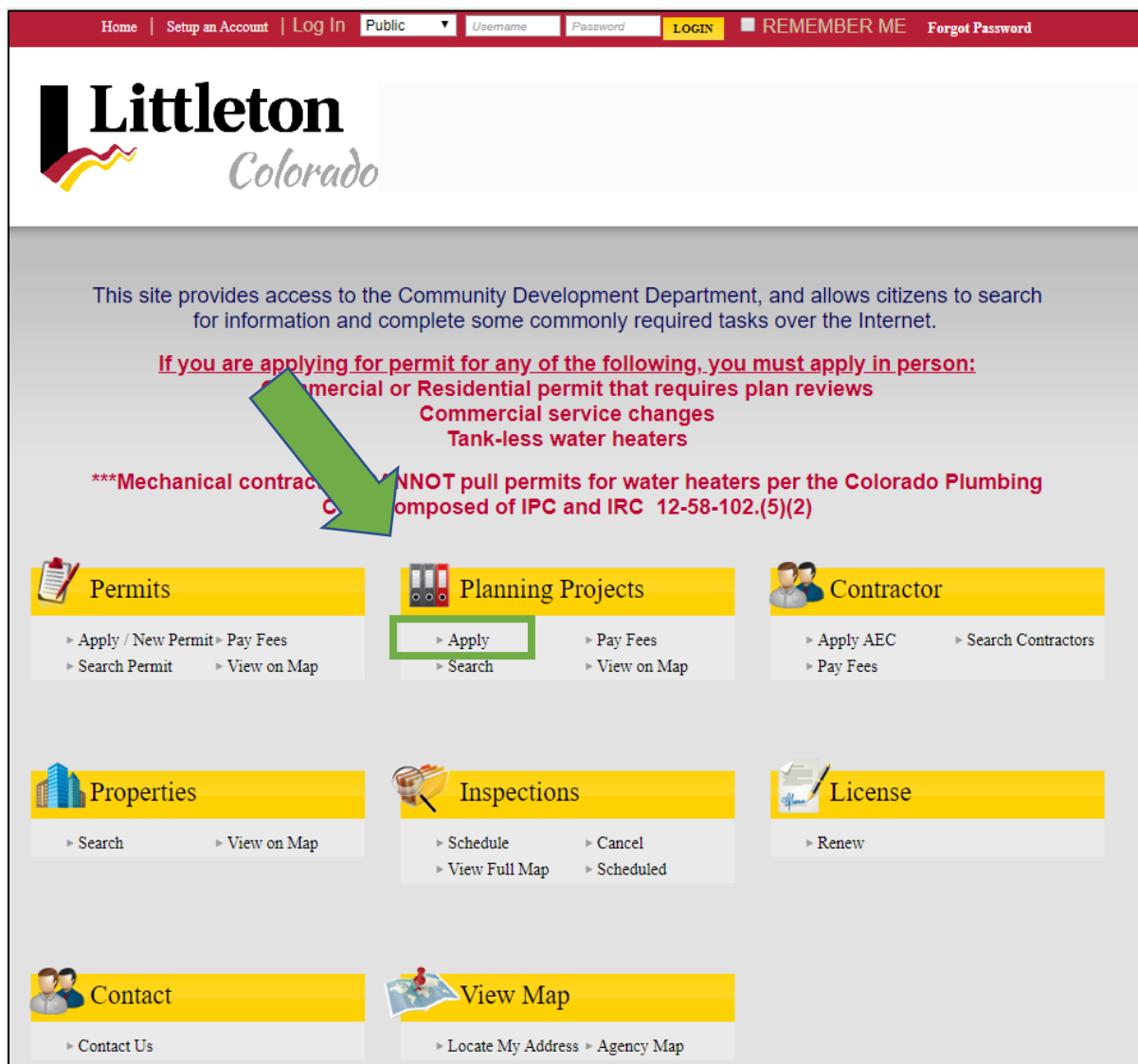


# Pre-Application Meeting

A pre-application meeting is required before submittal of a formal development application. The 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 project constraints and the process(es) and submittal requirements. Any fees required to process and review the plan will also be provided. To request a pre-application meeting, log into [Littleton eTRAKiT Portal](#).

## Step 1: Choose Application Type

Once logged into [Littleton eTRAKiT Portal](#), under the Planning Projects section, select **Apply**



Home | Setup an Account | Log In | Public | Username | Password | LOGIN | REMEMBER ME | Forgot Password

# Littleton Colorado

This site provides access to the Community Development Department, and allows citizens to search for information and complete some commonly required tasks over the Internet.

**If you are applying for permit for any of the following, you must apply in person:**  
Commercial or Residential permit that requires plan reviews  
Commercial service changes  
Tank-less water heaters

**\*\*\*Mechanical contractors CANNOT pull permits for water heaters per the Colorado Plumbing Code composed of IPC and IRC 12-58-102.(5)(2)**

- Permits**
  - Apply / New Permit
  - Pay Fees
  - Search Permit
  - View on Map
- Planning Projects**
  - Apply**
  - Pay Fees
  - View on Map
  - Search
- Contractor**
  - Apply AEC
  - Search Contractors
  - Pay Fees
- Properties**
  - Search
  - View on Map
- Inspections**
  - Schedule
  - Cancel
  - View Full Map
  - Scheduled
- License**
  - Renew
- Contact**
  - Contact Us
- View Map**
  - Locate My Address
  - Agency Map

## Step 2: Read and Accept City Disclaimer

[HOME](#) | [DASHBOARD](#) | [VIEW/EDIT PROFILE](#) | [VIEW CART](#) | [LOG OUT](#)

My Dashboard

**Permits**

- ▶ Apply / New Permit
- ▶ Search Permit
- ▶ Pay Fees
- ▶ View on Map
- ▶ Issued Permits Report

**Planning Projects**

- ▶ Apply for New Project
- ▶ Search Projects
- ▶ Pay Fees
- ▶ View on Map

**Contractor**

- ▶ Search Contractors
- ▶ Pay Fees

**Properties**

- ▶ Search Property
- ▶ View on Map

**Inspections**

- ▶ Schedule
- ▶ Cancel
- ▶ View on Map
- ▶ Scheduled

**License**

**Map**

- ▶ View Map
- ▶ Locate My Address

**Shopping Cart**

- ▶ Pay All Fees
- ▶ Paid Items


**Contact**

- ▶ Contact us

Before proceeding, you acknowledge that you are the homeowner performing work on the property in which you currently reside or that you are a contractor currently licensed or registered within the City of Littleton performing work authorized by the property owner.

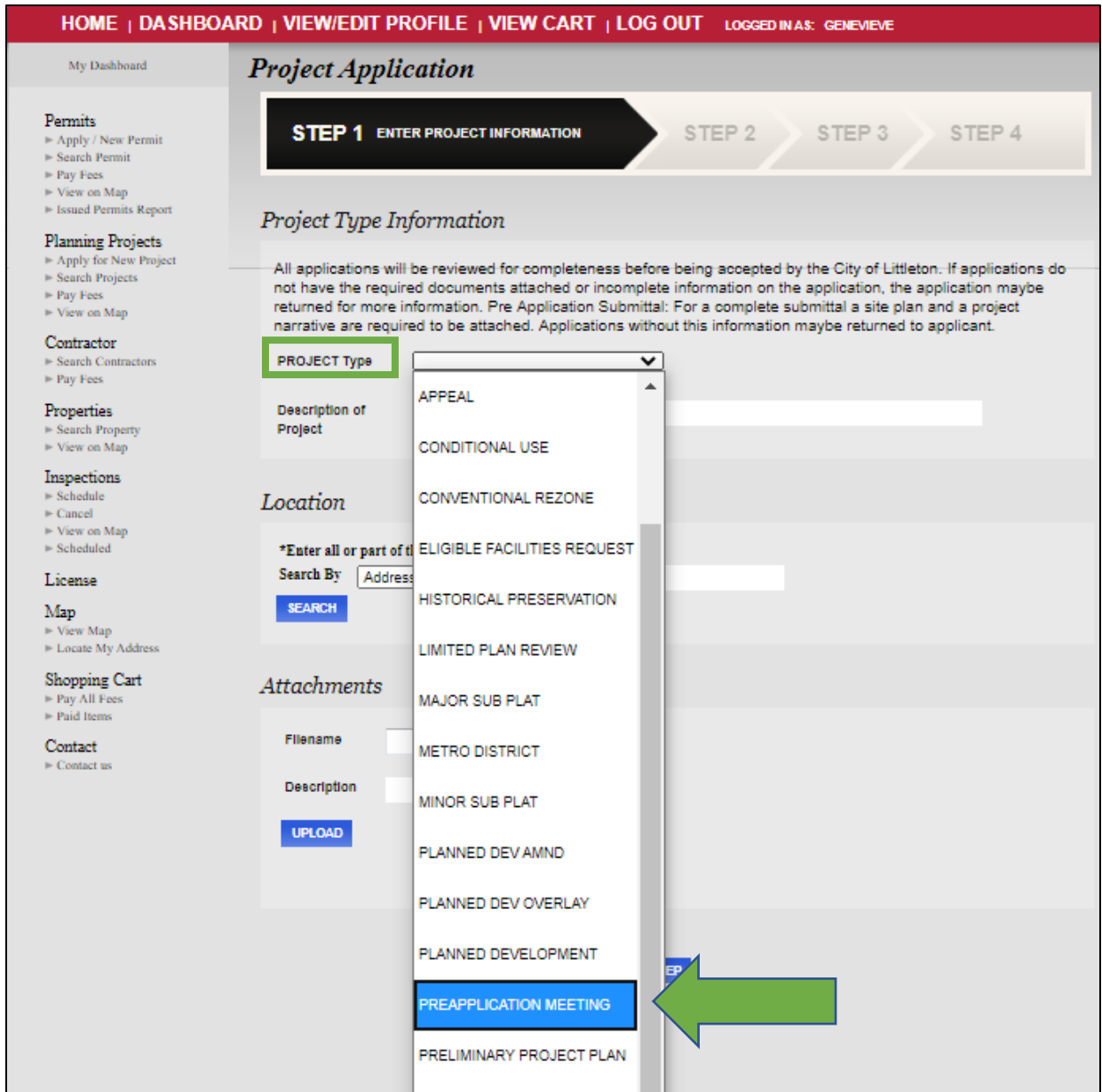
I Agree

I Disagree

  
[CONTINUE](#)

### Step 3: Select Project Type

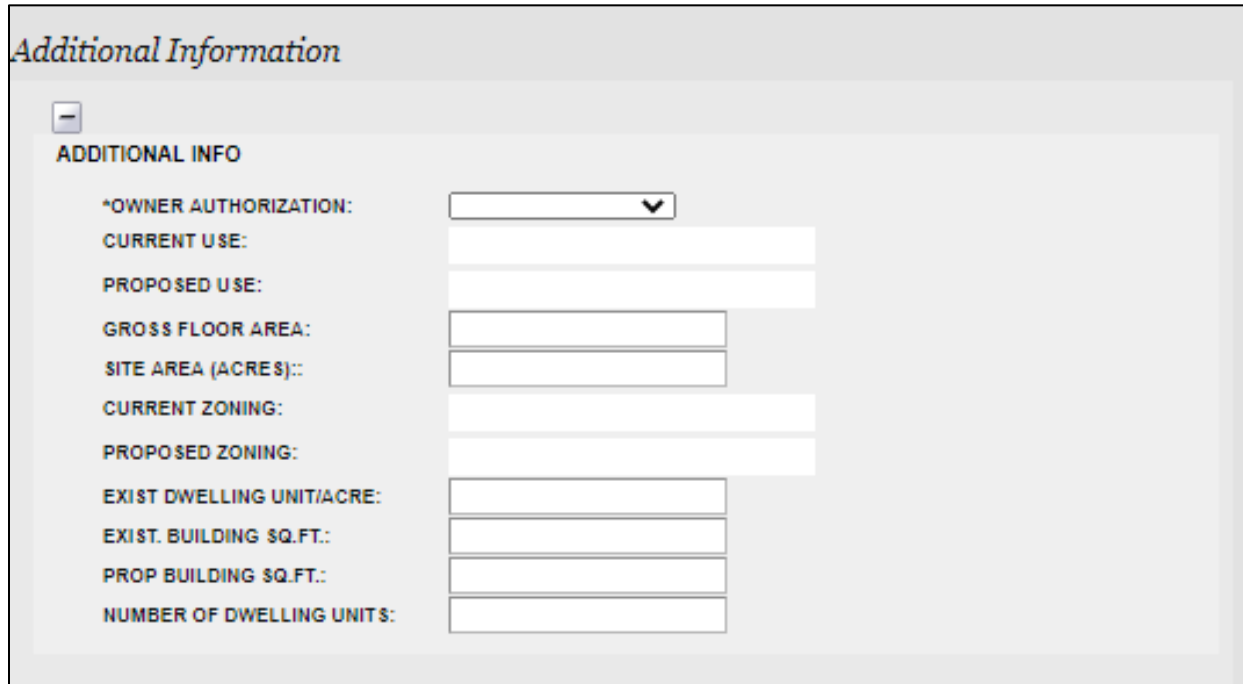
Select the project type **PREAPPLICATION MEETING**.



The screenshot shows the 'Project Application' web interface. At the top, a navigation bar includes 'HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT' and 'LOGGED IN AS: GENEVIEVE'. The main content area is titled 'Project Application' and features a progress indicator with four steps: 'STEP 1 ENTER PROJECT INFORMATION' (highlighted), 'STEP 2', 'STEP 3', and 'STEP 4'. Below this, the 'Project Type Information' section contains a paragraph of text. The 'PROJECT Type' dropdown menu is open, displaying a list of project types: APPEAL, CONDITIONAL USE, CONVENTIONAL REZONE, ELIGIBLE FACILITIES REQUEST, HISTORICAL PRESERVATION, LIMITED PLAN REVIEW, MAJOR SUB PLAT, METRO DISTRICT, MINOR SUB PLAT, PLANNED DEV AMND, PLANNED DEV OVERLAY, PLANNED DEVELOPMENT, **PREAPPLICATION MEETING** (highlighted with a green arrow), and PRELIMINARY PROJECT PLAN. The left sidebar contains various navigation links under categories like 'Permits', 'Planning Projects', 'Contractor', 'Properties', 'Inspections', 'License', 'Map', 'Shopping Cart', and 'Contact'. The 'Attachments' section at the bottom left includes fields for 'Filename' and 'Description' with an 'UPLOAD' button.

## Step 4: Enter Additional Information

Enter in all known and applicable information for your project.



*Additional Information*

[-]

**ADDITIONAL INFO**

\*OWNER AUTHORIZATION:

CURRENT USE:

PROPOSED USE:

GROSS FLOOR AREA:

SITE AREA (ACRES)::

CURRENT ZONING:

PROPOSED ZONING:

EXIST DWELLING UNIT/ACRE:

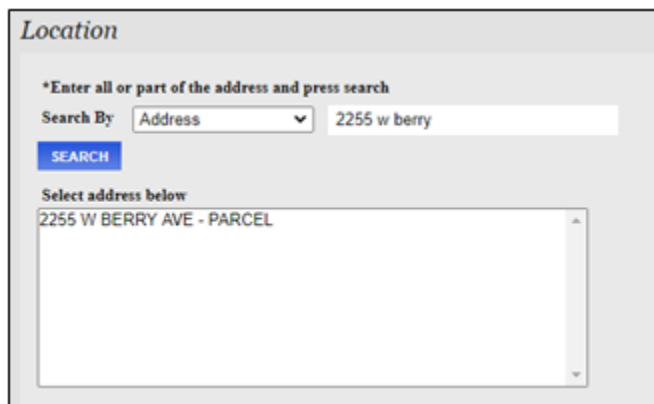
EXIST. BUILDING SQ.FT.:

PROP BUILDING SQ.FT.:

NUMBER OF DWELLING UNIT\$:

## Step 5: Selecting the Address

Projects must be linked to a valid Littleton parcel or address. If your address or parcel number is not found, please make sure that you are using the correct address format. For directional streets please use W instead of West and there is no abbreviation. You can also just enter in the address numbers to find like results and select the address or parcel number from the list.



*Location*

\*Enter all or part of the address and press search

Search By

Select address below

2255 W BERRY AVE - PARCEL

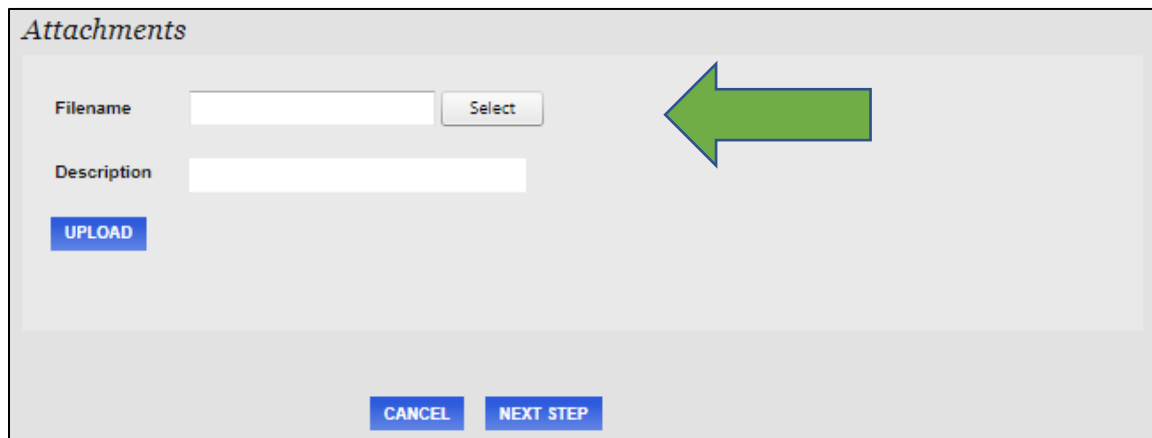
**Note:** If the address does not populate, verify that your address is correct and within the city limits of Littleton. All addresses can be verified using our online [Address Wizard](#).

## Step 6: Attaching Documentation

Pre-application meetings require a Letter of Intent detailing the project narrative and a Site or Sketch Plan:

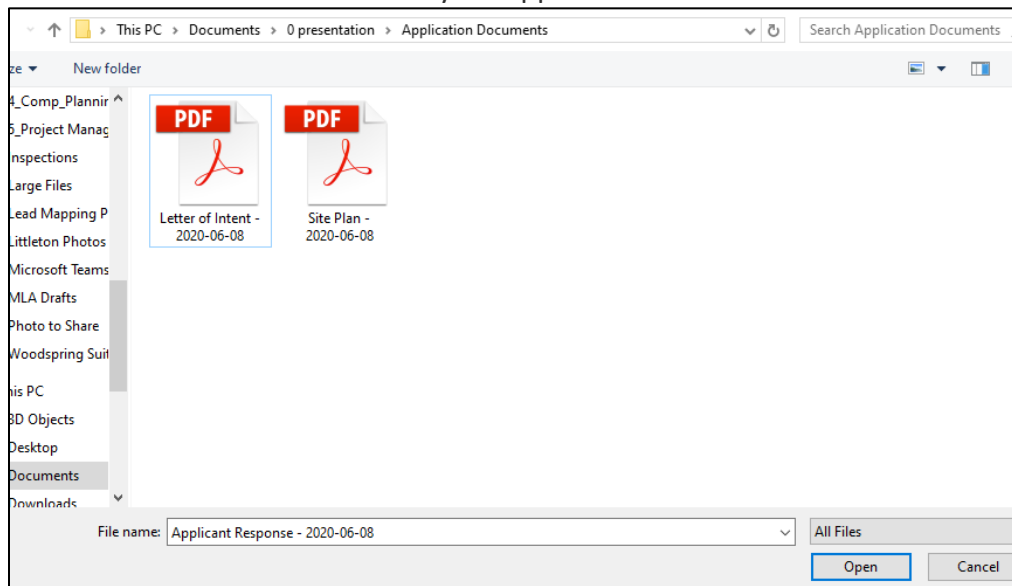
Required for a pre-application meeting:

1. Detailed Letter of Intent detailing the project narrative
  2. Site Plan/Rough sketch of proposed project (does not need to be professionally made, but the more detail the better)
- Adobe: PDF
  - Word: DOC, DOCX
  - Excel: XLS, XLSX
  - Image File: JPG, JPEG, PNG



The screenshot shows a web form titled "Attachments". It contains a "Filename" field with a "Select" button, a "Description" field, and a blue "UPLOAD" button. At the bottom are "CANCEL" and "NEXT STEP" buttons. A large green arrow points from the right towards the "Select" button.

Select the attachments to add to your application



Add a Description of the document to upload and click **UPLOAD**

*Attachments*


Filename

Site Plan - 2020-06-08.pdf

Letter of Intent - 2020-06-08.pdf

**Letter of Intent - 2020-06-08.pdf**  
Description:

**Site Plan - 2020-06-08.pdf**  
Description:



Read and Accept Upload disclaimer

**Disclaimer**

Your attachments have been uploaded. They will be reviewed for completeness.

## Step 7: Project Contacts

After clicking on **NEXT STEP**, you will enter in the contacts on the project. Most of this information will be already completed based on your information on the City of Littleton's eTRAKiT profile. Any fields that have an asterisks (\*) is a required field and you will not be able to move forward until it is added. Click **NEXT STEP** to proceed in the process.

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT
LOGGED IN AS: GENEVIEVE

My Dashboard

**Permits**

- ▶ Apply / New Permit
- ▶ Search Permit
- ▶ Pay Fees
- ▶ View on Map
- ▶ Issued Permits Report

**Planning Projects**

- ▶ Apply for New Project
- ▶ Search Projects
- ▶ Pay Fees
- ▶ View on Map

**Contractor**

- ▶ Search Contractors
- ▶ Pay Fees

**Properties**

- ▶ Search Property
- ▶ View on Map

**Inspections**

- ▶ Schedule
- ▶ Cancel
- ▶ View on Map
- ▶ Scheduled

**License**

**Map**

- ▶ View Map
- ▶ Locate My Address

**Shopping Cart**

- ▶ Pay All Fees
- ▶ Paid Items

**Contact**

- ▶ Contact us

### Project Application

STEP 1
STEP 2 ENTER CONTACT INFORMATION
STEP 3
STEP 4

**Application for a PREAPPLICATION MEETING Project**

#### Applicant Information

*Name	John Smith	*Phone	(720) 000-0000
*Address	2255 W. Berry Ave	*Email Address	johnsmith@company.com
*City	Littleton	*Zip	8012 - <input style="width: 40px;" type="text"/>
*State	CO		

#### Owner Information

*Name	LITTLETON CITY OF	*Phone	(303) 000-0000
*Address	2255 W BERRY AVE	*Email Address	<input style="width: 100%;" type="text"/>
*City	LITTLETON	*Zip	8016 - <input style="width: 40px;" type="text"/>
*State	CO		

CANCEL
PREVIOUS STEP
NEXT STEP

Last modified 6/17/2020

## Step 8: Submitting Application

After clicking **NEXT STEP**, you will be able to review and make edits to the meeting request if needed. When done with those edits, click **NEXT STEP** again and your meeting request will be submitted.

### Application for a *PREAPPLICATION MEETING* Project

Review the information below prior to submitting the application

#### Project Information EDIT

Type	PREAPPLICATION MEETING
Subtype	
Description	How to apply for a Pre-Application Meeting

#### Location EDIT

2255 W BERRY AVE	
LITTLETON, CO 80165 LITTLETON CENTER SUB	

#### Contacts EDIT

**Applicant Information**

Your Name Here (303) 795-3778

2255 W. Berry Ave. konsager@littletongov.org

Littleton, CO 80120

**Owner Information**

LITTLETON CITY OF (303) 795-3778

2255 W. Berry Ave. konsager@littletongov.org

Littleton, CO 80120

**Architect Information**

Architect Name

**Civil Engineer Information**

Civil Engineer Name

**Landscape Architect Information**

#### Fee Information

Total Fees	\$0.00
------------	--------

#### Attachments

**Attachments:**

**Site Plan - 2020-06-08.pdf not found.** DELETE

**Letter of Intent - 2020-06-08.pdf not found.** DELETE

Project narrative

To upload additional attachments click **Here**

CANCEL
PREVIOUS STEP
NEXT STEP



## *Confirmation*

There are no fees for this project.  
Your application will be processed.

[VIEW PROJECT](#)

Staff will review the meeting request and schedule the pre-application meeting. Pre-Application meetings are scheduled on a first come, first served basis. Meetings are held on Thursday mornings at either 9:00 a.m. or 10:00 a.m. Meetings are limited to one hour. You and the project contacts will receive an emailed meeting invitation with additional details regarding meeting location or instructions for a virtual meeting.