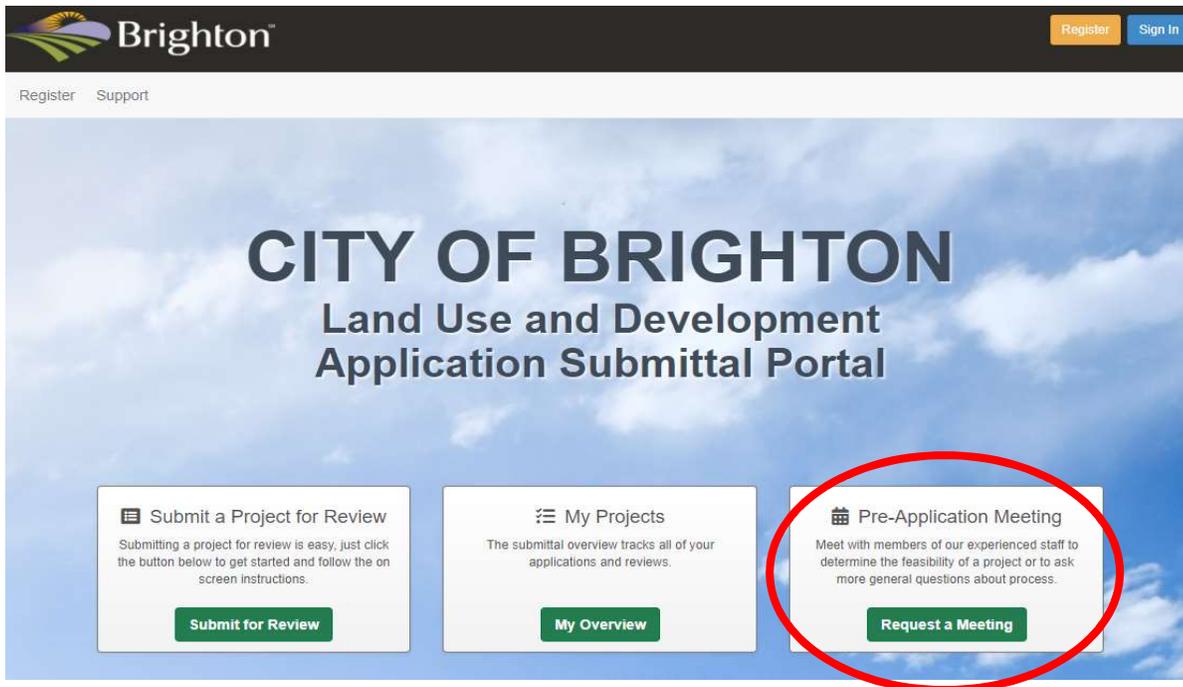# How to Schedule a Preliminary Application Conference in IDT
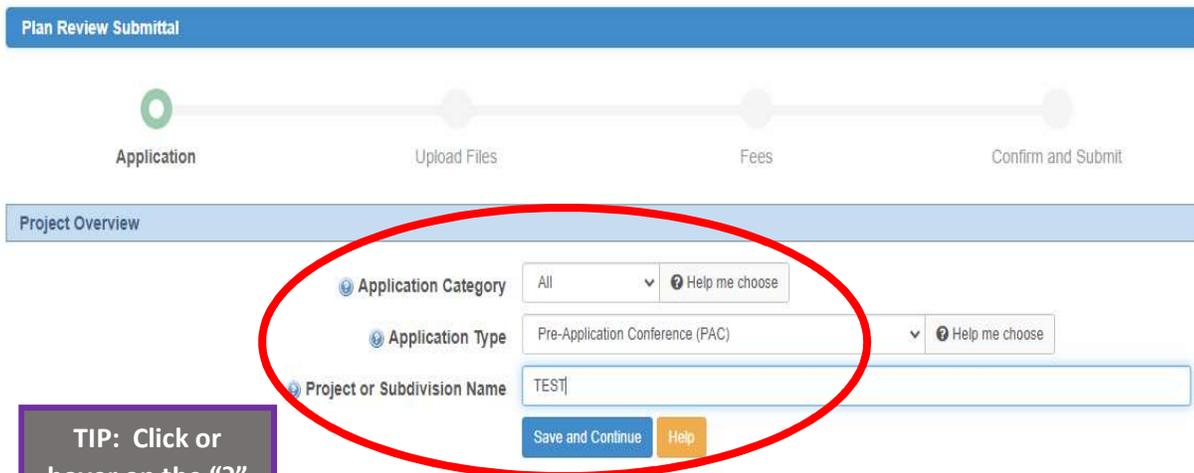
All Preliminary Application Conferences are currently being held virtually on Wednesdays at 9, 10, and 11a.m. MST.

1. **Go to https://brightonco.idtplans.com/secure/**
2. **Start by clicking "Request a Meeting":**

3. **You will then be prompted to either log in or register for an account. Once logged in, the system will prompt you through the steps of the application. Be sure to select "Save and Continue" to complete the entire application.**

   a. Make sure that the Application Type reads as a Pre-Application Conference (PAC) and add a project name.

TIP: Click or hover on the "?" next to each field if you are unsure what is intended to go in each box.

b. Read the disclaimer and type your name to acknowledge that the meeting will not be confirmed until after the application has been submitted.

c. Add your information as the agent/applicant and enter the project details along with any questions that you would like to be addressed in the meeting.

d. Select a suitable date and time to request the meeting. Keep in mind that the application must be continued to completion after scheduling. Otherwise, the appointment will be cancelled.

Plan Review Submittal

○ Application —— ○ Upload Files —— ○ Fees —— ○ Confirm and Submit

Scheduling Contact Information

IMPORTANT NOTE: This page provides you with the ability to select and tentatively reserve a date for your pre-application conference only.

You must continue the application using the save and continue button at the bottom of the screen after you have reserved your time in order to confirm your meeting and complete your required application.

Pre-Application Conference Appointment

Pick a date and time
Duration: 60 minutes
Your time zone: Please select

Your time zone
All times will be displayed according to your time zone:

United States ⌄

Mountain time (GMT-6:00) [DST] ⌄

Continue

e. Enter your contact information to request the appointment. Review the selected time and select "Continue Application".

Plan Review Submittal

○ Application —— ○ Upload Files —— ○ Fees —— ○ Confirm and Submit

Scheduling Contact Information

IMPORTANT NOTE: This page provides you with the ability to select and tentatively reserve a date for your pre-application conference only.

You must continue the application using the save and continue button at the bottom of the screen after you have reserved your time in order to confirm your meeting and complete your required application.

⚠ **IMPORTANT NOTE:** Your application is not complete at this time. Please continue the application process by clicking the button provided below. Failure to complete your application may result in your appointment being canceled or delayed.

Appointment

Wednesday, July 28, 2021 09:00 AM

United States; Mountain time (GMT-6:00) [DST]

TEST

klesser@brightonco.gov

Tracking ID: BKNG-BZW02JHKFC5S

Continue Application

f. Review the application and either confirm the information or edit it.

☑ I, acting as agent for the owner/developer/organization hereby submit the above application for review. I understand that failure to address any item listed above shall result in the application not meeting the minimum submission requirements and said application shall be returned to me for revision and resubmission prior to review.

[Confirm] [Edit]

4. If you would like to upload any supporting documents pertaining to this project, you may do so here.

Plan Review Submittal

Application ✓ —— Upload Files ⬤ —— Fees ○ —— Confirm and Submit ○

Document Upload

The files displayed here have been uploaded successfully. Use the buttons below to add more files, remove files, or invite a consultant to participate in the upload process. Once you've completed your upload please confirm your document submittal by pressing "Save and Continue" at the bottom of the page.

TEST - Application Submittal 001

ⓘ No files have been uploaded. ✕

⬆ Upload files   ⊖ Delete selected   💾 Save and continue later   👤+ Invite consultant to upload   ❓ Help

[Save and Continue]

5. There is no charge associated with Preliminary Application Conferences.

Plan Review Submittal

Application ✓ —— Upload Files ✓ —— Fees ⬤ —— Confirm and Submit ○

Plan Review Fees

ⓘ No fees are due at this time. ✕

[Save and Continue]

6. Your application is now ready to be submitted for review.

Plan Review Submittal

Application ✓ — Upload Files ✓ — Fees ✓ — **Confirm and Submit** ◯

Confirm and Submit

⚠ Please confirm your submittal package by clicking the "Submit For Review" button below. ✕
Once you confirm your submittal, an automatic notification email will be sent to the review agency and the review process will begin.

❗ Documents are requested to be provided and none have been submitted. You may go back to upload ✕
documents or continue.

Upload Documents   **Confirm and Submit for Review**

7. **Your request to schedule a Preliminary Application Conference is now complete!**
   A link to join the meeting virtually via Google Meet will be provided when the appointment is confirmed.
   You may call (303)655-2059 if you have any questions or concerns prior to the meeting.