



# TIER 1 PRELIMINARY DEVELOPMENT PLAN (PDP) Submittal Requirements

- \* All items are required in PDF format, uploaded to the [eTRAKiT](#) online permitting and project application system
- \* Reference the PDP Sheet Template for layout, formatting and PDP plan set requirements:
  - PDP Sheet Template- [Adams County \(PDF\)](#)
  - PDP Sheet Template- [Jefferson County \(PDF\)](#)
  - PDP CAD Sheet Template- [Adams County \(DWG\)](#)
  - PDP CAD Sheet Template- [Jefferson County \(DWG\)](#)
- \* All referenced criteria, specifications, manuals, etc. can be found on the [Develop in Westminster](#) webpage

## TIER 1 PDP/PDP AMENDMENT DESCRIPTION

Creation of new PDP or amendment to an existing PDP that requires public hearings. Determination of PDP "Tier" to be made by planning staff.

## REQUIRED ITEMS

### 1<sup>st</sup> Submittal:

1. **Review Fee:** (1st submittal only): \$350.00 x sq. root of the acreage (minimum \$350.00)
2. **Ownership and Encumbrances Report:** The O&E report must be from a title company and dated within the last 30 days from date of application
3. **Owner Authorization Letter:**
  - **Purpose:** Letter from owner authorizing applicant to apply for the project on behalf of the owner; if the applicant is also the owner, this letter is not required. Property owner information provided must match property owner information available from the County Assessor's Office, as this is how the information is verified
  - **Format:** The letter must follow the City's format and should be on the owner's letterhead. Letter must include owner's / legal entity's full name, title (as applicable), phone number, and email address
  - **Template:** A template for this letter may be found on the City's website here: [Owner Authorization Letter \(PDF\)](#)
  - **Example of Use:** Nick Bradshaw is making application for a property owned by ABC Corporation. The letter (from ABC Corporation) allows Nick Bradshaw to make the application on behalf of ABC Corporation. The letter must be signed by a member of the ABC Corporation who is authorized to do so (see *Legal Entity Authorization, below*)
4. **Legal Entity Authorization:**
  - **Purpose:** If real property owner is a legal entity rather than an individual, applicant must provide evidence of authorization to sign on behalf of such entity. This ensures that the proposed project is authorized by a party that is legally authorized to do so. Property owner information provided must match property owner information available from the County Assessor's Office, as this is how the information is verified
  - **Format:** The evidence of authorization may be accomplished with a **notarized and recorded in the County where the project property is located Statement of Authority, OR** an alternate legal document that clearly conveys this authority, (e.g., Articles of Incorporation, Articles of Organization, Operating Agreement, Resolution from the Board of Directors, etc.).
  - **Template:** A template for the Statement of Authority may be found on the City's website here: [Statement of Authority \(PDF\)](#)
  - **Example of Use - Statement of Authority:** Penny Benjamin works for ABC Corporation, and is authorized to sign development-related documents on behalf of the Corporation. Penny Benjamin must be listed on the Statement of Authority. She may separately and additionally utilize a Letter of Authorization to allow another person to make the application/manage the project in her stead. The names must match on the documents utilized, meaning that a Statement of Authority for Pete Mitchell will not work as a Statement of Authority for Penny Benjamin
  - **Example of Use - Alternate Legal Document:** Penny Benjamin of ABC Corporation is listed on ABC Corporation's Articles of Incorporation as having the authority to sign development-related documents on



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behalf of the Corporation. She furnishes appropriate pages from the Articles of Incorporation that establish this allowance to the City as part of the development application. She may separately and additionally utilize a Letter of Authorization to allow another person to make the application/manage the project in her stead.

The names must match on the documents utilized meaning that an Alternate Legal Document for Pete Mitchell will not work as a Statement of Authority for Penny Benjamin

- 5. **Name of the authorized signatory:** with phone number and email address (entered in e-TRAKiT)
- 6. **PDP Plan set:** with all sheets in a single document formatted according to the appropriate template (see link above)

### Subsequent Submittals:

- 1. Revised PDP plan set with all plan set sheets in a single document
- 2. Revised Additional studies as required
- 3. Applicant comment responses made directly in staff redlines or in a supplemental letter

### Recordation Fees:

- 1. Mylar recordation (paid after completion of PDP review): \$50 + \$20/sheet

### Additional Fees (assessed as applicable):

- 1. Public hearing: \$350.00 per public hearing (collected prior to hearing)  
(as applicable):
- 2. Public land dedication (collected at time of plat)
- 3. Park development (collected at time of building permit)
- 4. Public art (collected at time of recordation)
- 5. School land dedication (collected prior to issuance of notice to proceed for public improvements or at time of final plat)

### ADDITIONAL STUDIES (required as determined by city staff)

- 1. Phase 1 Utility Study:
    - a. Shall be consistent with the overall City utility system and conform to Chapter 3 and Chapter 4 of ["Construction Standards & Specifications"](#)
    - b. Shall be signed and sealed by a professional engineer registered in the State of Colorado
  - 2. Phase 1 Drainage Report
    - a. Shall be prepared in accordance with the City of Westminster ["Storm Drainage Design and Technical Criteria"](#) and the Mile High Flood District ["Urban Storm Drainage Criteria Manual"](#)
    - b. Shall be signed and sealed by a professional engineer registered in the State of Colorado
  - 3. Traffic Impact Analysis:
    - a. Shall include projections of:
      - i. Average daily trips (in and out) generated by the project
      - ii. Increase of traffic loading in surrounding and adjacent areas
    - b. Shall be in conformance with the Institute of Transportation Engineers (ITE) Trip Generation Report
    - c. Shall be signed and sealed by a professional engineer registered in the State of Colorado
  - 4. ASTM Standard Environmental Site Assessment Phase I survey and report for any property to be dedicated to the public
  - 5. Geologic Report for any property to be dedicated for a public school (will be referred to the appropriate school district) for review of swelling soil, mine subsidence and other geologic hazards
- \* *Each study shall provide sufficient detail, as determined by the City Engineer, to evaluate the intent and methodology of the report, and the feasibility of the proposed facilities*
- \* *The following statement shall be included in all studies: "WE ACKNOWLEDGE THAT THE CITY OF WESTMINSTER'S REVIEW OF THIS STUDY IS ONLY FOR GENERAL CONFORMANCE WITH SUBMITTAL REQUIREMENTS, CURRENT DESIGN CRITERIA AND STANDARD ENGINEERING PRINCIPLES AND PRACTICES. WE ARE ALSO AWARE OF THE PROVISIONS OF SECTION 11-6-5 (B) 3 OF THE WESTMINSTER MUNICIPAL CODE"*