

TIER 3 OFFICIAL DEVELOPMENT PLAN (ODP) Submittal Requirements

- * All items are required in PDF format, uploaded to the [eTRAKiT](#) online permitting and project application system
- * Reference the ODP Sheet Templates for layout, formatting and ODP plan set requirements:
 - Tier 3 ODP [Sheet Template- \(PDF\)](#)
- * All referenced criteria, specifications, manuals, etc. can be found on the [Develop in Westminster](#) webpage

TIER 3 ODP AMENDMENT DESCRIPTION

Amendment to an existing ODP involving standalone changes that minimally affect architecture or site plan (i.e. paint color, minor plant relocations, changes in style of bench or trash receptacle, or similar minor changes). Determination of ODP "Tier" to be made by planning staff.

REQUIRED ITEMS

1st Submittal:

1. **Review fee:** \$75
2. **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*)
3. **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 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
4. Name of the authorized signatory with phone number and email address (entered in e-TRAKiT)



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5. Approval letter from HOA (if required). Provide original on official HOA letterhead
6. Plan set with all sheets in a single document formatted according to the appropriate template (see link above)
7. Materials/color board (if amendment involves material/color changes or matches to existing materials/colors)
8. Photo of materials/color board (if applicable)

Subsequent Submittals:

1. Revised ODP plan set with all plan set sheets in a single document
2. Applicant comment responses made directly in staff redlines or in a supplemental letter

Additional Fees:

3. E-recording fee: \$10/sheet