



# DEVELOPMENT REVIEW GUIDE

DEVELOPMENT REVIEW PROCESS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
	Pre-Application Review	New Project Submittal	Project Reviews	Public Hearings(s) (if applicable)	Checkpoint Review	Recordation
	<p>A Pre-Application review is required. Once you have all of the required submittal criteria, you may apply for a review through the City's eTRAKiT project management system.</p> <p>Pre-application review process from submittal of application to meeting with applicant takes approximately.</p> <p><b>🕒 3-4 weeks.</b></p> <p>A summary of the meeting will be sent within one week of the pre-application meeting. If you need assistance, please call 303-658-2400.</p>	<p>In order to submit a new project, you will need to apply for a "Formal Application Request" through eTRAKiT. After Staff has reviewed and approved your request, you will be assigned a "PLN" project number so that you may proceed to uploading the required information for a project submittal.</p> <p>When submitting your project you will need to provide the following information that is very important.</p> <ul style="list-style-type: none"> <li>• Proof that the current property owner is aware of the proposed project. This can be accomplished by providing a <b>Statement of Authority</b> notarized and recorded by the County.</li> <li>• All items required by submittal guide</li> <li>• Review Fees</li> </ul> <p><b>PDP Submittal Guide</b></p> <p><b>PDP Technical Template</b></p> <p><b>ODP Submittal Guide</b></p> <p><b>ODP Technical Template</b></p> <p><b>Statement of Authority</b></p> <p><b>Owner Authorization Letter</b></p>	<p>City staff reviews the Project Submittal for compliance with the Westminster Municipal Code (W.M.C.), existing ODPs, Comprehensive Plan, and other Design Standards and Guidelines.</p> <p>Referrals to partner agencies and stakeholders may be issued and their comments may be integrated into Staff Review comments.</p> <p>Neighborhood meeting(s) may be required.</p> <p>Staff issues comments to owner and applicant (per project application).</p> <p><b>🕒 1st Review takes 4 weeks.</b></p> <p>Revise Project</p> <ul style="list-style-type: none"> <li>• Address the comments from Staff review</li> <li>• Submit revisions</li> </ul> <p><b>🕒 Additional reviews take 3 weeks.</b></p>	<p>If your parcel or lot is more than 10 acres in size, public hearings before the Planning Commission and City Council are required.</p> <p>Planning Commission (PC) meetings are scheduled on the 2nd and 4th Tuesday of each month. However, if there are no items for PC action the meeting is not held.</p> <p>If your item requires the approval of City Council (CC), it will generally go to PC and then CC.</p> <p><b>🕒 Public hearings add approximately 7 weeks to the review process.</b></p> <p>If a public hearing is not required, skip this step.</p>	<p>After all of the comments have been addressed and/or after approval by the Planning Commission / City Council, staff will notify the owner and applicant that the project may be submitted for Checkpoint Review.</p> <p>Once notified by staff, submit a final electronic copy of the plan set for review by City Staff prior to producing mylars.</p> <p>If no formatting changes are required, staff will notify the applicant to prepare and submit the mylars for recording by changing the project TRAKiT status to PENDING RECORDATION.</p> <p><b>🕒 1 week</b></p>	<p>Submit mylars with completed owner certifications and required recording fee. Staff obtains City stamp and signatures and records mylars with County.</p> <p><b>🕒 1 week</b></p> <p>Note: Civil construction drawings and building plan sets can be submitted after the TRAKiT status has been changed to PENDING RECORDATION.</p> <p>Required prior to building permit:</p> <ul style="list-style-type: none"> <li>• Letter of credit, bond or cash</li> <li>• Signed Public and Private Improvements Agreement (LPIA)</li> <li>• Pay Public Art Fee (if cash-in-lieu)</li> <li>• Pay School Dedication Fee</li> <li>• Tree Mitigation Fee</li> </ul>
	<p><b>STEP 1.5</b></p> <p><b>City Council Concept Review</b></p> <p>After pre-application review, the applicant will present the development concept to City Council at a Study Session and receive informal feedback.</p> <p>Concept Plan review is required for all projects not subject to administrative review. Technical review submittal shall not be accepted until after this step has been completed.</p> <p><b>🕒 Additional 6-7 weeks</b></p>					

## Additional Steps After Development Review

- 1) Create and record a final plat with the Engineering Division.
- 2) Apply for building permits and land disturbance permit.
- 3) ODP Inspections
  - Make a phone call once building construction, private improvements, and landscaping are complete to schedule an ODP inspection.
  - If corrections are needed, further ODP inspections may be necessary.
  - If changes are made in the field that are not shown on the ODP, an ODP amendment may be required (go back to Step 2) and a certificate of occupancy will not be issued.

This guide is intended to be a general overview of our PUD development review process. However, additional steps, information or processes may be needed which may affect the overall process and/or timeline.