



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
- * 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. Authorization Letter: Letter from owner authorizing applicant to apply for the project on behalf of the owner. The letter must follow the City's format and should be on the owner's letterhead. Letter must include owner's full name, title, phone number, and email address. If the applicant is also the owner, this letter is not required.
3. If real property owner is a legal entity, applicant must provide evidence of authorization to sign on behalf of such entity. (i.e. Articles of Incorporation, Articles of Organization, Operating Agreement, Resolution from the Board of Directors, etc.)
4. Name of the authorized signatory with phone number and email address (entered in e-TRAKiT)
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