# WESTMINSTER

# eTRAKiT Applying for Projects

This document is to be used as a guide for applying for Projects through eTRAKiT.

## APPLYING FOR PROJECTS

eTRAKiT must be opened and used in **Internet Explorer.** Using any other browser can cause issues.

Under My Dashboard > Projects, click Apply for New Project:

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## STEP 1  ENTER PROJECT INFORMATION

Applicants will have the option to apply for the following project types:

- **Property Information request**

  The property information request includes Zoning Verification Letters, Non-residential Floodplain Information, and General Inquires.

- **Pre Application**

  Pre application meetings are required prior to the submittal of the following project examples:  Any new non-residential development; Expansion of existing non-residential building(s); Construction or expansion of any multi-family residential structure(s); Subdivisions; Exterior remodeling and/or site work on commercial or multi-family properties; Variances; or Special Use Permits.  See the City's Develop in Westminster site for details on the development review process.

- **Formal Application Request**

  When applying for any project choose Formal Application Request.  This will produce a record request for our staff who will then be able to create a project.  Projects include but are not limited to: Official Development Plans (ODP), ODP Amendments, Preliminary Development Plans (PDP), PDP Amendments, ODP Waiver, Special Use Permits, and Variances.

- **Master Plan**

  This option is to be used for applying for and submitting master plans for residential projects.

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## Project Application

## Project Type Information

Please note that additional information or documentation is required to be submitted in conjunction with this application. Development Review Guidelines are available here to facilitate land use applicants in the submittal requirements, review procedures, and overall process for the evaluation of land use applications in the City of Westminster, Colorado.

Applicants should be advised that although these Development Review Guidelines contain information regarding the land use review process, it is not a complete summary of the City of Westminster's code, nor is it intended to be. Applicants for land use projects in the City of Westminster are highly encouraged to familiarize themselves with the requirements of the City of Westminster Municipal Code.

**PROJECT Type**

    PROPERTY INFORMATION REQUEST
    PRE APPLICATION
    FORMAL APPLICATION REQUEST
    MASTER PLAN

**PROJECT Description**

## Project Description

Use this field to add a detailed description of the project.

## Additional Information Fields

Different information fields will populate depending on which project type is being applied for. Fields with an asterisk are required to be filled out. Applicants will not be able to proceed to the next step if required fields are missing.

## Location

When entering the project location keep in mind less is more. For example, if the location is 4800 West 92$^{nd}$ Avenue *don't* type the whole address:

### Location

Enter all or part of the address and press search

Search By [Address ▾]  [4800 W 92nd Avenue]  [SEARCH]

→ There were no addresses found.

Instead, try limiting the address characters:

### Location

Enter all or part of the address and press search

Search By [Address ▾]  [4800 W 92]  [SEARCH]

Select address below

→
```
4800 W 112th Cir - ADDRESS
4800 W 112th Cir - PARCEL
4800 W 80th Ave - ADDRESS
4800 W 80th Ave - PARCEL
4800 W 92nd Ave - ADDRESS
4800 W 92nd Ave - PARCEL
```

Choose the PARCEL location.

## Your Relation to This Project

Make sure to mark the check box if you are the property owner.

### Your Relation to this Project

→
☐ **Property Owner**
Check this box if you are the Property Owner

**Attachments**

eTRAKiT does not support file names containing special characters, such as $, %, @, #, etc. Be patient when uploading attachments, depending on file size it could take anywhere from seconds to several minutes to upload. Once uploaded, the attachments will be located under the Attachments field, you will notice a Delete button if an attachment has been sucessfully uploaded:



If the uploaded attachment is not immediately visable, please do not continue to press Upload, this can cause multiple duplicate attachments to upload.

## STEP 2  ENTER CONTACT INFORMATION

**Applicant Information**

Input the applicable applicant information.

**Owner Information**

Input the applicable owner information.

**City Staff Information**

These fields do not need to be completed by the applicant.

## STEP 3  REVIEW AND SUBMIT

Review the application for completeness. If changes need to be made, click Previous Step or Edit. If additional documents need to be uploaded, they may uploaded at this step:

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## *Attachments*

To upload additional attachments click   Here

For additional information please contact our Planning Division at 303-658-2092 or visit our Planning Page and Apply for a Permit or Project Page.