

# MEMORANDUM

TO: All Staff

FROM: David R. Downing, P.E.; Director of Community Development

DATE: ORIGINAL - August 9, 2018 (UPDATED September 25, 2018)

RE: Guidelines - Big Dry Creek Interceptor Sewer (BDCIS) Moratorium

In an effort to comply with the BDCIS moratorium ordinance and to be consistent and fair to all developers that will be pursuing building permits and service commitments, please see the following project/permit submittal and review guidelines for projects within the BDCIS Basin:

<b><u>STAGE</u></b>	<b><u>DURATION</u></b>	<b><u>COMMENT</u></b>
PDP and/or ODP Project Submittal Review	4 weeks for first review (initial review comments); 3 weeks for each re-submittal review	Applies to development projects as defined by City of Westminster Ordinance 3940 that submitted a pre-application request prior to the BDCIS moratorium that was enacted on July 24, 2018.
PDP and/or ODP Public Hearings (if applicable)	Add 6 weeks to review process to accommodate public hearing; add an additional 4 weeks for a second public hearing	
Checkprint Review	1 week	
Recordation	1 week	The 1 week is determined from date of "pending recordation" entered into the TRAKiT system.
Civil/Construction Plans Review	4 weeks	An ODP must have pending recordation status before civil/construction plans will be accepted and reviewed.
Building Plans/Construction Review – New Projects	8 weeks (initial review comments); 3 weeks for each re-submittal review	An ODP must have pending recordation status before building/construction plans will be accepted and reviewed.
Building Plan/Construction Review – Tenant Finish Projects	6 weeks (initial review comments); 3 weeks for each re-submittal review	

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**PROCESS REQUIREMENTS AND GUIDELINES DURING THE MORATORIUM**

1. The process requirements and guidelines in this memorandum apply to projects within the BDCIS Basin during the duration of the BDCIS moratorium.
2. Construction plans may be submitted only after an ODP has been accepted as "Pending Recordation" in the City's TRAKiT system. "Pending Recordation" means that reviews are complete and the project planner has begun working with the applicant to coordinate the receipt of mylars to be used for recordation (or, the project planner has initiated e-recording if mylars are not required on minor changes).
3. No Land Disturbance Permits intended only for grading operations will be issued during the BDCIS moratorium if new utility work will be required for the site. Grading and erosion control plans will only be approved as part of overall construction plans. No separate submittals of grading and erosion control plans will be accepted.
4. A "Notice to Proceed" for civil construction plans and the Land Disturbance Permit will only be issued after a building permit has been obtained.
5. Building plan submittals may only be made after an ODP has been accepted as "Pending Recordation" in the City's TRAKiT system.
6. Foundation-only permits will not be accepted or issued.
7. No "stand-alone" demolition permits will be issued during the moratorium unless it can be documented that the proposed new building/space will not add additional sewer flow to the BDCIS. Otherwise, demolition plans will only be considered as a component of overall building permit/construction plans submitted for review.
8. All applicants must submit Public and Private Improvement Agreements and associated surety for the construction of these improvements prior to issuance of a building permit. This includes landscaping requirements.
9. Incomplete submittals of ODPs, civil/construction plans or building permit applications will not be accepted by the Community Development Department. The Community Development Director will determine resolution to any disputes on completeness and his written communication on resolution will be final. The start of review timelines in the table will be the date that a complete submittal was accepted for review by the Community Development Department.
10. Once a building permit has been issued, significant work on the project must occur within 180 calendar days of the date that the permit was issued or the permit will expire. Significant work shall mean that, as a minimum, concrete shall be placed for the building foundation. Expired building permits may not be renewed based on available sewer capacity.