



DEVELOPMENT REVIEW GUIDE

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
DEVELOPMENT REVIEW PROCESS	Pre-Application Meeting	New Project Submittal	Project Reviews	Public Hearings(s) (if applicable)	Checkpoint Review	Recordation
	<p>A Pre-Application meeting is required. Once you have all of the required submittal criteria, you may apply for a pre-app meeting through the City's eTRAKiT project management system.</p> <p>Pre-application meetings will be scheduled within 5-10 business days of verification that all submittal materials have been provided. Applicants will be contacted within 2 business days of the submittal to schedule the pre-application meeting. Required submittal materials include:</p> <ul style="list-style-type: none"> Project Information Form Preliminary Architectural Information (i.e. massing) Preliminary Site Plan <p>A typical Pre-Application meeting will last 90-minutes.</p> <p>A summary of the meeting will be sent within 4 business days of the pre-application meeting.</p> <p>No fee is currently required for the pre-application review.</p> <p>If you need assistance, please call 303-658-2092.</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"> Proof that the current property owner is aware of the proposed project. This can be accomplished by providing a Statement of Authority notarized and recorded by the County. All items required by submittal guide Review Fees <p>PDP Submittal Guide</p> <p>PDP Technical Template</p> <p>ODP Submittal Guide</p> <p>ODP Technical Template</p> <p>Statement of Authority</p> <p>Owner Authorization Letter</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 Guidelines.</p> <p>Referrals to partner agencies and stakeholders may be issued and comments 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>🕒 1st Review takes 4 weeks.</p> <p>Revise Project</p> <ul style="list-style-type: none"> Address the comments from Staff review. Submit revisions <p>🕒 Additional reviews take 3 weeks</p>	<p>If your parcel or lot is more than 10 acres in size public hearings before the Planning Commission and City Council is 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>🕒 Public hearings usually add 4 - 6 weeks to the review process per hearing.</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>🕒 1 week</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>🕒 1 week</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"> Letter of credit, bond or cash Signed Public and Private Improvements Agreement (PIA & LPIA) Pay Public Art Fee (if cash-in-lieu) Pay School Dedication Fee Tree Mitigation Fee

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.