



## Public Works and Development

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### LAND DEVELOPMENT APPLICATION INSTRUCTIONS

**A PRESUBMITTAL MEETING** is required prior to a Formal Land Development Application for any type of planning case- (Unless a waiver request form is signed by staff). Please visit our Planning office in-person for assistance in acquiring the maps and documents necessary to set up this appointment. It is important to note, the Formal Land Development Application must be submitted within **6 months** of the Presubmittal appointment.

**PHASE I FORMAL LAND DEVELOPMENT APPLICATIONS-** *may be submitted prior to the Wednesday 3 p.m. deadline. Wednesday is the last day packets will be accepted each week.* Case processing begins on Mondays after a 3-day initial completeness review. Planning and Engineering Managers are assigned, and the packets are sent for a 10-day internal review to each of our six Departments. You will receive a letter of notification about assignment of case managers, as well as a new case reference number. We have flowcharts available for further information.

**THE APPLICATION-PHASE I-** Submit a completed Land Development Application and packets of your proposal as explained in the Phase I Matrix. Use the Green form for major cases and the Blue form for the minor cases. (Each packet should be rubber-banded rather than put in envelopes). All initial Planning and Engineering checks-made to Arapahoe County are due at the time of submittal. Contact the Planning Manager if these items were not received.

**COMBINATION REFERRALS-** Some case types require a variation of the usual workflow. Case types include: Administrative Site Plans, Comprehensive Plans, Certificate of Designation, Location & Extent Plans, Special Districts and Site Development Plans. The "Combination Referral" process includes Phase I and Phase II referrals at the same time. At the Presubmittal meeting, our Planning Manager will give you the Phase II Outside Referral checklist and contact address list. The Internal packets and outside referral envelopes and Tri-County fees will be due at this step of the submittal.

**PHASE II-OUTSIDE REFERRALS-** As defined by the Phase II Outside Referral Checklist supplied by our Planning Manager, we will send your plans for review by outside agencies. Bring the internal packets, with the referral items in unsealed pre-addressed manila envelopes with no return address labels. Current addresses may be obtained electronically from our Planning Technician. All Planning, Engineering and Tri-County fees are due at this time. Contact our Planning Manager if you have not received information about these fees. (Separate checks are required for each, made to Arapahoe County.)

These packets are reviewed in the Planning office for 3 working days to ensure completeness, at which point the our staff will insert a routing cover sheet, add the county's return address, pay the postage and mail the referrals. Those agencies have either 21 or 30 days to review and comment on your plans. You will be expected to address and correct those issues prior to any public hearings.

**CHECKPRINTS-** Our staff meets weekly for the **DRC-Development Review Committee Meeting** to discuss and comment on your application. After the DRC meeting, our staff proofreads, marks-up, and comments on your submittal to give you a "redline" print to alter and correct. Once corrections are made, your staff re-submits corrections to us. Be sure to include a Checkprint Routing form, Redlines, point-by-point responses, and new prints of your project. Include the Engineering checklist along with any drainage and/or traffic studies, as required by our Engineering Manager. Submit packets only to the Planning Department to be checked for completeness, and don't mail anything directly to the referral agencies yourself.

**PLANNING COMMISSION AND/OR BOARD OF COUNTY COMMISSIONERS' HEARING DATE-** is now tentatively assigned. This date is dependant upon positive referral agency comments and your ability to address suggested changes prior to Planning Commission material submittal date. ***Your Case Manager has the ability to change this date if all concerns have not been addressed.***