

**PLANNING DEPARTMENT CHECKLIST FOR  
DEVELOPMENT PLAN AND SPECIAL REVIEW APPLICATIONS (EXCLUDING STAFF-LEVEL REVIEWS)  
IN THE ESTES VALLEY**

**Development Plan Name:** \_\_\_\_\_

**Development Plan Number:** \_\_\_\_\_

**DUE NO COMPLETE  
LATER THAN**

**GENERAL INFORMATION**

**Use this checklist in conjunction with the applicable Application and Review Schedule to assist with project management.**

This checklist includes a list of standard items that are required by the Estes Valley Development Code throughout the review process. You may need to provide additional information not found on this list.

Staff has prepared this checklist to help you understand the Estes Valley Development Code review process and to assist you with your project management. Staff is continuing to improve this checklist. We welcome feedback.

You can obtain extra copies of this checklist at [www.estesnet.com/comdev/developersinfopage.aspx](http://www.estesnet.com/comdev/developersinfopage.aspx). You can also obtain copies of many of the documents and handouts mentioned in this checklist from this website. You will need to obtain copies of staff reports and minutes from this website.

**DEADLINES AND RESUBMITTAL FEES**

**The applicant/agent is responsible for project management and ensuring that deadlines are met.  
Staff will not provide reminders about deadlines.**

A resubmittal fee will be charged when deadlines prior to review by the Decision-Making Body are not met  
**AND the application may be delayed by a month or more.**

Requests for time extensions after approval by the Decision-Making Body must be made in writing prior to the deadline and must state the reasons supporting the requested extension and the requested deadline.

Failure to meet deadlines, without written acceptance of a new deadline from planning staff, will result in the approval becoming NULL and VOID.

**Full fees will be charged for the resubmittal of an application that is NULL and VOID.**

**REVISIONS TO A SUBMITTED APPLICATION**

Per Estes Valley Development Code §3.2.C, **"No changes to the development application or any accompanying plans or information shall be permitted after submittal, except for any changes or additional information requested by Staff during their review."**

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## SUBMITTAL DEADLINE AND APPLICATION FEE

*Due date in above left column applies to this block.*

A **complete** application must be submitted no later than 12:00 p.m. (noon) on this date. See *Estes Valley Development Code Appendix B* ([www.estesnet.com/ComDev/DevCode/AppB.pdf](http://www.estesnet.com/ComDev/DevCode/AppB.pdf)) for a complete list of submittal requirements.

Planning staff will notify you or your agent within eight business days if your application is incomplete.

**This is not a full review of your proposal (see STAFF REPORT).**

If the application is found to be incomplete, no further processing of the application will occur until the deficiencies are corrected. A resubmittal fee will be charged and the application may be delayed a month or more.

Payment of the application fee must be received on the submittal date or the application will be considered incomplete.

Submit three copies of all 24" x 36" documents and one copy of all other documents.

## COPIES DUE FOR MAILING TO AFFECTED AGENCIES

*Due date in above left column applies to this block.*

Planning staff will provide you or your agent with information on the total number of plat/map copies you must provide for the mailing to affected agencies (such as the sanitation district, water department, Colorado Department of Transportation, Larimer County planning department, and so forth), as applicable for your project.

Copies must be folded and delivered to the Community Development Department no later than 12:00 p.m. (noon) on this date.

## STAFF REPORT AVAILABLE BY

*Due date in above left column applies to this block.*

Planning staff will review your application for compliance with Estes Valley Development Code standards by this date, and will prepare a report on your proposal for the Planning Commission to review.

The report, along with comments from affected agencies and neighboring property owners, will be posted online at [www.estesnet.com/ComDev/CurrentRequests.aspx](http://www.estesnet.com/ComDev/CurrentRequests.aspx) print

The report will include staff's recommendation for approval, denial, or continuance of your application, along with recommended conditions of approval.

At the public hearing(s), the Planning Commission may require further changes to your plans.

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## COPIES DUE FOR PLANNING COMMISSION NOTEBOOKS

*Due date in above left column applies to this block.*

You or your agent must provide sixteen (16) copies of the plats/plans for your proposal by 12:00 p.m. (noon) on this date. These will be provided to the Planning Commissioners, along with the staff report, comments from affected agencies, your statement of intent and application, and other relevant information concerning your proposal.

## ESTES VALLEY PLANNING COMMISSION MEETING DATE

*Due date in above left column applies to this block.*

It is strongly recommended that you and/or your agent be present at the Planning Commission meeting when your application will be reviewed. All Planning Commission meetings begin at 1:30 p.m. and are held in the Board Room of the Town Hall, 170 MacGregor Avenue, Estes Park.

A study session is held prior to the meeting and is open to the public. You are welcome to attend the study session but are not required to. See the current agenda for the scheduled start time and location of the study session at [www.estesnet.com/ComDev/Agendas/EVPlanningCommissionAgenda.pdf](http://www.estesnet.com/ComDev/Agendas/EVPlanningCommissionAgenda.pdf)

Planning Commission minutes are typically posted on the Town website ([www.estesnet.com](http://www.estesnet.com)) on the Friday after the meeting. Staff recommends reviewing and printing a copy of these minutes for your file. Minutes are not finalized until they are reviewed and approved by the Planning Commission at their next meeting.

## REVISIONS DUE FOR ESTES PARK TOWN BOARD OF TRUSTEES OR LARIMER COUNTY BOARD OF COUNTY COMMISSIONERS MEETING

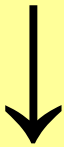
*Due date in above left column applies to this block.*

**This step applies only to special review applications and development plan applications that accompany a rezoning application.**

Compliance with Planning Commission recommendations is required by the "Revisions Due" date in order for the Town Board or Board of County Commissioners to review your application.

Complete plats/plans and any other relevant documents or information, with the requested corrections and/or additions, must be submitted to the Community Development Department no later than 12:00 p.m. (noon) on this date.

At the latest, revisions to the application must be submitted within thirty (30) days of Estes Valley Planning Commission action. If revisions are not submitted within this 30-day timeframe, the application will automatically become null and void unless a written request for a later submittal date has been approved by planning staff.



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**DUE NO  
LATER THAN**

_____
_____
_____
_____
_____
_____

**Number of Copies Needed for Applications Reviewed by the Town Board**

Submit *two* copies of the plan.

**Number of Copies Needed for Applications Reviewed by the County Commissioners**

Submit *four* copies of the plan.

**Planning Commission Condition #1**

**Planning Commission Condition #2**

**Planning Commission Condition #3**

**Planning Commission Condition #4, etc.**

## STAFF REPORT AVAILABLE BY

*Due date in above left column applies to this block.*

Planning staff will review your application for compliance with Estes Valley Development Code standards by this date, and will prepare a report on your proposal for the Town Board/County Commission (as applicable) to review.

The report, along with comments from affected agencies and neighboring property owners, will be posted online at [www.estesnet.com/ComDev/CurrentRequests.aspx](http://www.estesnet.com/ComDev/CurrentRequests.aspx)

The report will include staff's recommendation for approval, denial, or continuance of your application, along with recommended conditions of approval.

At the public hearing(s), the Town Board/County Commission (as applicable) may require further changes to your plans.

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## ESTES PARK TOWN BOARD OF TRUSTEES OR LARIMER COUNTY BOARD OF COUNTY COMMISSIONERS MEETING

*Due date in above left  
column applies to this  
block.*

**This step applies only to special review applications and development plan applications that accompany a rezoning application.**

The Town Board meeting minutes are posted on the Town website, [www.estesnet.com](http://www.estesnet.com), and the County Commissioner meeting minutes are posted on the Larimer County website. Staff recommends reviewing and printing a copy of the applicable minutes for your file.

### **ESTES PARK TOWN BOARD OF TRUSTEES MEETING**

All Town Board meetings convene at 7:00 p.m. and are held in the Board Room of Town Hall, 170 MacGregor Avenue, Estes Park, CO.

### **LARIMER COUNTY BOARD OF COUNTY COMMISSIONERS MEETING**

All Board of County Commissioners meetings convene at 3:00 p.m. and are held in the Board of County Commissioners Hearing Room of the Larimer County Courthouse, 200 W. Oak, Fort Collins, CO.

## ITEMS REQUIRED PRIOR TO SUBMITTAL OF MYLARS

*Due date in above left  
column applies to this  
block.*



**The more complex the application, the more time staff will need to review the items below. The applicant/agent must allow ample time for staff review prior to submittal of mylars.**

**Contact planning staff for the Due Date for your application.**

### **Submittal of Paper Copy of Plat/Map Satisfying all Conditions of Approval that Require Changes to the Plat/Map**

One paper copy of the plan addressing the Decision-Making Body's conditions of approval shall be submitted for staff review and approval prior to preparing mylars.

### **Compliance with Decision-Making Body Conditions**

**Condition #1**

**Condition #2**

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Condition #3, etc.

## DEVELOPMENT PLAN/SPECIAL REVIEW MYLARS DUE

*Due date in above left column applies to this block.*

Estes Valley Development Code Section 3.2.D.2.b states "When the EVPC is the Decision-Making Body, approval of an application shall not become final and appealable until all conditions of approval have been complied with. (See Chapter 2.)

Acceptance of all conditions of approval and compliance, where feasible (e.g., **required revisions to plans and drawings**), shall be completed by the Applicant within thirty (30) days of the EVPC's action."

### Larimer County Clerk and Recorder - Recording Fee

**Provide a check made payable to Larimer County Clerk & Recorder.** Fees are as follows:

11" x 17" and larger documents — \$10.00 per page plus \$1.00

Documents smaller than 11" x 17" — \$5.00 per page plus \$1.00

Multiple copies of documents may be sent for recording at the same time at no extra cost.

*Development plan and special review mylars are not recorded. However, other documents may need to be recorded prior to final development plan/special review approval.*

The list below is intended to assist the applicant/agent in calculating the required fee.

### Examples of Documents

# Pages x Fee Per Page + \$1 Fee Per Document = Amt. per document

**1. Development Agreement (County)**

**2. Access Easement**

**3. Other**

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## PRIOR TO ISSUANCE OF GRADING PERMIT

*Due date in above left column applies to this block.*



\_\_\_\_\_  
**Signed and Approved Development Plan**

The development plan signed by the property owners and the Decision-Making Body must be submitted with the grading/building permit.

\_\_\_\_\_  
**Satisfy Any Required Development Plan/Special Review Conditions of Approval**

Refer to the Decision-Making Body's minutes, which lists these conditions. If the application was reviewed at staff-level, refer to the conditions of approval in the staff report.

\_\_\_\_\_  
**State Stormwater Management Plan and Permit**

A State Stormwater Management Plan and permit is required if one or more acres of land is disturbed.

The plan must comply with the Larimer County Stormwater Design Standards Manual, including Volume 3, section 1.1.a Erosion Control Report.

\_\_\_\_\_  
**Grading and Drainage Plan**

A detailed grading and drainage plan is required. See applicable Grading and Drainage handout for requirements.

\_\_\_\_\_  
**Restoration Landscaping Guarantee**

A signed Restoration Landscaping Guarantee form is required.

\_\_\_\_\_  
**Limits of Disturbance**

Limits of Disturbance need to be designated in the field with construction barrier fencing or other methods approved by Staff prior to commencement of excavation, grading, or construction. Staff will inspect the limits of disturbance.

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**Development Plan Improvement Agreement (Town)**

**Development Agreement (County)**

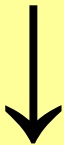
See the *HOW TO NEGOTIATE THE IMPROVEMENT AGREEMENT PROCESS...* from *Construction Planning through Completion of the Warranty Period* handout. An engineer's cost estimate and construction plans shall be submitted with the grading/building permit application for routing to affected agencies. A development plan improvement agreement and financial guarantee shall be provided prior to issuance of the building permit. *The development agreement is recorded for property within the unincorporated Larimer County.*

**CDOT (Colorado Department of Transportation) Access Permit**

Submit a copy of the approved CDOT access permit, if a permit is required by CDOT.

## PRIOR TO ISSUANCE OF FIRST BUILDING PERMIT

*Due date in above left column applies to this block.*



**All Information Required Prior to Issuance of a Grading Permit**

If a grading permit is not submitted and the first permit submitted to the Building Department is a building permit, then all the information listed above for grading permit submittals is required with the first building permit.

**Lighting Cut Sheet**

A lighting cut sheet is required demonstrating that lighting fixtures comply with the EVDC Section 7.9.

**Trash Enclosure Architectural Elevations**

Trash enclosure architectural elevations should be submitted and must comply with EVDC Section 7.5.F.2.c. This includes screening on three sides with a wall or fence at least six feet tall, and the fourth side by a solid gate at least five feet high.

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## PRIOR TO ISSUANCE OF CERTIFICATES OF OCCUPANCY

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\_\_\_\_\_ **Planning Staff Site Inspection**

Staff will inspect the site to verify that improvements were installed as shown on the Development Plan or Phasing Plan.

\_\_\_\_\_ **As-Built Plans**

As-built Plans. As-built plans (1 Mylar + 1 paper copy + 1 digital copy) shall be submitted at the time construction of the improvements is completed. As-built plans shall include utilities, parking, building footprints and building square footage. Final certificate of occupancy shall not be issued prior to submittal of as-built plans (EVDC Appendix B.III.C.5).

See EVDC Appendix B, Attachment C for compatible digital formats and media type. Emailing is preferable. Save AutoCAD files down to a version prior to 2005.

\_\_\_\_\_ **As-Built Plans for Landscaping**

A landscaping as-built plan, including sizes and quantities, details regarding revegetation, and irrigation, shall be submitted to Staff prior to inspection (EVDC Section 7.5.C.3.c).

\_\_\_\_\_ **Landscape Improvement Agreement**

Prior to issuance of the certificate of occupancy, the landscaping plan must: a. Be fully implemented on the site (including revegetation of disturbed areas) and inspected by Staff; or b. If, because of seasonal conditions, the plan cannot be implemented immediately, it must be guaranteed by an improvement agreement (or included in an approved development agreement) in a form agreeable to the Town or County, and secured by a letter of credit, cash escrow, or other instrument acceptable to the Town or County, in an amount equal to one-hundred-twenty-five percent of the cost of materials and labor for all elements of the landscape plan.

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**Engineer's Drainage Certification**

All new developments are required to submit for review and approval an overall site certification of the constructed drainage facilities. The overall site certification must be stamped and signed by a licensed engineer, must specify the proposed and the as-built conditions of the site's drainage facilities, and must be in a form approved by staff. Any variation from the approved plans must be noted and proven to function properly within standards, as in the Stormwater Design Criteria. Supporting calculations to justify any variation from the approved plans shall be provided, including, but not limited to: detention volumes, pipe capacities, and swale capacities. Individual lot or building certification may be required, depending on the site design, prior to the release of a certificate of occupancy. Certification of drainage facilities shall be submitted to the County Engineer/Town Planner at least two weeks prior to release of collateral or the release of a certificate of occupancy. In order to provide this certificate, an engineer will need to make periodic site inspections throughout construction.

**Engineer's Certificate for Public Improvements**

An engineer's certificate is required for adequate public facility improvements described in EVDC 7.12. The form of the certificate will be reviewed and approved by staff.

**Outdoor Storage, Areas, Activities and Mechanical Equipment**

Compliance with EVDC 7.13 is required. This includes, but is not limited to, screening, covering, or painting conduit, meters, vents and other equipment attached to the building or protruding from the roof to minimize visual impacts. Provisions for outdoor storage and trash collection are also found in this section.