

2010 Estes Valley Planning Commission Application and Review Schedule

For Preliminary Subdivision Plats, Amended Plats/Boundary Line Adjustments, Rezoning Applications, Development Plans, Special Reviews, and Preliminary Condominium Maps

(1)	(2)	(3) & (4)	(5)	(6)	(7)	(8)	(9)	(5)	(10)	(12) & (13)	(9)	(5)	(11)	(12) & (13)	
Sketch Plans Required Prior to	Pre-Application Conference Required Prior to	Submittal Deadline 5 Copies of Plats/Plans Due	Application Posted on Town Website	Staff Report Posted on Town Website	17 Copies of Plats Due for PC Notebooks	Planning Commission Hearing	Development Plan Mylars Due no later than	Revisions Due for Board of County Commissioners Meeting	Staff Report Posted on Town Website	Board of County Commission Meeting Date	Final Plat/Map Mylars Due no later than	Revisions Due for Town Board Meeting	Staff Report Posted on Town Website	Town Board Meeting Date	Final Plat/Map Mylars Due no later than
4-Nov-2009	11-Nov-2009	25-Nov-2009	27-Nov-2009	6-Jan-2010	13-Jan-2010	19-Jan-2010	18-Feb-2010	26-Jan-2010	1-Feb-2010	16-Feb-2010	16-Apr-2010	12-Feb-2010	19-Feb-2010	23-Feb-2010	23-Apr-2010
2-Dec-2009	9-Dec-2009	23-Dec-2009	28-Dec-2009	3-Feb-2010	10-Feb-2010	16-Feb-2010	18-Mar-2010	22-Feb-2010	1-Mar-2010	15-Mar-2010	14-May-2010	12-Mar-2010	19-Mar-2010	23-Mar-2010	21-May-2010
29-Dec-2009	6-Jan-2010	20-Jan-2010	21-Jan-2010	3-Mar-2010	10-Mar-2010	16-Mar-2010	15-Apr-2010	29-Mar-2010	5-Apr-2010	19-Apr-2010	18-Jun-2010	16-Apr-2010	23-Apr-2010	27-Apr-2010	25-Jun-2010
3-Feb-2010	10-Feb-2010	24-Feb-2010	25-Feb-2010	7-Apr-2010	14-Apr-2010	20-Apr-2010	20-May-2010	26-Apr-2010	3-May-2010	17-May-2010	16-Jul-2010	14-May-2010	21-May-2010	25-May-2010	23-Jul-2010
3-Mar-2010	10-Mar-2010	24-Mar-2010	25-Mar-2010	5-May-2010	12-May-2010	18-May-2010	17-Jun-2010	28-May-2010	7-Jun-2010	21-Jun-2010	20-Aug-2010	11-Jun-2010	18-Jun-2010	22-Jun-2010	20-Aug-2010
31-Mar-2010	7-Apr-2010	21-Apr-2010	22-Apr-2010	2-Jun-2010	9-Jun-2010	15-Jun-2010	15-Jul-2010	25-Jun-2010	6-Jul-2010	19-Jul-2010	17-Sep-2010	16-Jul-2010	23-Jul-2010	27-Jul-2010	24-Sep-2010
5-May-2010	12-May-2010	26-May-2010	27-May-2010	7-Jul-2010	14-Jul-2010	20-Jul-2010	19-Aug-2010	26-Jul-2010	2-Aug-2010	16-Aug-2010	15-Oct-2010	13-Aug-2010	20-Aug-2010	24-Aug-2010	22-Oct-2010
2-Jun-2010	9-Jun-2010	23-Jun-2010	24-Jun-2010	4-Aug-2010	11-Aug-2010	17-Aug-2010	16-Sep-2010	27-Aug-2010	7-Sep-2010	20-Sep-2010	19-Nov-2010	17-Sep-2010	24-Sep-2010	28-Sep-2010	26-Nov-2010
7-Jul-2010	14-Jul-2010	28-Jul-2010	29-Jul-2010	8-Sep-2010	15-Sep-2010	21-Sep-2010	21-Oct-2010	27-Sep-2010	4-Oct-2010	18-Oct-2010	17-Dec-2010	15-Oct-2010	22-Oct-2010	26-Oct-2010	22-Dec-2010
4-Aug-2010	11-Aug-2010	25-Aug-2010	26-Aug-2010	6-Oct-2010	13-Oct-2010	19-Oct-2010	18-Nov-2010	25-Oct-2010	1-Nov-2010	15-Nov-2010	14-Jan-2011	12-Nov-2010	19-Nov-2010	23-Nov-2010	21-Jan-2011
31-Aug-2010	8-Sep-2010	22-Sep-2010	23-Sep-2010	3-Nov-2010	10-Nov-2010	16-Nov-2010	16-Dec-2010	29-Nov-2010	6-Dec-2010	20-Dec-2010	18-Feb-2011	3-Dec-2010	10-Dec-2010	14-Dec-2010	11-Feb-2011
6-Oct-2010	13-Oct-2010	27-Oct-2010	28-Oct-2010	8-Dec-2010	15-Dec-2010	21-Dec-2010	20-Jan-2011	27-Dec-2010	3-Jan-2011	18-Jan-2011	18-Mar-2011	14-Jan-2011	21-Jan-2011	25-Jan-2011	25-Mar-2011

See reverse side for detailed explanations of items (1) through (13).

The applicant is responsible for ensuring that their deadlines are met.

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.

NOTE: 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."

(1) SKETCH PLANS

Sketch plans are due by this date. Contact Planning staff to determine how many copies of the sketch plan to submit.
See *Estes Valley Development Code Appendix B* for a complete list of submittal requirements. You can view these requirements online at:
<http://www.estes.org/ComDev/DevCode/ChapterIndex.aspx>

(2) PRE-APPLICATION MEETING

A pre-application meeting with a planner is required at least two weeks prior to the submittal deadline. Staff recommends this appointment be made a week to ten days in advance.

(3) SUBMITTAL DEADLINE

A complete application is due no later than 12:00 p.m. (noon) on this date.

See *Estes Valley Development Code Appendix B* for a complete list of submittal requirements.
You can view these requirements online at:
<http://www.estes.org/ComDev/DevCode/ChapterIndex.aspx>

Planning staff will notify the applicant within eight business days if the application has been accepted as complete.
This is not a full review of your application (see #5, STAFF REPORT).

NOTE: If your 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 your application may be delayed a month or more.

(4) APPLICATION FEE

The application fee is due by the submittal deadline for the application to be accepted as complete (see NOTE above). Please refer to the fee schedule in your application packet.
You can view the fee schedule online at
<http://www.estes.org/ComDev/Schedules&Fees/PlanningApplicationFeeSchedule.pdf>

(5) STAFF REPORT POSTED ON TOWN WEBSITE

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, Town Board, or Board of County Commissioners to review.
The report will include a recommendation for approval, denial, or continuance of your application, along with recommended conditions of approval.
The report, along with comments from affected agencies and neighboring property owners, will be posted online at:
<http://www.estes.org/ComDev/CurrentRequests.aspx>
At the public hearing(s), the Review Body and/or the Decision-Making Body (Planning Commission, Town Board, or Board of County Commissioners) may require further changes to your plans.

(6) COPIES FOR PLANNING COMMISSION NOTEBOOKS

Seventeen folded (17) copies of the plats/plans are due 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.

(7) ESTES VALLEY PLANNING COMMISSION MEETING

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 6:00 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:
<http://www.estes.org/ComDev/Agendas/EVPlanningCommissionAgenda.pdf>

(8) DEVELOPMENT PLAN MYLARS DUE

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."

(9) REVISIONS DUE

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.

(10) 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.

(11) 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.

(12) FINAL PLAT / FINAL CONDO MAP MYLARS DUE

Be sure to request a checklist from planning staff that lists additional items that must be submitted PRIOR to recording the plat! These may include electronic files, improvement agreement/financial guarantee, conditions of approval, etc.
Final Plats or Maps: Within sixty (60) days of approval the plat/map, including all required revisions, must be submitted for recording.
Preliminary Subdivision Plats: Within twelve (12) months of the date of final approval, the developer must apply for a final subdivision plat for at least one phase of the proposed subdivision.

(13) RECORDING MYLARS & OTHER REQUIRED DOCUMENTS

Three (3) copies of Mylars are due to the Community Development Department no later than this date. Planning staff will route the Mylars to the Larimer County Clerk & Recorder's office for recording.

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

Documents 11"x17" and larger, including Mylars — \$10.00 per page of the 1st set, plus \$1.00

Documents smaller than 11"x17" — \$5.00 per page of the 1st set, plus \$1.00

Additional copies of Mylars (or other documents) may be sent for recording at the same time at no extra cost.