## LITTLETON DEVELOPMENT REVIEW PROCESS [City Code 10-1-9(3)a]

### Pre-Application Meeting
- A pre-application meeting is **required** before submittal of a formal land application.
- Request forms may be downloaded on city website and submitted by email. Meetings are scheduled on a first come, first served basis.
- The purpose of the meeting is to discuss with staff the feasibility, regulations and application requirements applicable to the proposal.

### Preliminary Project Planning Process (P4)
- Applicants requesting a new PD or an amendment to a PD may be eligible for a P4 review before planning commission and city council.
- These non-binding discussions must be scheduled prior to formal application submittal. Eligibility for the P4 review will be determined during the Pre-Application meeting.
- To request a P4 review, applicants should complete a P4 application form.

### Neighborhood Meeting
- A neighborhood outreach meeting is **required** for all applications that require a public hearing and must be held **prior** to formal submittal. It is recommended that you invite all property owners within 700 ft. of the subject property.

### Submittal Received
- Applicant turns in **complete** application to Planning/Community Development including applicable review fees (cash or check only) and electronic documents.
- Completeness review conducted and assigned to a planner.
- Full engineering documents (CD’s, drainage report/study, traffic, etc.) must be included with submittal.

### Review 1
- Project is reviewed for compliance with zoning and subdivision regulations, design guidelines, CompPlan, zoning documents, operating standards, engineering requirements, etc. by city departments, and project referred to appropriate outside agencies for review.
- Comments provided to applicant after review.
- Applicant makes changes/updates to proposal to reflect staff’s review comments.

### Review 2
- Applicant turns in complete re-submittal to Planning/Community Development.
- Project is reviewed for compliance and comments provided to applicant after review.
- Applicant makes changes/updates to proposal to reflect staff’s review comments.

### Review 3 (or more if needed)
- Applicant turns in complete re-submittal to Planning/Community Development.
- Project is reviewed for compliance and comments provided to applicant after review.
  - Comments provided to applicant after review.
  - Applicant makes changes/updates to proposal to reflect staff’s review comments.
  - (Applicant **may** request Concurrent Plan Review - building permit - Schedule pre-building permit meeting at Permit Center.)
  - Schedule, notice, and conduct public hearing(s)/meeting(s) if applicable.

### Checkprint Submittal
- Final minor revisions are reviewed by staff prior to mylar submittal by applicant.
  - Comments provided to applicant after review.
  - Applicant makes changes/updates to proposal to reflect staff’s review comments.
  - (NOTE: After 3 months of inactivity, a reminder will be sent to applicants that action is required in the next 30 days to remain active. At that time, the case will be closed.
  - Addressing form may be submitted for building permit.

### Mylar Submittal (1 signed set)
- Planning/Community Development obtains city signatures and records document at county clerk and recorder.
  - Please make check out to appropriate County Clerk and Recorder.
  - (NOTE: Recording of the map must occur within one year from the date of approval; otherwise the plan will become invalid. Time extensions may only be granted by the Community Development Director on a case by case basis.)

### Building Permit Process Begins
- Littleton Permit Center is located in the lobby of the Littleton Center. Open weekdays 7a.m. - 4 p.m. - 303-795-3751; Inspection Request Line - 303-795-3738.
- Schedule pre-building permit meeting at Permit Center.
- Prior to issuance of building permit, final civil construction drawings **must** be approved by Engineering.

**revised 11/29/18**