DEVELOPMENT PLANNING FLOW CHART

Initial Contact/request for Pre-App Mtg. from applicant

First Development Application Submittal

Project Referrals sent by Planning

Review & Analysis by Planning

Public Hearings (Planning Commission & Board of Trustees)

Public Notice for Public Hearings

Subsequent Submittal(s) by applicant & Planning review

Follow-up / Comments sent to applicant

Agreements (SPIA/SIA) LOCs/Bonds provided by Applicant

Project recorded by applicant and Mylars provided to Planning

Construction Documents provided to Planning for review

Land Use Permit & Impact Fees provided by Applicant & reviewed

Management of LOCs/Bonds by Planning

Construction Inspections by Engineering Assistant
Development Planning flowchart details

- Initial contact by applicant – typically asks basic questions about regulations & process.
- Pre-application meetings are recommended to discuss specifics and identify major issues.
- These first two steps usually occur at least one to three months before submittal.

- Official submittal by applicant requires all necessary materials (site plan, landscaping, project narrative, etc.) as well as application fee. At this point the project becomes “public information.”
- Staff processes payment, assigns a project number, creates paper & electronic files for all materials.
- Projects are sent to other depts. & outside agencies for review; staff review begins.
- Agencies are given ~30 days to review & respond.

Referral Agencies
- El Paso County Development Services
- Utility Providers
- Lewis-Palmer School District 38
- NEPCO
- PPRBD
- USAFA
- On-Call Engineering Firms
- Fire District
- Krassa & Miller, LLC
- Lytle Water Solutions
- CDOT
- Triview Metropolitan District
- Colorado Parks & Wildlife
 ➤ Staff analyzes the comments from other agencies and reviews for Code compliance, consistency with Comp Plan, and general planning principles.

 ➤ Staff meets with the applicant to discuss comments. This is often a negotiation between code requirements, community vision, and the applicant’s interests/branding/flexibility.

 ➤ 1-2 weeks
  ➤ First Submittal
  ➤ Follow-up / Comments sent to applicant
    ➤ Review & Analysis by Planning
    ➤ Neighborhood Meeting
  ➤ Construction Documents
  ➤ Management of LOCs/Bonds
  ➤ Construction Inspections
  ➤ Land Use Permit & Impact Fees

 ➤ The submittal and review process is repeated, as necessary.

 ➤ The timeline for this step is heavily dependent upon the applicant. 1-2 months is typical, but could take significantly longer, depending on the degree of revisions.

 ➤ Public Notice
  ➤ Subsequent Submittal(s) by applicant & Planning review
  ➤ Follow-up / Negotiation
  ➤ Review & Analysis

 ➤ Public Notice for Public Hearings

 ➤ Public notice is done in accordance with Chapter 17. (Newspaper, on-site, mailing)

 ➤ Posted a minimum of 15 days before first hearing.
Creation of Staff Report, Recommendation

- Once hearing dates are set Staff develops a recommendation and creates the Staff Report

- While we have hundreds of pages associated with each project, Staff synthesizes all info into a short report which focuses on the items "to be decided"
  ➔ Format currently be revised
Construction level detail of site improvements.
- Reviewed by staff and consultants, when necessary.
- 1-3 weeks

- Issued for all building construction projects.
- Required for permit issuance at PPRBD.
- Calculations in spreadsheet vary depending on building type, districts involved, etc.

Inspector refers to CDs during frequent inspections.
- Field changes are not unusual.
- Inspections also done for Public Works projects performed by the Town.
- Guarantees for site work & landscaping.
- Reduced upon acceptance by Town.
- 2 years

Management of LOCs/Bonds
- Construction Inspections