



## **Master Plan Review Application Guide & Checklist**

Economic & Community Development Department  
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### **DEFINITION**

The Master Plan review is an optional process that provides a mechanism for reviewing large or complex development projects. It allows the owner or developer to obtain preliminary City Council approval of the development concept so that subsequent approvals may be considered administratively.

To be eligible for a Master Plan review, the property or project must meet at least one of the following:

1. The site includes a contiguous area of at least five acres;
2. The site is located within the downtown, the hospital complex, or within a secondary center identified in the Comprehensive Plan;
3. The proposed development contains at least 50,000 square feet of nonresidential gross floor area;
4. The proposed development contains at least 100 dwelling units; and/or
5. The proposed development will occur in phases.

### **REVIEW PROCESS**

All Master Plan Reviews require an application and public hearing before both the Planning and Zoning Commission and City Council following the process outlined below. City staff, the Planning Commission and City Council shall determine whether and to what extent –

1. Your master plan is consistent with the general purpose and intent of Title 070-the Development Code;
2. The proposed land uses, densities, and intensities that you propose are consistent with the Comprehensive Plan and applicable zoning districts;
3. Your proposed development is consistent with the dimensional, design, development, and all other standards of Title 070; and
4. Your proposed development provides adequate mitigation for anticipated adverse impacts to surrounding neighborhoods and the city.

- 1. Pre-application Conference.** Contact one of the planners in the Community Development Department prior to submitting your Master Plan Review application. We will discuss the review procedures, application requirements, application deadlines, and the City's goals, policies, and development standards as they relate to your proposed project.

At least 10 days prior to your scheduled conference, please submit one electronic copy of the following items:

- a. A completed Planning Application. The application is available [here](#), or on the City’s website at [www.cogs.us](http://www.cogs.us). It is in “Forms, Permits & Applications” on the Community Development Department page.
- b. A written description of the proposed project.
- c. Conceptual drawings showing the location, layout, and primary elements of the proposal.
- d. Proposed uses, location of uses, and densities.

If your project involves more than one development action for the same property, your applications can be reviewed concurrently. For example, if your proposed project involves a Master Plan Review, subdivision, and special use permit, you could have them processed and decided concurrently. Community Development Department planners will discuss the concurrent review process and application requirements with you during your pre-application conference.

- 2. Neighborhood Meeting.** Prior to submitting your application, you are required to conduct a neighborhood meeting with the residents, businesses, and organizations in the area surrounding your proposed development. The purpose of the meeting is to inform your neighbors about your project and to give them an early opportunity to provide feedback before you have expended significant funds on design and engineering.

Notification: You must send a meeting notice to all property owners within 300 feet of the outside boundaries of your project site at least 15 days property to your meeting date.

Meeting Specifics:

- Present information about your proposed land uses, dimensional standards, location of buildings, and overall site layout and design. The information that you do present needs to be sufficient to describe the project features without retaining architectural, engineering or other design professionals.
- You are only required to conduct one pre-application neighborhood meeting but may hold additional meetings as necessary before or after filing your application.
- As part of your application, you are required to provide a summary of the meeting including discussion topics, an attendance list, proof of notification, and copies of any exhibits used during the meeting.
- Note: City staff may attend your neighborhood meeting but if in attendance, staff is not responsible for facilitating the meeting.

- 3. Prepare Your Application.** During the pre-application conference you will receive a checklist of information that we will need to process your request. This information

constitutes your application and may include any, or all the information found on page 7 of this guide.

Please be aware that City staff, the Planning and Zoning Commission and City Council will evaluate your application based on how well it demonstrates compliance with the Municipal Code, and the City's goals, policies, and plans, as well as the Engineering Standards. You may review the Municipal Code on the City's website at [www.cogs.us](http://www.cogs.us). The Engineering Standards are located [here](#), or on the Engineering home page. Other approved plans also can be found on the City's website under the individual department pages. Community Development staff will help guide you to plans and policies that may be applicable to your project.

- 4. Submit Your Application.** Submit an electronic copy of your completed application to the Community Development Department at least 8 weeks prior to the date that you want your item heard before the Planning and Zoning Commission. Within 5 business days of your submission, Community Development Department staff will review your application to determine whether it is complete. If it is incomplete, we will contact you with a list of the information needed to complete your application. If it is incomplete, we will contact you with a list of the information needed to complete your application. You are encouraged to submit your application well in advance of the deadline to allow you time to supply any missing information. Submissions of missing information after the deadline will result in your application being delayed to a future Planning and Zoning Commission agenda.
- 5. Provide Additional Copies.** After Community Development Department staff deems it complete, you will be asked to supply a final, complete electronic set of your application materials as well as paper copies for distribution to the City's reviewing departments and outside agencies. The number of paper copies can vary depending upon the scope of your application. The paper format of your submission may vary. If your application includes any full-sized plan sheets, we may request submission on 11" x 17" or 24" x 36" size paper.
- 6. Complete Public Notices.** Your application requires that you formally notify the public of the time, date and purpose of your hearing before the Planning and Zoning Commission. You are required to post your property with a placard, submit a legal notice for publication in the local newspaper, and mail your notice to property owners within 300 feet of the outside boundary of your proposed development parcel. You are also required to provide notice by certified mail to all mineral owners and lessees on your property in accordance with Colorado Revised Statutes 24-65.5-103. Staff will review these requirements and will provide you with a packet of information that includes the deadlines for completing each form of public notice. This is a time-sensitive process. Deficient public noticing may delay your hearing.
- 7. Agency Referral and Review.** During the 8-week period between your application submittal and your hearing, staff will distribute copies of your application to our "reviewing agencies" which consists of various City departments, City boards and commissions, and outside agencies such as the Colorado Department of Transportation, and gas and telephone

companies. Community Development Department staff relies on these agencies to review your application and comment on any issues or concerns that they may have relating to your project. You will receive copies of agency comments and will have an opportunity to respond, if need be. In some instances, agency comments may cause you to redesign your project. Staff will include these comments in the packet of information that is distributed to the Planning and Zoning Commission and to City Council.

- 8. City Department/Applicant Development Review Committee Meeting.** Generally, three to five weeks prior to your public hearing you will meet with City Departments, and planning staff to review and discuss their preliminary comments about your project. Following this meeting, you may be required to revise your plans to respond to specific requests or suggestions made by staff. If significant, substantive changes are necessary you will be required to submit a new application in which case your hearing will be postponed
- 9. Staff Review & Report.** Toward the end of the 8-week review of your application, Community Development Department staff will prepare a report for the Planning and Zoning Commission meeting that analyzes how your project meets the Municipal Code, the City's goals, policies, plans, standards and any other pertinent information. The report will include a staff recommendation of approval, denial, or continuance of your application. If staff recommends approval, usually there also will be a list of recommended conditions. Staff will complete the report no later than the Friday afternoon prior to the hearing. You will receive a copy, usually via email. Make sure that you read the report and review the listed conditions, if there are any. Staff also will distribute the report, a complete copy of your application, and agency comments to the Planning and Zoning Commission for its review.
- 10. Requesting a Continuance.** If, after reading the staff report, you wish to continue your application to the next month's Planning and Zoning Commission meeting to correct deficiencies or clear up issues in the application, you will need to submit a letter to Community Development Department staff requesting continuance of your hearing. If you do this, you will not need to appear at the meeting or redo your public noticing, and no comments will be made by the City or public regarding your application at the hearing.
- 11. Planning and Zoning Commission Hearing.** Staff will provide you with a copy of the meeting agenda no later than the Friday before your hearing. Applications are scheduled on the agenda based on the order in which they are received. You or your representative are required to attend your public hearing.
- 12. City Council Hearing.** After the Planning and Zoning Commission makes its recommendation, your application will be forwarded to City Council for final consideration. Your Council hearing will be the 3<sup>rd</sup> Thursday of the month following the date of the Planning and Zoning Commission meeting. This allows time for Community Development Department staff to prepare the minutes of your hearing. City Council will review the same application that you submitted to the Planning and Zoning Commission. It is imperative that you not submit new information or make changes to your project between these two

hearings. Any changes presented to City Council may result in your project being remanded to the Planning and Zoning Commission for re-consideration. Like the Planning and Zoning Commission hearing, you or your representative are required to attend the Council hearing.

**13. Post-approval.** After you have satisfied all applicable conditions of your project's approval, Community Development Department staff will ask you to provide a copy of your approved development plans on 24 x 36-inch mylar paper. Additionally, the City's legal staff will prepare a Development Agreement that memorializes the conditions of your project's approvals. This Agreement will be recorded with the Garfield County Clerk & Recorder's office. You will be required to pay the applicable recording fees which are detailed on the Clerk & Recorder's page of the Garfield County website: [www.garfield-county.com](http://www.garfield-county.com).

**14. Site/Architectural Plan Review:** Following your Master Plan approval you will submit site/architectural plans for administrative review of each phase of your proposed development. Your site/architectural plans must conform to your Master Plan approval to ensure administrative review. However, if the Community Development Director determines that your plans are not consistent with your approved Master Plan, your site/architectural plan will be processed as a minor or major site/architectural plan, as applicable based on the type of development proposed.

Refer to the Administrative Site/Architectural Plan Review Application Guide & Checklist for further information about review procedures.

**15. Post-approval Master Plan Modifications.** Subsequent site/architectural plans may propose development that differs from your approved Master Plan in minor ways, without first having to amend your Master Plan, if the Community Development Director determines that the proposed development:

- a. Is consistent with the Comprehensive Plan;
- b. Complies with all applicable standards of Title 070;
- c. Complies with all applicable original conditions of approval; and
- d. Would not result in significant change to the development's general function, form, intensity, character, demand on public facilities, and impact of adjacent properties.

The following types of changes require a formal amendment of your approved Master Plan and a re-review by the Planning and Zoning Commission and City Council:

- a. A change to an original condition of approval;
- b. An increase in residential density or nonresidential floor area by more than 20 percent; and
- c. An increase greater than 10 percent in the amount of land devoted to nonresidential uses.

## **PUBLIC MEETING PROCEDURES**

The public hearing format is as follows:

1. Staff Presentation. Staff will provide the Commission with a summary of your project and an analysis of how it meets or differs from the Municipal Code and other city plans and standards.
2. Questions of staff by the Planning and Zoning Commission.
3. Applicant Presentation. This is your opportunity to present any additional information about your project to the Commission. You can mention points where you disagree with staff, present anything important that you felt that planning staff left out, present any new information that you have, or present any other information directly pertinent to the application. Out of respect for the Commission and other applicants, please keep presentations very brief. If you have no additional important information to add to staff's presentation, you may state this.
4. Questions of the applicant by the Commission.
5. Public Comment. The Commission Chair will open the meeting to public comment.
6. Applicant response to public comment. After hearing from all members of the public, the Chair will close the public portion of the meeting and allow you the opportunity to refute or address any statements provided. At this time, the Commission may also ask staff for clarification of any points of fact.
7. Motion for action on the application, discussion among the Commissioners, and a decision.

**Display of documents at the meeting.** You may use the Council Chambers computer to display any documents or to provide the Commission and Council with a prepared presentation. We recommend that you bring your materials on a flash drive.

**City Council hearing.** Staff will prepare a new report for City Council summarizing the Planning and Zoning Commission's actions. This, along with the Planning and Zoning Commission staff report, your original application materials, and meeting minutes will be forwarded to Council no later than one week prior to your Council hearing. Community Development staff also will send you a copy of this report as well as the meeting agenda.

The format of your Council hearing will be the same as the Planning and Zoning Commission hearing highlighted above.



## MASTER PLAN REVIEW APPLICATION CHECKLIST

*For office use:*

Pre-application Meeting Date: \_\_\_\_\_ Planning File #: \_\_\_\_\_

Applicant: \_\_\_\_\_ Lead Planner: \_\_\_\_\_

During or shortly following your pre-application meeting, you will receive this checklist noting the materials that the City will need to process your master plan review application. This information constitutes your application. Failure to provide the required materials on or before the application deadline will delay your application.

Materials to be Provided by Applicant								
Submittal Requirements		Paper Copy – number and format			PDF	Notes	Required Submission (√)	Submitted by Applicant (√)
		8 ½ x11	11 x 17	24 x 36				
1	<b>Planning Application</b> – completed in full and signed by applicant and all property owners of record	√			√			
2	<b>Ownership</b> - provide proof of ownership such as Deed of Trust, Warranty Deed or Quit Claim Deed. Title commitment will not suffice	√			√			
3	<b>Public Noticing</b> – signed and notarized affidavit proof of public notice including mineral estate owner notification	√						
4	<b>Neighborhood Meeting</b> – provide an attendance list and written summary of the neighborhood meeting	√			√			
5	<b>Project Description</b> – narrative describing the project. Include an assessment of how the project meets the review criteria listed on page 1 of the guide and checklist.	√			√			

Materials to be Provided by Applicant								
Submittal Requirements		Paper Copy – number and format			PDF	Notes	Required Submission (√)	Submitted by Applicant (√)
		8 ½ x11	11 x 17	24 x 36				
6	<b>Variance Request</b> – refer to the Variance criteria page 10	√			√			
7	<b>Utility Can &amp; Will Serve Letters</b> – provide letters submitted from public and/or private utility companies that will serve the proposed development	√			√			
8	<b>Complete Plan Set including:</b>	0	1	1	√			
	Cover Sheet							
	Site Plan							
	Preliminary Grading Plan							
	Conceptual Architectural Plans							
	Preliminary Landscape Plan							
	Sample materials board							
	Lighting Plan							
9	<b>Engineering Reports including:</b>	2	0	0	√			
	Preliminary Traffic Impact Analysis or Letter – the level of documentation required depends on the location of the property and the type of development proposed							
	Preliminary Soils & Geotechnical Report							
	Drainage Letter or Study – level of information required depends on the project location, size and type of development. Refer to Engineering Standards							



Materials to be Provided by Applicant								
Submittal Requirements		Paper Copy – number and format			PDF	Notes	Required Submission (√)	Submitted by Applicant (√)
		8 ½ x11	11 x 17	24 x 36				
10	<b>Phasing Plan-</b> provide a detailed project phasing plan which describes the type and scope of development activity within each phase.	√			√			
11	<b>Fee</b>	\$ _____				Cash, check or credit card. Check payable to the City of Glenwood Springs		
12	<b>Other Materials</b> (list other materials that will be required)							

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## Variance Criteria

If your application includes a request to deviate from a Municipal Code requirement you must address how your variance request meets all the criteria listed below.

### Instructions

1. Use this questionnaire if your project includes variances, which are deviations from Municipal Code requirements. Examples include deviations from setback requirements, building height maximums, design standards, minimum number of off-street parking spaces, and permitted light levels.
2. Complete this questionnaire after you have had your pre-application conference. Once completed, submit this questionnaire along with the other items on the checklist. Complete one questionnaire for each variance you are requesting. Use a separate sheet if necessary.
3. It is important to remember that the decision to approve or deny a variance is a discretionary action based on how well you meet all the variance criteria. This is your opportunity to describe in detail the reason why you need to deviate from the Municipal Code. If you are unable to provide justification of how your application meets each of the criteria below, you may want to consider whether a variance is truly warranted.

### Variance type

**Explain what Municipal Code requirement you are requesting a variance from and what it is that you are proposing that does not meet this requirement.**

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### Variance Criteria

1. **Explain how your property has an exceptional shape, topography, building configuration or other exceptional site condition that is not a general condition throughout the zone district.** \_\_\_\_\_

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**2. Explain how the strict application of the Code standards for the variance you are seeking produces undue hardship.** \_\_\_\_\_

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**3. Explain how you did not create the hardship by your own actions.** \_\_\_\_\_

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**4. Explain how the requested variance does not harm the public and does not impair the intent or purposes of this Code, goals, and policies, including the specific regulation in question.** \_\_\_\_\_

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**5. Explain how the variance request demonstrates exceptional hardship not related to purposes of convenience or financial burden.** \_\_\_\_\_

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**6. Explain how the variance request will not violate building or fire code requirements.**

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7. Explain how the variance is the minimum variance that will afford relief of the subject standards of the Code. \_\_\_\_\_

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