



Administrative Site/Architectural Plan Review Application Guide & Checklist

Economic & Community Development Department
 101 W. 8th Street
 Glenwood Springs, CO 81601
 (970) 384-6411

DEFINITION

The Municipal Code contains the following thresholds for administrative, minor and major site/architectural plan reviews:

Architectural Plan Review Thresholds ^[1] (Municipal Code 070.060.050(a))			
Type of Development	Administrative Site/Architectural Plan (Director) ^[2]	Minor Site/Architectural Plan (Planning Commission)	Major Site/Architectural Plan (City Council)
Residential	1 to 8 new dwelling units	9 to 24 new dwelling units	Any new development on site larger than 10 acres; 25 or more new dwelling units
Nonresidential	Less than 10,000 square feet gross floor area	At least 10,000 and no more than 30,000 square feet gross floor area	Any new development on site larger than 10 acres; development of greater than 30,000 square feet gross floor area
Mixed-Use	1 to 8 new dwelling units and less than 10,000 square feet nonresidential gross floor area	9 to 24 new dwelling units or at least 10,000 and no more than 30,000 square feet nonresidential gross floor area	Any new development on site larger than 10 acres; 25 or more new dwelling units or greater than 30,000 square feet nonresidential gross floor area
Parking as a Principal Use, or Parking Structure	Up to 25 vehicle spaces	26 or more spaces	Parking structure

Notes:

[1] Notwithstanding the thresholds above, any development requiring dedication of land to the City shall be processed as a major site/architectural plan.

[2] Administrative Site/Architectural Review involving five or more units is required to follow public noticing procedures in 070.060.030(f)(3).

REVIEW PROCESS

All Administrative Site/Architectural Plans are reviewed and decided upon by the Community Development Director. Reviews shall follow the procedures outlined below.

Exemptions: The following are exempt from the site/architectural plan review procedure, but are subject to the standards of the Municipal Code:

- A change in use that does not involve or require other development (such as new or expanded buildings, additional parking, etc.);

- Conversion of non-residential building area into up to five dwelling units, or mixed-use building area into up to five dwelling units, without changing the existing building footprint or increasing the building area;
- Alteration, repairs, or additions to existing buildings that increase the gross floor area by less than 25 percent;
- Tenant improvements that do not increase gross floor area or building height, increase the density or intensity of use, or affect other development standards (such as parking or landscaping requirements);
- Construction of a single-family detached or two-family dwelling, additions to such dwellings, and structures accessory to such dwellings; and
- Construction or erection of accessory buildings, fences, hedges, or walls.

1. Pre-application Conference. Contact one of the planners in the Community Development Department prior to submitting your Administrative Site/Architectural Plan Review application. We will discuss the administrative review procedures, application requirements, decision timelines, 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. 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 administratively-reviewed development action for the same property, your applications can be processed concurrently. Community Development Department planners will discuss the concurrent review process and application requirements with you during your pre-application conference.

2. 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 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. 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.

- 3. Submit Your Application.** Submit an electronic copy of your completed application to the Community Development Department on or before the 6-week application deadline. 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. You are encouraged to submit your application well in advance of the application deadline to allow you time to supply any missing information. Submissions after the deadline will delay your review and decision. Note: you must submit missing information within 6 months of staff's completeness notification or your project will be considered abandoned.
- 4. 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.

Referral and Call Up. If your project involves the addition of three or more new residential units, your application may be referred to, or called-up by the Planning and Zoning Commission. Once staff deems your application complete, we will notify the Community Development Director and the Planning and Zoning Commission of your pending application. The Director may refer your application to the Planning and Zoning Commission for decision and action. Similarly, if at least three Commissioners request to hear your application, your project will be scheduled on the next regularly scheduled Planning and Zoning Commission agenda. Refer to the Minor Site/Architectural Guide and Checklist for information about meeting review procedures.

- 5. Complete Public Notices.** If your application involves the construction of 5 or more residential units, you are required to formally notify the public of the purpose of your project. 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 a decision on your application.

- 6. Development Review Committee Referral and Review.** Prior to rendering a decision on your project, your application may be referred to the Development Review Committee 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. In some instances, review committee comments may cause you to redesign your project.
- 7. City Department/Applicant Development Review Committee Meeting.** If your application is referred to the Development Review Committee, you will meet with the committee to review and discuss their comments about your project. In some cases, the committee may request revisions or additional information. You will need to submit your revised materials or additional materials prior to receiving a decision on your project. Staff will distribute your additional information to the committee and will generally allow 2 weeks for their further review and comment.
- 8. Staff Review & Report.** Community Development Department staff will prepare a summary report for the Community Development Director 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 or denial. If staff recommends approval, usually there also will be a list of recommended conditions. You will receive a copy of this report, usually via email. Make sure that you read the report and review the listed conditions, if there are any.
- 9. Post-approval.** After you have satisfied all applicable conditions of your project's approval, Community Development Department staff will ask that you provide an electronic copy of your approved, final development plans. Note that we must receive the approved site/architectural plan within 60 days of the Director's decision.

Development permit – We will prepare a development permit which memorializes your approval. Following execution by both you and the city, the document will be recorded with the Garfield County Clerk & Recorder.

Construction plans – Following your development approval and prior to issuing your building or grading permit, you are required to submit all of the technical plans and specifications associated with your development. This affords city departments and outside reviewing agencies the opportunity to review your detailed construction plans to ensure that the technical aspects of your project meet the Municipal Code and Engineering Standards requirements. For additional information about Construction Plan review procedures, refer to the Construction Plan Guide and Checklist.

Surety - If your project involves public improvements, you are required to provide an engineer's estimate of those improvements and surety in a form acceptable to the City Attorney. Usually this is a letter of credit or bond and it must be submitted before we can issue your building permit.

10. Post-approval Plan Modifications. Please make sure that your plans reflect how you intend to develop your property. After your application has been approved, if you want to make significant changes you may be required to formally amend your application which involves additional hearings before the Planning & Zoning Commission and City Council (if applicable), and additional fees.

11. Post-construction. Before the Building Department can issue your Certificate of Occupancy, Community Development Department, Public Works, Fire and other City departments as needed, will inspect your development to insure consistency with your project approvals. Additionally, you will be required to provide a set of "as-built" plans and profiles of all water mains, sanitary sewers and storm sewers, and a survey map of all utility easements. As-built plans must be prepared by an engineer, licensed to work in the State of Colorado. Community Development Department staff will provide you with additional information about the format of these as-built plans.

[Page Intentionally Blank]



**ADMINISTRATIVE
SITE/ARCHITECTURAL 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 site/architectural plan 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	Planning Application – completed in full and signed by applicant and all property owners of record	√			√			
2	Ownership - provide proof of ownership such as Deed of Trust, Warranty Deed or Quit Claim Deed. Title commitment will not suffice	√			√			
3	Public Noticing – signed and notarized affidavit proof of public notice including mineral estate owner notification	√						
4	Project Description – narrative describing the project	√			√			
6	Administrative Adjustment Request – refer to the administrative adjustment criteria page 9	√			√			
7	Utility Can & Will Serve Letters – provide letters from public and/or private	√			√			

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				
utility companies that will serve the proposed development							
8 Complete Plan Set including:	0	1	1	√			
Cover Sheet							
Site Plan							
Preliminary Grading Plan							
Conceptual Architectural Plans							
Preliminary Landscape Plan							
Sample materials board							
Lighting Plan							
9 Engineering Reports including:	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							
10 Fee	\$ _____				Cash, check or credit card. Check payable to the City of Glenwood Springs		
11 Other Materials (list other materials that will be required)							

Administrative Adjustment Criteria

If your application includes a request to make a minor deviation from certain Municipal Code requirements, you may request an administrative adjustment. To do so, you must address how your adjustment addresses the criteria listed below.

Instructions

1. Use this questionnaire if your project includes a minor deviation from certain dimensional or numeric Municipal Code standards. Examples include small deviations from setback requirements, lot coverage standards, building height maximums, and certain development standards. Refer to the Table of Allowable Administrative Adjustments page 11 of this guide.

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 adjustment you are requesting. Use a separate sheet if necessary.

3. It is important to remember that the decision to approve or deny an adjustment is a discretionary action based on how well you address the review criteria. This is your opportunity to describe in detail the reason why you need to deviate from the Municipal Code.

Adjustment type

Explain what it is that you are proposing that does not meet the Municipal Code requirement.

Administrative Adjustment Criteria

1. **Explain how your request will not result in incompatible development.** _____

2. Explain how the adjustment will not result in, or how you have mitigated any adverse impacts. _____

3. Explain how the adjustment is necessary to compensate for an unusual site condition.

4. Explain how the adjustment is necessary to eliminate a minor inadvertent failure to comply with the Municipal Code. _____

5. Explain how the adjustment is necessary to protect a sensitive resource, natural feature, or community asset. _____
