



General File Submittal Instructions

Please use the following instructions to share miscellaneous files with the City Development Department. Please be advised that these are not the instructions for application submittals. The link to those directions are located here: [Electronic Application Submittal Instructions](#)

By Email or File Transfer Site:

- If your attachments are less than 7MB: Email your files (JPGs, TIFFs, PDFs, etc) to: CityDevelopment@ThorntonCO.gov
 - 1) Please provide any information you would like to include regarding the documentation you are submitting and the best way to contact you if necessary.
- If your attachments are larger than 7MB: Upload your files (JPGS, Videos, PDFs, Docs, Tiffs, and etc.) through Google Drive using the following instructions:
 - 1) If you do not have one already, please create a Gmail Account. They have directions on creating an email account here: <https://support.google.com/mail/answer/56256?hl=en>
 - 2) Use the link below to access the folder:
https://drive.google.com/drive/folders/1C_y5KlrSyTMXQWx0eICkQzJHqkRS0Kp?usp=sharing or copy/type the URL
Below into your browser:
https://drive.google.com/drive/folders/1C_y5KlrSyTMXQWx0eICkQzJHqkRS0Kp?usp=sharing
 - 2) Please notify the City that you have submitted files to the Drive by sending an email to CityDevelopment@ThorntonCO.gov when you have completed your upload. Please provide any information you would like to include regarding the documentation you are submitting and the best way to contact you if necessary.
 - 3) You will be contacted by City staff once the documents have been received.
- If you have any questions, contact City Development at 303-538-7295 or email us at CityDevelopment@ThorntonCO.gov.

City of
Thornton

City
Development
9500 Civic
Center Dr.
Thornton, CO
80229
303-538-7295