



APPEAL CHECKLIST

Applications must contain the following information in the format described. Applications will not be accepted if required items are missing or incomplete. Any submittal may require additional items.

1. **Completed Application Form**
2. **Application Fee - refer to checkboxes on application form**
3. **Letter explaining the request:**
 - a. **Describe the action being appealed:**
 - 1) Appeal to City Council – Include the case number and name of the project that is being appealed, as well as the nature of the appeal. Site plans, landscape plans, and architectural elevations may be required.
 - 2) Decision of the Director – Include the decision that is being appealed and your requested decision.
 - 3) Code Interpretation – Include the Code section number that is being appealed and your alternate interpretation.
 - 4) Denial of Building Permit or Architectural Review - Include the permit number of the building permit or architectural review. Site plans and architectural elevations required.
 - b. **Address the appeal hearing standards in Sec. 18-34 (b) (1) a – d**
4. **Plan Set - 1 set drawn to scale, 8 ½" x 11" minimum. Include, as required:**
 - Site Plan
 - Landscape Plan
 - Architectural Elevations
 - Grading Plan
 - Utility Plan
 - Photometric Plan
 - Existing Conditions Survey
 - Other reports as deemed necessary

A REQUEST TO APPEAL THE DENIAL OF A BUILDING PERMIT OR ARCHITECTURAL REVIEW, DECISION OF THE DIRECTOR, OR CODE INTERRETATION IS CONSIDERED BY THE DEVELOPMENT PERMITS AND APPEALS BOARD (DPAB) AT A PUBLIC HEARING.

A REQUEST TO APPEAL THE DECISION OF THE DEVELOPMENT PERMITS AND APPEALS BOARD (DPAB) IS CONSIDERED BY CITY COUNCIL AT A PUBLIC HEARING.

IN HEARING AN APPEAL REQUEST, THE BOARD OR COUNCIL WILL CONSIDER THE FOLLOWING STANDARDS:

18-34 (b) Standards used in hearing appeal. Standards used in hearing an appeal under this chapter shall be as follows:

- (1) The board, in hearing an appeal from an interpretation of the Development Code, shall consider:
 - a. The technical meaning of the provision being appealed;
 - b. Evidence of the manner in which the provision has been interpreted in the past;
 - c. The positive or negative impact of the requested appeal on the achievement of stated city development goals and objectives; and
 - d. The intent of the provision in implementing the Comprehensive Plan

APPLICATION FORM – CHECK TYPE OF REQUEST BELOW:

Zoning (Z)

- Rezoning/Zoning Amendments \$695
- Planned Development Zoning \$695, plus \$15/acre (round up to the next whole acre)
- PD Zoning Amendment (Administrative) \$250

Comprehensive Plan Amendment (SPCD)

- Comp Plan Amendment \$350

Development Permit (DP)

- Development Permit (\$580)
- Specific Use Permit (SUP) (DP Required) +\$115
- DP Amendment (DPAB) \$290
- DP Amendment (Administrative) \$250

Comprehensive Plan Amendment (SPCD)

- Comp Plan Amendment \$350

Conceptual Site Plan (CSP)

- Conceptual Site Plan \$695

Appeal

- Appeal - Staff/DPAB Decision \$90

Variance (V)

- Variance Request \$115

Other

- Minor Development Permit (MDP) \$100
- Temporary Use Permit (TUP) \$90
- Vacation of Right-of-Way \$250
- Oil and Gas Permit \$695, plus \$15/acre
- Limited Use Permit

Floodplain Development Permit

See Separate Permit Application - \$600

Subdivision Plats

- Subdivision Plat (SUB) - \$230, plus \$15/acre, rounded up to the next whole acre (*CDs and DA Required*)
- Subdivision Plat Amendment (SUBA) - \$250
- Developer's Agreement (DA) – Potential for a \$1000 Deposit and \$150 per hour

Construction Documents

- Construction Plans, Reports, & Related - \$150/hr after 3rd review

As-Built Drawings & Certifications

- Drainage Certification - No Fee
- As-Built Drawings - No Fee

ONE APPLICATION FORM PER EACH REQUEST OTHER THAN SUP, CDS SUB/A and DAs

Project Description/Reason for Application: _____

Property Address (provide Cross Streets if unknown): _____

Adams County Parcel #(s): _____

Gross Area (Acres): _____ **(Square Feet):** _____ **Current Zoning:** _____ **Proposed Zoning:** _____

Existing Land Use(s) & Structures: _____

Proposed Land Use(s) & Structures: _____

Applicant: _____ **Telephone:** _____

Address of Applicant: _____ **Email:** _____

***Applicant Signature:** _____ **Print Name:** _____

Land Owner: _____ **Telephone:** _____

(if the same as applicant- put "same")

Address of Land Owner: _____ **Email:** _____

***Land Owner Signature:** _____ **Print Name:** _____

Land Owner: _____ **Telephone:** _____

(if the same as applicant- put "same")

Address of Land Owner: _____ **Email:** _____

Land Owner Signature: _____ **Print Name:** _____

NOTE – If there are more than two owners, a letter/letters containing their signatures must be attached to the application authorizing the applicant to act on behalf of the identified owner(s).

***Signatures from both the Applicant and the Land Owner are required. The signature of the applicant, if they are the property owner, signifies that they will represent themselves in this request to the City. All communications will be sent to the applicant. The signature of the property owner acknowledges their awareness of the request being made on their behalf and authorizes the identified applicant to represent the owner in the request being made to the City of Thornton.**

Development Submittal Instructions

City of Thornton land use applications may now be submitted electronically or in person. Please follow the steps below to assist you in submitting your proposal or for resubmitting documents.

By Email or File Transfer Site:

- If your attachments are less than 7MB: Email your application and supporting PDF documentation to developmentsubmittals@cityofthornton.net
 - 1) Please state in your email if you wish to pay by credit card over the phone, mail in a check, or hand deliver payment. Case processing will not begin until the fee is paid.
 - 2) You will be contacted by city staff once the documents have been received, accepted as complete and to confirm payment for new and applicable submittals.
- If your attachments are larger than 7MB: Upload your submittals 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 [here](#) or copy/type the URL Below into your browser:
<https://drive.google.com/open?id=1szCf8FVIGO76naq-xwQvFggt61otfAhi>
 - 2) Email developmentsubmittals@cityofthornton.net when you have completed your upload indicating your application has been submitted.
 - 3) Please state in your email if you wish to pay by credit card over the phone, mail in a check, or hand deliver payment. Case processing will not begin until the fee is paid.
 - 4) You will be contacted by city staff once the documents have been received and to confirm payment.

Notice to All Applicants

- A check-in meeting with staff is required as part of every application submittal.
- If paying with a credit card, please submit the application materials by 4:00 p.m. so we can process the card the day of the submittal.
- Applicants will be given a written summary and verbal explanation of any deficiencies that need to be corrected.
- If you have any questions, contact City Development at 303-538-7295.

City of Thornton

City Development
9500 Civic Center Dr.
Thornton, CO 80229

303-538-7295