



Development Review Process

This project requires the following actions:

- Pre-Application Meeting
- Annexation
- Zoning
- Development Permit
- Conceptual Site Plan
- Civil Construction Drawings
- Subdivision
- Developer's Agreement
- Landscape MDP
- Construction Permit
- Building Permit
- Architectural Review

ENTITLEMENTS			CONSTRUCTION	PROJECT COMPLETION
STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
<ul style="list-style-type: none"> <input type="checkbox"/> Pre-Application Meeting <input type="checkbox"/> Conceptual Site Plan (CSP) <ul style="list-style-type: none"> ▪ City Council Public Hearing. ▪ Concurrent and required with annexation and/or zoning. ▪ Approved CSP is required prior to subdivision. ▪ Establish framework for development of the project. ▪ Some projects are eligible for administrative approval if designated as a Project of Economic Significance. 	<p>The Following May Run Concurrent:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Development Permit (DP) <ul style="list-style-type: none"> ▪ Development Permits & Appeals Board (DPAB) Public Hearing. ▪ Detailed review of site plan, landscape plan, architectural design. ▪ Some projects are eligible for administrative approval if designated as a Project of Economic Significance. ▪ Landscape plans are approved with DP for nonresidential and multifamily projects. ▪ DP may be concurrent with SUB if property is not subdivided. <input type="checkbox"/> Civil Construction Drawings (CD's) <ul style="list-style-type: none"> ▪ Administrative review. ▪ The DP should be substantially complete before submitting CD's. ▪ CD's must be approved before a Construction Permit can be issued. ▪ Submit Irrigation construction drawings directly to Landscape Architect. <input type="checkbox"/> Subdivision Plat (SUB) <ul style="list-style-type: none"> ▪ Administrative review. ▪ A platted lot is required for development. ▪ Requires title policy. ▪ Dedicate ROW, grant easements. ▪ Concurrent Developer's Agreement (DA). <input type="checkbox"/> Landscape MDP (when applicable) <ul style="list-style-type: none"> ▪ Administrative review. ▪ Required for all single family (SFD/SFA) residential development. 	<ul style="list-style-type: none"> <input type="checkbox"/> Building Review <ul style="list-style-type: none"> ▪ Administrative review. ▪ May require Development Permits & Appeals Board (DPAB) approval before submitting. <input type="checkbox"/> Architectural Review (AR) <ul style="list-style-type: none"> ▪ Administrative review. ▪ For single family (SFD/SFA) residential only. 	<ul style="list-style-type: none"> <input type="checkbox"/> Construction Permit (CP) <ul style="list-style-type: none"> ▪ Administrative review. ▪ For site work. <input type="checkbox"/> Building Permit (BP) <ul style="list-style-type: none"> ▪ Administrative review. ▪ Requires approved building plans. ▪ Construction Drawings (when required). 	<ul style="list-style-type: none"> <input type="checkbox"/> Initial Acceptance <ul style="list-style-type: none"> ▪ Two year warranty period begins for public improvements. <input type="checkbox"/> Letter of Completion <ul style="list-style-type: none"> ▪ For private improvements. <input type="checkbox"/> Final Acceptance <ul style="list-style-type: none"> ▪ All Developer Agreement and punch list items have been resolved following two year warranty period. <input type="checkbox"/> Certificate of Occupancy <ul style="list-style-type: none"> ▪ Commercial, multifamily or residential.



Development Review Process – Description of Terms

Pre-Application Meeting

A pre-application meeting is scheduled to allow an applicant to present their project in front of several divisions (typically including Planning, Landscape Architect, Engineering, Building, Fire Department, and Economic Development). The meeting intends to provide the applicant with an understanding of the development process as well as a thorough explanation of the site specific requirements, and general timeline. City staff provides a summary letter a few days following the meeting.

Conceptual Site Plan (CSP)

A Conceptual Site plan is required when an applicant is looking at Annexation, Rezoning, or proposing a development that requires subdivision of property. A Conceptual Site Plan establishes the framework for development on a site. Plans are routed for review by city staff and external agencies before being scheduled for presentation for consideration of approval by City Council at a public hearing. Some projects are designated as a project of economic significance and may be eligible to be reviewed and approved administratively.

Development Permit (DP)

A Major Development Permit (DP) or Minor Development Permit (MDP) application is a more detailed review of the site plan, landscape plan and architectural design to ensure compliance with the zoning and design sections of the Development Code. A DP or MDP is required before a building permit can be issued for any new construction or most renovation of buildings, with some limited exceptions. A DP application requires review and approval by the Development Permits & Appeals Board (DPAB) at a public hearing. Some projects are designated as a project of economic significance and may be eligible to be reviewed and approved administratively. A MDP can be approved administratively by city staff.

Landscape MDP

A Landscape Minor Development Permit is a plan specifically for all the common areas within a SFD or SFA residential neighborhood. Details such as landscaping, fencing, park amenities, and lighting are typically included.

Subdivision Plat (SUB)

A Subdivision Plat is drafted to depict all dedicated Right-of-Way, easements, public land dedication, maintenance responsibilities and more. A Developer's Agreement (DA) will be drafted in conjunction with the plat to outline the development and construction requirements.

Construction Drawings (CD's)

Construction Drawings (CD's) reflect the design plans related to the site with exception of the building(s). Plans will be reviewed to ensure they meet the City of Thornton Standards and Specifications and the Development Code. Once the plans are approved, a Construction Permit can be issued.

Construction Permit (CP)

With approved Construction Drawings, the City Construction Inspection Supervisor can issue a Construction Permit for the site (not including the building) to a licensed contractor. The site will undergo inspection throughout the project to assure public health and safety and ensure the Developer's Agreement and the city Standards and Specifications are met.

Building Review

Building plans are submitted close to, or following the Development Permits & Appeals Board (DPAB) hearing. Once building plans are approved, a Building Permit can be issued.

Building Permit (BP)

With approved building plans and approved construction drawings, a building permit will be issued for the construction of the building. (separate from tenant finish).

Architectural Review (AR)

Applicable to SFD and Duplex residential development, Architectural Review of single and/or multiple models is required to ensure compliance with all applicable design standards for the community.