City of Thornton
9500 Civic Center Drive
Thornton, CO 80229

CITY DEVELOPMENT DEPARTMENT
303-538-7295
developmentsubmittals@thorntonco.gov

MINOR DEVELOPMENT PERMIT SUBMITTAL REQUIREMENTS

CONSULT WITH A CITY PLANNER TO DETERMINE WHAT PERMIT IS REQUIRED.

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. **Application Form** – **must be signed by Property Owner**
2. **Application Fee** – refer to checkboxes on application form
3. **Letter of Intent** – written letter detailing proposed work
4. **Site Plan –** drawn to scale, 8 ½" x 11" minimum
5. **Elevation drawings** – drawn to scale, 8 ½" x 11" minimum (one elevation per sheet if minimum sheet size is used)
6. **Samples/Illustrations of all Colors and Materials** – 1 set in 8 ½" x 11" format OR accurate color photos of existing buildings with proposed materials and colors.
7. **HOA Architectural Review approval letter** – if applicable

This is a general list of requirements. Some projects may require more or less information. The attached examples may not include each element of the list. However, each element should be reviewed for inclusion on a submittal.

Typical processing time is 3.5 weeks after the application is accepted as complete. The application and all submitted graphics will be reviewed.

These review requirements are designed to maximize staff efficiency. Deviation may increase review and processing times.

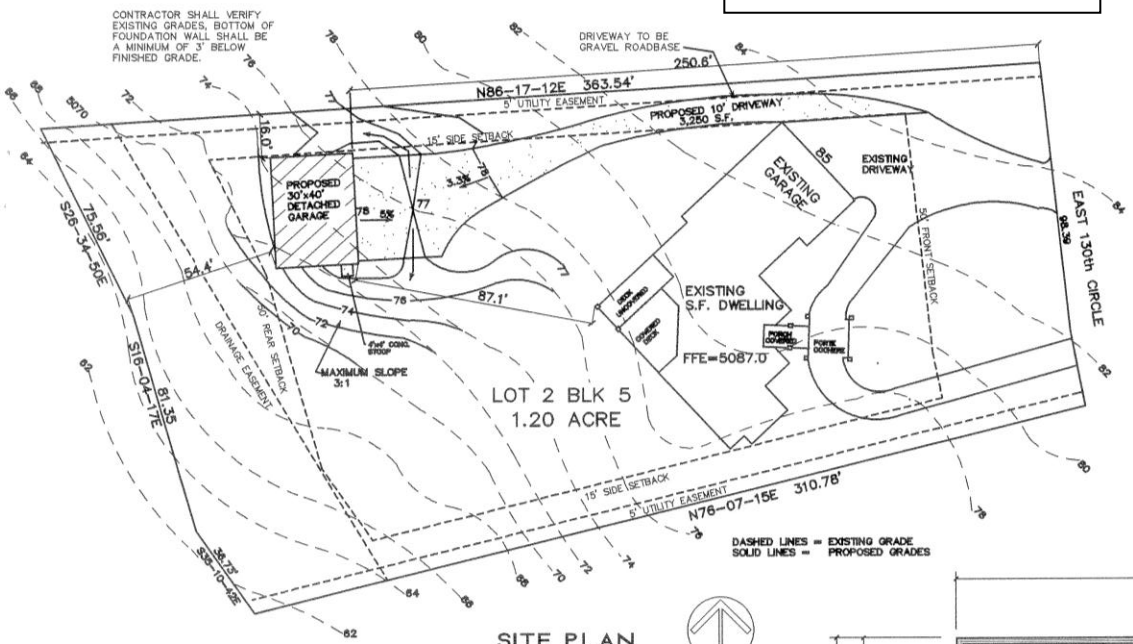
SITE PLAN SHOULD INCLUDE:

- existing and/or proposed structure(s), including decks, patios, cantilevers, etc.
- property lines
- building setbacks (dimensions from the building, including cantilevers and decks, to all four property lines)
- dimensions between structures
- driveway location
- existing easements
- north arrow
- written and graphic scale

ELEVATION DRAWINGS SHOULD INCLUDE:

- elevation labels (north, south, east west)
- material type and color (siding, shingles, etc.) for all exterior surfaces
- structure height and width
- notes should be legible and at least 12 point font

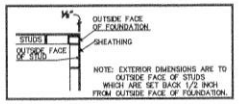
EXAMPLE SITE PLAN

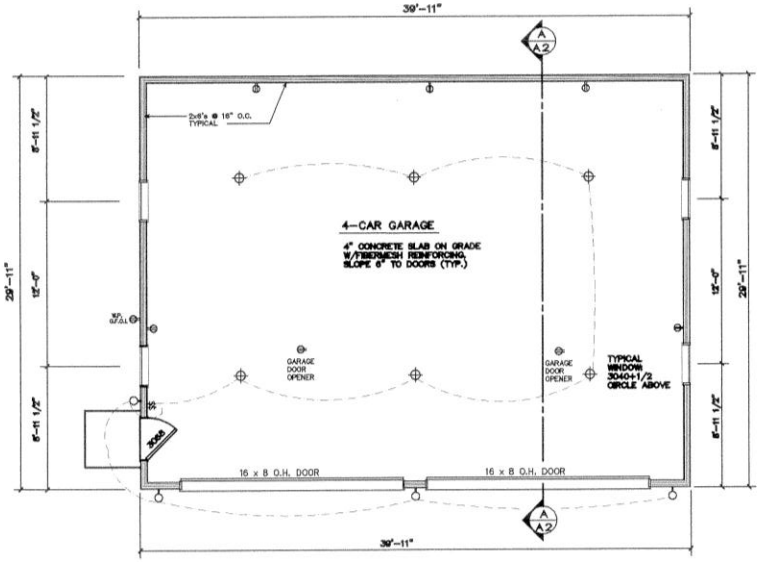


SITE PLAN
1" = 20'-0"

ELEVATION CONVERSION DATA		
	SITE ELEVATION	ARCHITECTURAL ELEVATION
T.O. CONC.	5078.83	100'-0"
T.O. SLAB @ DOOR	5078.0	99'-2"

PROVIDE MINIMUM 1 FOOT SLOPE IN FIRST 10 FEET AWAY FROM BUILDING FOR ENTIRE PERIMETER OF GRADED AREAS. OWNER RESPONSIBLE TO MAINTAIN ADEQUATE SLOPE.





VERIFY EXACT ELECTRICAL REQUIREMENTS WITH OWNER. CONNECT TO EXISTING ELECTRICAL SERVICE @ RESIDENCE WITH UNDERGROUND LINE.

FLOOR PLAN
1/4" = 1'-0"

MICHAEL STEINHOFF ARCHITECT
7800 ROBINSON WAY
ARVADA, COLORADO 80004
303-423-5472 (FAX 303-423-0264)

A DETACHED GARAGE
CASADY RESIDENCE
8480 EAST 130th CIRCLE
THORNTON, COLORADO
G. M. SHELTER CONSTRUCTION

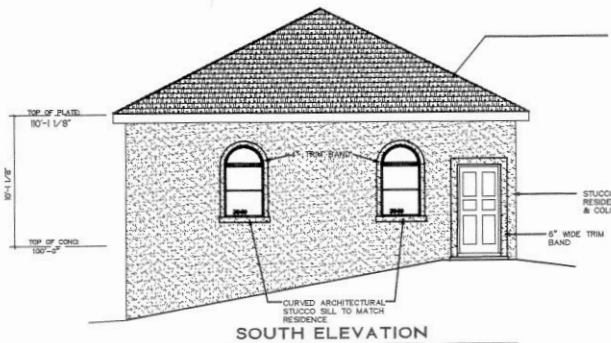
GMSHELTER
CASADYGARAGE
GARAGE012009

DRAWN: MS
DATE: 01-30-09
REV:

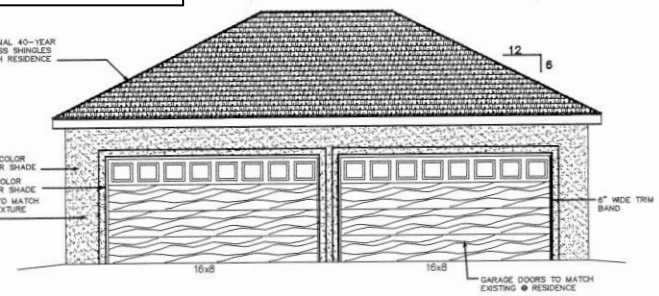
G.M. SHELTER
CASADY

DRAWING
A-1
SHEET 1 OF 3

EXAMPLE ELEVATIONS



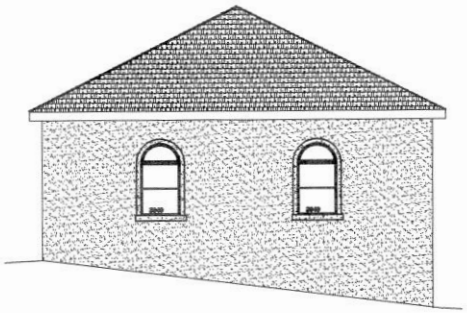
SOUTH ELEVATION
1/4" 1'-0"



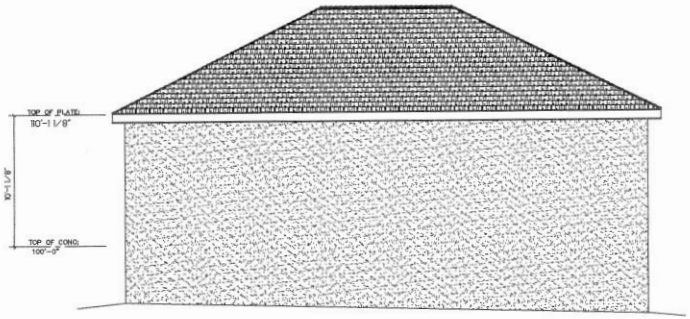
EAST ELEVATION
1/4" = 1'-0"

ELEVATION NOTES

1. HARDCOAT STUCCO:
   SYNTHETIC STUCCO FINISH OVER HARDCOAT BASE. NO E.P.S. FOAM INSULATION TO BE UTILIZED. ALL RELIEFS +1 1/2". COLOR AND TEXTURE AS SELECTED BY CONTRACTOR/ OWNER.
2. ROOFING (40-YEAR MIN.)
   DIMENSIONAL SELF-SEAL FIBERGLASS SHINGLES PER SPECS OVER 30# FELT INSTALLED PER CODE. COLOR AS SELECTED BY OWNER.
3. GUTTERS & DOWNSPOUTS
   INSTALL 5" GUTTERS & DOWNSPOUTS AT ALL EAVES PER CODE OVER 1X FASCIA. G.I. OR ALUMINUM SEAMLESS PER SPECS. PAINT COLOR AS SELECTED. INSTALL MIN. 3' CONC. SPLASHBLOCK @ ALL DOWNSPOUTS.



NORTH ELEVATION
1/4" = 1'-0"

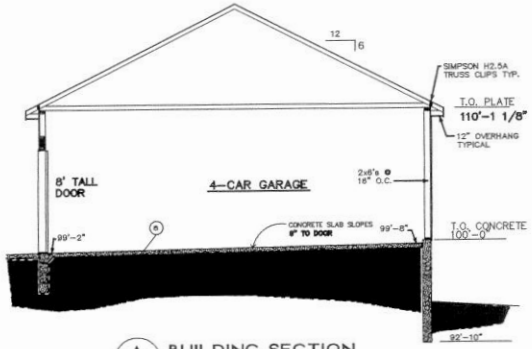


WEST ELEVATION
1/4" = 1'-0"

SECTION NOTES

ALL DRAWINGS ARE 1/4"=1'-0" UNLESS NOTED

1. ROOF ASSEMBLY:
   ROOFING PER SPECS OVER 30# FELT
   7/16" O.S.B. ROOF SHEATHING
   PRE-MANUFACTURED, PRE-ENGINEERED WOOD TRUSSES @ 24" O.C., DESIGN BY MANUFACTURER
   R-30 BLOWN-IN OR BATT INSULATION **(OPTIONAL)**
   1/2" GYPSUM BOARD CEILING **(OPTIONAL)**
2. EXTERIOR WALLS:
   5/8" @ 16" O.C.
   7/16" O.S.B. SHEATHING
   R-13 BATT INSULATION **(OPTIONAL)**
   1/2" GYPSUM BOARD **(OPTIONAL)**
   2-2x6 TOP PLATE; LAP SPLICES 4' OR PROVIDE SIMPSON LSTAD1 STRAP TIES.
   1-2x6 TREATED BOTTOM PLATE
4. SIDING:
   AS SELECTED PER ELEVATION
6. CONCRETE SLAB ON GRADE:
   MINIMUM 4" THICK WITH 6 X 6-10 /TG WWF
   GARAGE FLOOR TO SLOPE PER PLAN
   PROVIDE CONTROL JOINTS AS REQUIRED
11. STRUCTURAL:
    REFER TO FRAMING PLANS FOR MEMBER SIZES NOT NOTED HERE.
12. FOUNDATION:
    SEE FOUNDATION PLAN FOR FOUNDATIONS AND DRILLED PIERS.



A/A2 BUILDING SECTION
1/4" = 1'-0"

MICHAEL STEINHOFF ARCHITECT
7800 ROBINSON WAY
ARVADA, COLORADO 80004
303-423-5472 (FAX 303-423-0284)

A DETACHED GARAGE
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GMSHELTER
CASADYGARAGE
GARAGE012009
DRAWN: MS
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CASADY

DRAWING
A-2
SHEET 2 OF 3

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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) $695

Appeal
- ☐ Staff/DPAB Decision $90

Variance (V)
- ☐ Variance Request $115

Conceptual Site Plan (CSP)
- ☐ Conceptual Site Plan $695

Comprehensive Plan Amendment (SPCD)
- ☐ Comp Plan Amendment $350

Development Permit (DP)
- ☐ Development Permit $580
- ☐ Specific Use Permit (D.P. Required) $115
- ☐ DP Amendment (DPAB**) $290
- ☐ DP (Amendment (Administrative) $250

Subdivision Plat (SUB)
- ☐ Subdivision Plat $230, plus $15/acre (round up to the next whole acre)
- ☐ Subdivision Plat Amendment (SUBA) $250

Engineering
- ☐ Construction Drawings (CDs) (No Fee)
- ☐ Floodplain Development Permit $600 (Additional Application Required here)
- ☐ Pond Certificates (No Fee)
- ☐ Grading and Erosion Control (No Fee)

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

ONE APPLICATION FORM PER EACH REQUEST OTHER THAN SPECIFIC USE PERMITS

Application Date: _____

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:_____

Do prairie dogs currently exist on the property? Yes: ☐ No: ☐

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 the Applicant and the Land Owner are required. Signatory may be duly authorized agent of the record owner. 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.

City of Thornton

City Development
9500 Civic Center Dr.
Thornton, CO 80229

303-538-7295

By Email or File Transfer Site:

- If your attachments are less than 7MB: Email your application and supporting PDF documentation to developmentsubmittals@thorntonco.gov
    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=1szCf8FVlGO76naq-xwQvFggt61otfAhi**

    2) Email developmentsubmittals@thorntonco.gov 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.