DEVELOPMENT SUBMITTAL INSTRUCTIONS

Submittal Acceptance

Upon receipt of a development application submittal, City Development staff will perform a completeness check which includes a cursory review of plans, reports and other submittal items to ensure all documents and review components are present and major issues have been addressed. Submittals with missing documents, information, or major unresolved plan issues may be subject to delays in acceptance and routing.

Submittal Review Timelines and Policies

Staff review times for development applications are established in the table below. Applications must be received by the start of business (8:00 am) Monday (or Tuesday in the case of a holiday). Review cycles for submittals received after this deadline will begin the following week. Additionally, review timelines commence after the payment of fees, if applicable. Please be aware of the following policies impacting review times:

1. **Substantial plan changes or redesign**: Plans that undergo substantial changes from the previous submittal will default to the original (1st submittal) review time frame.

2. **Length of time for applicant revisions and corrections**: Resubmittals received after 90 days of issuance of previous comments will default to the original (1st submittal) review time frame. Exception: if the applicant demonstrates active efforts to make a timely resubmittal (meeting with City Development staff to resolve comments, coordination with other City departments or reviewing agencies, etc.) the City may honor the shorter resubmittal time at the sole discretion of the Director.

Application Review Times

Review Time	Application Type		
	• Construction Drawings & Subdivision (Residential)	• Construction Drawings & Subdivision (Commercial) • Annexation • Zoning (Residential) • Preliminary Plan (Residential) • Development Plan (Residential & Large-Scale)	• Zoning (Commercial) • Preliminary Plan (Commercial) • Development Plan • Special Use Permit • Residential Design Review • Irrigation CDs
5.5 Weeks	• 1st Submittal • Resubmittal with substantial plan changes • Resubmittal beyond 90 days		
4.5 Weeks	• Resubmittal	• 1st Submittal • Resubmittal with substantial plan changes • Resubmittal beyond 90 days	
3.5 Weeks		• Resubmittal	• 1st Submittal • Resubmittal with substantial plan changes • Resubmittal beyond 90 days
2.5 Weeks			• Resubmittal

ELECTRONIC SUBMITTAL INSTRUCTIONS

Please follow the steps below for electronic submittals.

By Email or File Transfer

- If your attachments are less than 7MB: Email your application and supporting PDF documentation to developmentsubmittals@ThorntonCO.gov
    - Please state in your email if you wish to mail in a check or hand deliver payment. If paying by credit card, a link will be sent after your submittal is accepted. Application routing and review will not begin until fees are paid.
    - You will be contacted by city staff once the documents have been received, **accepted as complete** and to confirm payment for new submittals and applicable resubmittals.

- If your attachments are larger than 7MB: Upload your submittals through Google Drive using the following instructions:
    - If you do not have one already, please create a Gmail Account. They have **directions on creating an email account here**.
    - Use the **link here to access the City of Thornton Applicant Submittals Folder**, or copy/type the URL Below into your browser: https://drive.google.com/open?id=1szCf8FVlGO76naq-xwQvFggt61otfAhi
    - Email developmentsubmittals@ThorntonCO.gov when you have completed your upload indicating your application has been submitted.
    - Please state in your email if you wish to mail in a check or hand deliver payment. If paying by credit card, a link will be sent after your submittal is accepted. Application routing and review will not begin until fees are paid.
    - For projects with multiple applications (i.e. Zoning, CSP, CDs, Plat, etc.), please create separate folders for each application type. Submittals may not be accepted if documents are combined.

Notice to all Applicants

- Applicants will be given a written summary of any deficiencies that need to be corrected.
- Applicants are encouraged to submit documents and plans meeting accessibility standards. Follow this link for more information.
- If you have any questions, contact City Development at 303-538-7295.

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FILE NAMING FOR DEVELOPMENT SUBMITTALS

Please follow this guide for naming documents for development application submittals. Submittals that do not follow the standard file naming format require additional processing time and may be subject to delays in acceptance and routing. Please make sure all plan sets are flattened prior to submittal.

Formal Submittal File Naming Example

1st Submittal	File Name Examples
Application Form	1_Application
Letter of Intent	1_LOI
Title Commitment	1_Title
Development Permit Plan Set	1_DP_Plans
Traffic Study	1_TIS

City/Agency Review Comments	File Name Examples
Redline comments will be provided by various City and/or outside agency reviewers. Refer to reviewer abbreviation list.	1_Application_CP 1_LOI_CP 1_Title_DE 1_DP_Plans_DE 1_TIS_TE
*Combined red-lines example:	1_DP_Plans_CP_DE_LA

Response to Review Comments	File Name Examples
Comment responses must be provided for all applicable review documents. Please add "_Response" to the end of the file name.	1_Application_CP_Response 1_LOI_CP_Response 1_Title_DE_Response 1_DP_Plans_DE_Response 1_TIS_TE_Response

2nd Submittal	File Name Examples
Application Form	2_Application
Letter of Intent	2_LOI
Title Commitment	2_Title
Development Permit Plan Set	2_DP_Plans
Traffic Study	2_TIS

File Naming and Abbreviations

Please use the following abbreviations for file names. If a document is not listed, use a short description, abbreviation, or commonly used acronym.

Document Type	Abbreviation for Submittal
Application Form	Application
Letter of Intent	LOI
Title Informational Commitment	Title
Title Insurance Policy	Title_Policy
Owner Authorization Letter	Auth_Letter
Plan Set	[PLAN TYPE]_Plans (such as):
Preliminary Plans	PP_Plans
Development Plan	DP_Plans
Irrigation Construction Documents	IR_Plans
Zoning Map	Zoning_Map
Planned Development-Overlay Standards	PD-O_Standards
Architectural Elevation Drawings	Elevations
Annexation Map	AX_Map
Annexation Agreement	AX_Agreement
Developers Agreement	DA
Phase Map	DA_Phase_Map
Engineer's Estimate of Probable Cost	DA_Cost_Estimate
Developer Input Form	DA_Input_Form
Subdivision Plat	Plat
Subdivision Plat (AutoCAD)	Plat_DWG
Address Plat	Address_Plat
Construction Documents	CD
Engineering Submittal Checklists	[APP TYPE]_Checklist (such as): CD_Checklist TIS_Checklist FUR_Checklist FDR_Checklist
Traffic Impact Study	TIS
Preliminary Drainage Report	PDR
Preliminary Utility Report	PUR
Final Drainage Report	FDR
Final Utility Report	FUR
Conditional Letter of Map Revision	CLOMR
Letter of Map Revision	LOMR
Geotechnical Engineering Report	Geotech
Stormwater Management Plan	SWMP
Traffic Conformance Letter	TCL
Preliminary Utility Plan	PUP
Preliminary Drainage Plan	PDP
Utility Conformance Letter	UCL
Drainage Conformance Letter	DCL
Erosion and Sediment Control Plans	ESCP
Pond Certification Letter	Pond_Cert_Letter

Floodplain Development Permit	FDP
As-Built Drawings	AB
As-Built Drawings CAD File	AB_DWG
Construction Material Testing Report	Construction_Material_Testing_Report
Variance Request Letter	Variance_Letter
Phase I Environmental Site Assessment	ESA_I
Non-residential Water Use Questionnaire	Water_Questionnaire
Section 404 Permit	404_Permit
Prairie Dog Compliance Letter	Prairie_Dog_Letter
State Stormwater Permit	SSWP
Performance Guarantee	Performance_Guarantee
Warranty Guarantee	Warranty_Guarantee
Certificate of Liability Insurance	Certificate_of_Liability_Insurance
Impervious Area CAD File	Impervious_DWG
Engineer’s Certified Cost	Engineer_Certified_Cost
Non-Destructive Deflection Test	Non_Destructive_Deflection_Test
MHFD Maintenance Eligibility Program	MHFD_MEP
MHFD Design Approval	MHFD_DA
MHFD Construction Approval	MHFD_CA
Seepage Analysis	Seepage_Analysis
Ditch Company Agreement	DC_Agreement

Reviewer Abbreviations

The following abbreviations will be used for public agency review and redlines. If a reviewer is not noted here, a logical abbreviation will be assigned. If there are questions regarding reviewer redlines, please contact your assigned project manager.

Reviewing Entity	Abbreviation
Current Planning	CP
Development Engineering	DE
Development Engineering Inspection	DEI
Traffic Engineering	TE
Survey	SUR
Landscaping Architecture	LA
Long Range Planning	LRP
Thornton Fire Department	TFD
Geographic Information System	GIS
Thornton Police Department	TPD
Stormwater Compliance	Storm
Engineering Services	ES
Water Resources	WR
Utility Operations	UO
City Attorney's Office	Legal
Xcel Energy	XCEL
United Power	United_Power
Mile High Flood District	MHFD
Floodplain Administration	FA
Adams County	ADCO
Colorado Department of Transportation	CDOT
27J, Mapleton, Adams 12 etc.	SCHOOL
Regional Transportation District	RTD

For **resubmittal** questions you can reach out to your assigned Project Manager or Planner. For **new submittal** questions you can reach out to DevelopmentSubmittals@ThorntonCO.gov or by phone at 303-538-7295.