

# 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@ThorntonCO.gov](mailto:developmentsubmittals@ThorntonCO.gov)
  - 1) 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. 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>
  - 3) Email [developmentsubmittals@ThorntonCO.gov](mailto:developmentsubmittals@ThorntonCO.gov) when you have completed your upload indicating your application has been submitted.
  - 4) 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. Case processing will not begin until the fee is paid.

City of Thornton

City Development  
9500 Civic Center Dr.  
Thornton, CO 80229

303-538-7295

## Notice to All Applicants

- Applicants will be given a written summary of any deficiencies that need to be corrected.
- If you have any questions, contact City Development at 303-538-7295.