DEVELOPMENT REVIEW GUIDE

This guide provides a brief overview of the *typical* procedures for review and approval of new development in the City. Not all projects are subject to each of the steps below, while some projects may require other reviews not listed here. Please contact City Development for any questions or to clarify the specific development review steps applicable to a project.

Pre-Application Meeting
Recommended for most projects, and required for some, a pre-application meeting allows an applicant to present their development proposal to City staff representing multiple disciplines including Planning, Engineering, Fire, Building, Economic Development and others. This meeting allows applicants to gain a thorough understanding of the development procedures and regulations that apply to their particular project and site.

= Public Hearing(s) Required

- ❑ **Annexation**
  Brings the property within the City's jurisdictional boundaries and becomes eligible for municipal services. Includes an Annexation Agreement between the City and the applicant to establish terms, conditions, and obligations related to the annexation and future development of the property. Annexations require approval by City Council at a public hearing.
- ❑ **Zoning**
  Establishes allowable land uses and various development standards which a project must follow. Zoning applications require public hearings with the Planning Commission and City Council.
- ❑ **Preliminary Plan (for PD-Overlay Zoning)**
  Provides an overall framework for development of a site. Preliminary Plans are reviewed by City staff and then presented at public hearings to the Planning Commission and City Council for approval when PD-Overlay zoning is requested.

Note: These processes may be reviewed concurrently.

- ❑ **Preliminary Plan**
  Provides an overall framework for development of a site.

For non-residential and multifamily:
- ❑ **Development Plan**
  Involves more detailed review of a site plan and includes landscaping, building architecture, parking, lighting, and other information.

For single-family residential:
- ❑ **Residential Design Review**
  Architectural details for single-family home models.

- ❑ **Subdivision**
  A subdivision plat depicts all buildable lots, tracts, public rights-of-way, easements, public lands, and other technical information. In this step, a Developer's Agreement is also prepared to outline project-specific requirements, timing for completion, and other obligations.

- ❑ **Construction Drawings**
  Construction drawings contain the full civil engineering design of the project and are reviewed to ensure they meet the City Code and Thornton's Standards and Specifications. Once plans are approved, a Construction Permit may be issued.

Note: These processes may be reviewed concurrently.

❑ **Building Review**
Building plans for all vertical construction are submitted and reviewed through the Building Permits & Inspections division. Once all plans have been reviewed and approved, a building permit may be issued.

DEVELOPMENT REVIEW TO CONSTRUCT

<table>
<tr><th colspan="2">Site Construction</th><th>Vertical Construction</th></tr>
<tr><td colspan="2">Construction Permit
With approved Construction Drawings, the Development Engineering division may issue a Construction Permit to a licensed contractor. The project site will undergo regular inspection to ensure conformance with plan approvals and to uphold public health and safety.</td><td rowspan="2">Building Permit
With approved building plans, a building permit may be issued to a licensed contractor for vertical construction.</td></tr>
<tr><td>Initial Acceptance Two-year warranty period begins for public improvements.</td><td>Letter of Completion For private improvements.</td></tr>
<tr><td colspan="2">Final Acceptance
All Developer's Agreement requirements have been satisfied and all punch list items have been completed.</td><td>Certificate of Occupancy
Final Certificate of Occupancy issued.</td></tr>
</table>