



City of Englewood

## Development Review Team

Welcome to the Development Review Team, and thank you for investing in the City of Englewood. The Development Review Team (DRT) is a team of employees from City departments that provides a pre-application review service. These are most of the same people who will be reviewing your development application, such as building permits. The purpose of DRT is to help Applicants get through the development review process as smoothly as possible by informing applicants of the review process, important codes and policies, identifying potential problems and suggesting possible solutions.

The DRT includes members of the following departments and divisions: Building, Planning & Zoning, Economic Development, Engineering, Fire, Parks & Recreation, Public Works, Traffic, Utilities and the Waste Water Treatment Plant.

Following are some of the staff members that may be attending your DRT meeting and may be reviewing your development application:

Audra Kirk, Community Development / Planning & Zoning  
(303) 762-2345 [akirk@englewoodgov.org](mailto:akirk@englewoodgov.org)

Brook Bell, Community Development / Planning & Zoning  
(303) 762-2352 [bbell@englewoodgov.org](mailto:bbell@englewoodgov.org)

Lance Smith, Building & Safety Division  
(303) 762-2366 [lsmith@englewoodgov.org](mailto:lsmith@englewoodgov.org)

Laura Herblan, Fire Marshal  
(303) 762-2365 [lherblan@englewoodgov.org](mailto:lherblan@englewoodgov.org)

Karen Olson, Waste Water Treatment Plant  
(303) 762-6844 [kolson@englewoodgov.org](mailto:kolson@englewoodgov.org)

Bob Kunselman, Public Works, Utilities Division  
(303) 762-2647 [bkunselman@englewoodgov.org](mailto:bkunselman@englewoodgov.org)

Dave Lee, Parks & Recreation Department  
(303) 762-2687 [dlee@englewoodgov.org](mailto:dlee@englewoodgov.org)

Paul Weller, Public Works, Engineering Division (Drainage)  
(303) 762-2505 [pweller@englewoodgov.org](mailto:pweller@englewoodgov.org)

Larry Nimmo, Public Works, Engineering Division (Right-of-Way)  
(303) 762-2504 [lnimmo@englewoodgov.org](mailto:lnimmo@englewoodgov.org)

Ladd Vostry, Public Works, Traffic Division  
(303) 762-2511 [lvostry@englewoodgov.org](mailto:lvostry@englewoodgov.org)

Nick Johnson, Public Works, Traffic Division  
(303) 762-2512 [njohnson@englewoodgov.org](mailto:njohnson@englewoodgov.org)

Darren Hollingsworth, Economic Development  
(303) 762-2599 [dhollingsworth@englewoodgov.org](mailto:dhollingsworth@englewoodgov.org)

### **Additional Permits, Licenses & Agency Information**

Following are some permits that may be necessary, and agencies you may need to contact. Applicants are encouraged to contact the relevant agencies early to understand the permitting process. In some case, permits or licenses from more than one agency may be required.

\_\_\_ **Building Permits:** Required to perform construction work within the City of Englewood. All Contractors are required to be licensed. Contact the Building Department, 303-762-2357

\_\_\_ **Sales & Use Tax License,** Englewood Finance Department, 303-762-2422 or [salestax@englewoodgov.org](mailto:salestax@englewoodgov.org)

\_\_\_ **Colorado Department of Revenue** – Sales Tax License Account, 1375 Sherman St. Denver, CO 80261 303-238-7378

\_\_\_ **Economic Development,** City of Englewood: For information on the “Commercial Catalyst” grant program, Enterprise Zones, possible investment tax credits and other business resources, contact our Economic Development Manager, Darren Hollingsworth, 303-762-2599

\_\_\_ **Tri-County Health Department,** Retail Food Establishment License, Greenwood Village, 6162 S. Willow Drive, Suite 100, Greenwood Village, CO 80111, 720-200-1670 or 303-220-9200

\_\_\_ **Littleton-Englewood Waste Water Treatment Plant,** Grease Interceptor or Sand/Oil Interceptor. If your business involves the preparation, manufacturing, or processing of food the Industrial Pretreatment Fats, Oil and Grease Policy must be followed. The policy can be found at [www.lewwtp.org/fog](http://www.lewwtp.org/fog)

If your facility has the potential to discharge waste containing sand, grit, gravel, aggregate, and/or petroleum products, the Industrial Pretreatment Division's Petroleum Oil, Grease and Sand Policy must be followed. The policy can be found at [www.lewwtp.org/pogs](http://www.lewwtp.org/pogs)

Businesses generating any non-domestic wastewater will be evaluated for other industrial pretreatment requirements. For more information, call 303-783-6844.

\_\_\_ **Liquor or Marijuana Licensing (Includes Special Events where Liquor is Sold or Served):** Englewood Liquor and Medical Marijuana Licensing Authority, 303-762-2405

\_\_\_ **Dependent Care (Day Care) Centers:** Colorado Department of Human Services, Division of Child Care [www.coloradoofficeofearlychildhood.com](http://www.coloradoofficeofearlychildhood.com), click "Early Care & Learning", then "Child Care Licensing and Administration" 303-866-5958 or 800-799-5876

\_\_\_ **Demolition Permits:** Englewood Building Department, 303-762-2357. Prior to issuing a demolition permit, an Asbestos Abatement Permit is required from the Colorado Department of Public Health and the Environment and must be provided to the City of Englewood prior to issuance of a demolition permit by the city. Colorado Department of Public Health and Environment, APCD-IE-B1, 4300 Cherry Creek Drive South, Denver, CO 80246-1530, 303-692-3100, [asbestos@state.co.us](mailto:asbestos@state.co.us)

Prior to issuing a demolition permit, a water and sewer cut off permit must be obtained from the Utilities department. All water and sewer services must be disconnected from the public mainlines and inspected by the utilities department prior to the demolition of any structure. For information in regard to this procedure, please contact the Utilities Department at 303-762-2635.

\_\_\_ **Englewood Fire Department:** The Fire Department issues permits for Fire Alarms and Sprinkler systems, Commercial Kitchen Hood Systems, Fuel Tank removal, and Hazardous Materials Inventory Plans. Separate plans and plan review fees are required for fire system reviews. The Fire Marshal also performs plan review for building permits and inspections for commercial and multi-family residential projects. 303-762-2365

\_\_\_ **Fuel Tank Removal and Installation:** Permits required by the State of Colorado, Division of Oil & Public Safety (633 17th Street, Suite 500, Denver, CO 80202, 303-318-8525) and the Englewood Fire Department.

\_\_\_ **Utilities Department:** Regarding water and sewer taps, service line repairs and inspections, proposed new garages and additions over existing sewer services and water and sewer cut off permits and inspections, please contact the Utilities Department at 303-762-2635.

\_\_\_ **Work in the Public Right-of-Way:** Any work in the public right-of-way (streets and alleys) including but not limited to utility cuts, driveway cuts, sidewalk construction and building or sign encroachments will require separate permits and fees. Construction Standards and Concrete

Specifications and Standard Construction Details can be found at <http://www.ci.englewood.co.us/inside-city-hall/download-documents/-folder-160>. Please call the Public Works Department at 303-762-2500 for additional details.

\_\_\_ **CDOT Right-of-Way:** Projects in the right-of-way of a state highway, and any driveways or other access to a state highway, require approval and permits from the Colorado Department of Transportation. These roads include: Hampden/Jefferson Avenue (US 285), S. Santa Fe Drive (US 85), and Bellevue Avenue (SH 88) and S. Federal Boulevard (SH 88).

Colorado Department of Transportation, Region 1 Access Management, 2000 S. Holly Denver, CO 80222 Phone 303-512-4272 Fax 303-757-9866

\_\_\_ **Sign Permits:** A separate Sign Permit is required for new signs. Contact the Englewood Community Development Department for size, location and other restrictions. 303-762-2347

\_\_\_ **Traffic Impact Analysis:** For some large projects, a Traffic Impact Analysis may be required. Contact the Public Works Department, Traffic Division, for more information. 303-762-2500

\_\_\_ **Drainage Study/Plan:** Some projects will require a Drainage Study and Stormwater Management Plan including Stormwater detention and permanent water quality facilities. Additionally, Best Management Plans for handling stormwater during construction will need to be submitted. City of Englewood Storm Drainage Criteria Manual can be found at <http://www.ci.englewood.co.us/inside-city-hall/download-documents/-folder-160>. Additional information from the Urban Drainage and Flood Control District can be found at [http://udfcd.org/downloads/down\\_critmanual\\_home.htm](http://udfcd.org/downloads/down_critmanual_home.htm). Please call the Public Works Department at 303-762-2500 for additional details.

\_\_\_ **Limited Use Permit:** Some developments may have limited impacts on the neighborhood and require compliance with Use-Specific Standards. Contact the Community Development to see if your project or site has any special design standards. 303-762-2347

\_\_\_ **Conditional Use Permit:** Conditional Uses require a public hearing with notice to the neighborhood. Conditions may be placed on your permit to reduce the chance of negatively impacting your neighbors. Contact Community Development to learn more. 303-762-2347

\_\_\_ **Flood Plain Development Permit:** A Flood Plain Development Permit is required prior to commencement of construction or other development within a special flood hazard area. Contact Community Development for more information. 303-762-2347

\_\_\_ **Subdivision of Land / Vacation of Easements:** Any time that a property boundary is proposed to be changed, created, added or removed, including adding or removing easements, a subdivision process is required. Community Development 303-762-2347

\_\_\_ **Office of Barber and Cosmetology Licensure:** Regulates individuals who practice in the State of Colorado as barbers, cosmetologists, hairstylists, estheticians, and manicurists. 1560 Broadway, Suite 1350, Denver, CO 80202 303-894-7800

\_\_\_ **Tattoo and Body Art:** Contact the Tri-County Health Department for the “Rules and Regulations Governing Body Art in the State of Colorado”. Tri-County Health Department, 6162 Willow Drive, Suite 100, Greenwood Village, CO 80111 303-200-1670

\_\_\_ **Xcel Energy:** For service activation, make early contact, even before you start construction. 5460 W. 60th Avenue, Arvada, CO 80003, 800-628-2121, [BLCO@xcelenergy.com](mailto:BLCO@xcelenergy.com) or [www.xcelenergy.com](http://www.xcelenergy.com)

\_\_\_ **Englewood Housing Authority:** Provides safe, decent and affordable housing to lower income families. 3460 S. Sherman Street, Suite 101, Englewood, CO 80113, 303-761-6200 <http://englewoodhousing.homestead.com/>

**Disclaimer:** This list is not all inclusive. This information is provided based on the information submitted and communicated by the Applicant, Contractor or Owner, and is subject to change based on the final development plan and business operations. While we have attempted to list some of the most common permits required, there may be additional permits, processes or requirements that you must follow and other agencies you must contact that are not listed or marked above. It is the responsibility of the property owner, business owner or contractor to research the laws, codes and ordinances that apply to your project and property. While we believe this information to be correct as of the date of printing, the City of Englewood shall not be held liable for the accuracy of this information.