



City of Englewood

Development Review Team "Steps and Process"

Once an Applicant submits an application for review by the Development Review Team (DRT), the City staff will review the application and provide comments to help make the permitting process smoother. Following are some of the important steps in the DRT process:

1. Applicant submits DRT Application to Community Development along with relevant plans, project description and other information that may be helpful in the preliminary review. Submittals are due by Monday at noon. The DRT meeting will (usually) be held the following week on Tuesday at 1:30 PM in the Community Development Conference Room, 3rd Floor of the Englewood Civic Center, 1000 Englewood Parkway.
2. Staff reviews the application and prepares for the meeting with the Applicant.
3. Day of the meeting: Staff will briefly meet internally (without the Applicant) to discuss the project. Staff will then invite the Applicant and consultants into the meeting.
4. Applicant introduces their team, and staff introduces themselves to the Applicant. Applicant then presents their project and asks questions to the City Staff.
5. City Staff will provide direction and feedback to the Applicant. City Staff comments are preliminary. Final decisions will be made based on the plans submitted for permit.

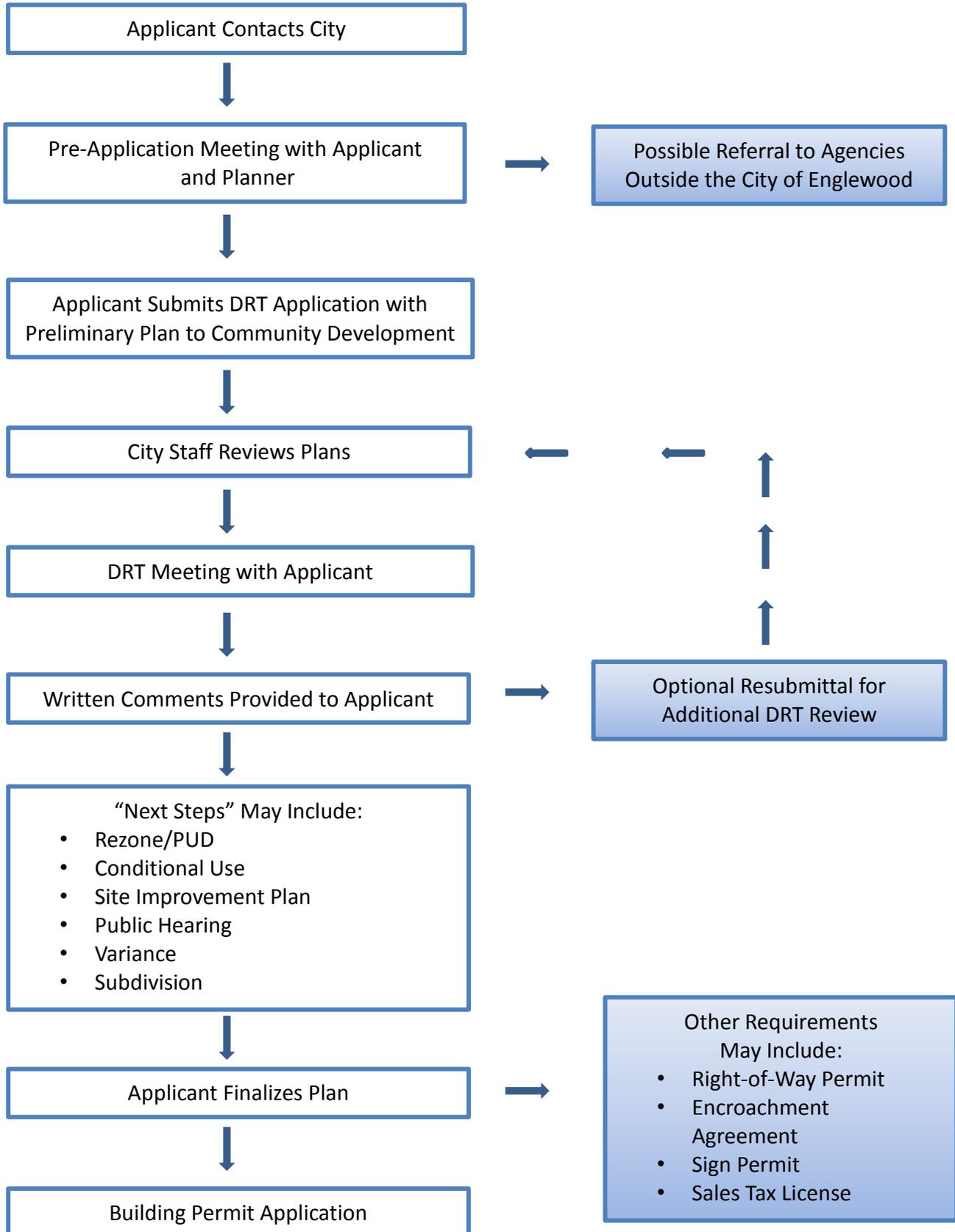
After the DRT Meeting

1. Written comments will be provided to the Applicant, usually within a few days of the DRT meeting. Staff contact information will be included with written comments. Applicants with specific, technical questions for a particular staff member are encouraged to contact that Staff member directly.
2. Applicants may resubmit for additional DRT meetings if more feedback is required.
3. Some projects may require additional steps such as a rezoning, subdivision, variance, public hearing, site improvement plan or other approvals before a building permit can be issued; this may include approval, permits or licenses from agencies outside the City of Englewood.

Building Permit Process

1. Building Permit applications may be submitted to the Building Department as soon as a complete application and final construction documents are ready.
2. Staff will review construction documents and provide written comments to the Applicant.
3. Applicant revises plans (if needed) and submits revised plans to Building Department.
4. City Staff will contact the Applicant when the permit has been approved by all relevant departments. Please note that additional permits, steps or processes may still be required after issuance of a Building Permit. (E.g. Right-of-way permits, Sign Permits, Sales Tax License, etc.)

Development Review Team Steps and Process



	<p>City of Englewood Community Development Department 1000 Englewood Parkway Englewood, CO 80110 303-762-2342 www.englewoodgov.org</p>
	<p>DEVELOPMENT REVIEW TEAM</p>

Applications will be processed only when they are complete.
Please use the following Checklist to complete your application.

Applicant √	City √	Checklist Items
		Pre-application meeting with Community Development held on:
		Application Form
		Completed Checklist (this form)
		Site Plan:
		Maximum Size: 24"x 36" FOLDED
		Number of copies for initial submittal: 10
		Include the following items on the site plan:
		Written and graphic scale and north arrow
		Property address and Legal Description
		Lot dimensions and Lot area
		Zoning
		Label proposed and existing structures and total square footage
		Vicinity map
		A description of the business or land uses in sufficient detail to explain the potential impacts of the proposed development.
		<i>The following information is not required, but may be helpful for a more thorough review, and may help you to get more out of the DRT meeting:</i>
		Elevations of the proposed and existing structures
		Right of Way and ALL easements on the property with dimensions
		Utility locations and service connections from the street/alley to the house.
		Required and proposed building setbacks from property lines
		Location of all fences, existing and proposed
		Parking layout
		Sidewalks
		Utility poles
		Driveway cuts and driveways
		Landscaping
		Existing and proposed drainage patterns, detention and permanent water quality facilities
		Other Documents: Provide 1 copy of any special agreements, easements, conveyances, restrictions or covenants governing the property
		Additional material/information as requested by City Manager or Designee