



# SITE PLAN REVIEW

## (Administrative Process)

### **WHAT IS A SITE PLAN?**

All properties within the City of Wheat Ridge are zoned. Zoning regulates what land uses are allowed and establishes rules for how property can be developed (i.e., setbacks, height restrictions, etc.). Site Plan review is the process by which City staff reviews a proposed development to ensure that it meets the necessary zoning regulations and/or design standards for that property. This process is most commonly used for the mixed use zone districts (MU-C, MU-C TOD, MU-C Interstate, and MU-N) but may also be used for proposed development under other zone districts where the Architectural and Site Design Manual (ASDM) applies.

*Please note:* in mixed use zone districts, for sites that have phased development or that are 10 acres in size or larger, a Concept Plan application must be reviewed and approved prior to submittal of the Site Plan application. Site Plan applications will be reviewed for compliance with any Concept Plan on file for that site.

### **THE SITE PLAN REVIEW PROCESS**

The Site Plan review process is administrative. This means that there are no public hearings before City Council or Planning Commission.

Prior to a Site Plan application, the applicant will need to schedule a pre-application meeting. Staff has initiated this meeting as a means of reviewing the proposal and to provide input on the site plan process and requirements. There is a \$200 fee for the pre-application meeting.

### **SUBMITTAL REQUIREMENTS**

After the pre-application meeting, a formal application may be submitted. Please refer to the Site Plan Checklist for all submittal requirements; staff is unable to accept incomplete applications.

Applications must be submitted BY APPOINTMENT with a planner.

### **SUBMITTAL REVIEW**

When the application is submitted, a staff planner will be assigned to handle the case. This person is the project manager for the case and will be the contact at the City throughout the entire Site Plan review process.

The case manager will review the submittal application for content. If all submittal requirements have been met, the proposal will be referred to outside service agencies (Xcel Energy, water district, fire district, etc.) and other City agencies (Public Works, Economic Development, etc.) for their review and comment, generally for a period of 15 days. After all comments have been received, the case manager will forward those to the applicant. Comments will address any areas

in which the proposed development does not meet zoning requirements, such as setback/build-to requirements, site design, building design, parking requirements, etc.

Modifications to the application may be required as a result of these comments. The applicant must address all comments and resubmit the relevant documents and drawings to show that the proposed development meets the zoning requirements.

### **ADMINISTRATIVE APPROVAL**

Once all comments and requirements have been met, the case manager will refer the Site Plan application to the Community Development Director for final approval. A copy of the approved Site Plan will be kept on file at the Community Development Department.

### **NEXT STEPS**

Approval of the Site Plan application does not mean that a building permit has been issued. Once site plan approval is attained, the applicant may submit a building permit application with the Building Division.

Please be aware that this information is only a general overview of the process and submittal requirements. There may be additional requirements specific to each case and the overall length of the process can vary greatly depending on the circumstances of the case. As each Site Plan application is different, the purpose of the aforementioned pre-application meeting is for staff to review the conceptual plans and give the applicant more information specific to his or her proposal.

### **QUESTIONS?**

Contact the Community Development Department at 303-235-2846.