

		STANDARD SITE PLAN REVIEW SCHEDULE																	
Action		Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15	Week 16	Week 17	Week 18
Initial Submission	Submit pre-application materials																		
	Pre-application meeting																		
	Submit complete application [1]				Submit														
	<i>Review & referral period</i>					Review & Refer													
	<i>Return to applicant</i>							Return											
	Administrative decision							Decision											
Resubmit 1-3	Resubmit relevant materials [2]								Resubmit #1										
	<i>Review & referral period</i>									Review & Refer									
	<i>Return to applicant</i>											Return							
		Administrative decision												Decision	6 additional weeks for each resubmission →				

Relevant Applications:

- Site Plan Review

**Please note that the above schedule represents the optimal schedule and assumes no delays that may become necessary depending on staff workloads, quality of the application submittal, and the complexity of the project.

NOTES:

- Actions in italics are city staff responsibility.
- Pre-application meetings are required for all site plan applications. This meeting must occur before an application may be submitted. For information on scheduling pre-application meetings, refer to the city's website under the Community Development homepage, under "Planning Division".

[1] An appointment with a planner is required for application submittal. Applications are accepted at any time. For information on what constitutes a complete application refer to the Site Plan Review Checklist and/or the relevant sections of Chapter 26 of the Wheat Ridge Municipal Code.

[2] Applicants may resubmit materials up to 3 times. If all comments have not been addressed after 3 resubmissions, an application may be denied.

SITE PLAN REVIEW PROCESS

