

## Admin/Minor Subdivision Standard Schedule – July to December 2023

Action	July <span style="font-size: 2em;">→</span> December											
	Pre-application Meeting											
	Required – Scheduled at least 2 weeks in advance – Refer to City website for scheduling and submittal docs											
<b>Review</b>	Submit complete application – appointment required <i>Dates represent the last day to submit for hearing dates below</i>	7/5/23	8/4/23	8/22/23	9/5/23	9/19/23	10/3/23	10/25/23	11/7/23	11/22/23	12/6/23	12/20/23
	Return 1st review comments to applicant <i>Assumes 3 weeks for staff review</i>	7/28/23	8/28/23	9/14/23	9/28/23	10/12/23	10/26/23	11/17/23	11/30/23	12/15/23	12/29/23	1/12/24
	Applicant resubmits for 2 <sup>nd</sup> review <i>Assumes 2.5 weeks for applicant revisions</i>	8/15/23	9/15/23	10/2/23	10/16/23	10/30/23	11/13/23	12/5/23	12/18/23	1/2/24	1/16/24	1/30/24
	Return 2nd review comments to applicant <i>Assumes 3 weeks for staff review</i>	9/5/23	10/6/23	10/23/23	11/6/23	11/20/23	12/4/23	12/26/23	1/8/24	1/22/24	2/5/24	2/20/24
	Applicant resubmits for 3 <sup>rd</sup> review <i>Assumes 2.5 weeks for applicant revisions</i>	9/20/23	10/23/23	11/8/23	11/22/23	12/6/23	12/20/23	1/10/24	1/24/24	2/7/24	2/21/24	3/6/24
	Return 3 <sup>rd</sup> review comments to applicant <i>Assumes 3 weeks for staff review</i>	10/11/23	11/13/23	11/29/23	12/13/23	12/27/23	1/10/24	1/31/24	2/14/24	2/28/24	3/13/24	3/27/24
<p><i>*Some projects, including those with civil construction documents (CDs), may require additional review or longer review periods.</i></p> <p><i>Administrative plats are approvable once all comments have been appropriately addressed.</i></p> <p><i>The public hearing for minor subdivisions will be delayed until comments have been appropriately addressed; confirm hearing schedule with assigned case manager.</i></p>												
<b>Planning Commission</b>	Resubmittal due from applicant prior to publishing	10/20/23	11/22/23	12/8/23	12/22/23	1/5/24	1/19/24	2/9/24	2/23/24	3/8/24	3/22/24	4/5/24
	Publish request for PC public hearing / final docs due <i>Friday before posting date – publishing is staff responsibility</i>	10/27/23	12/1/23	12/15/23	12/29/23	1/12/24	1/26/24	2/16/24	3/1/24	3/15/24	3/29/24	4/12/24
	Post property for hearing / applicant presentation due <i>2 weeks before hearing date – applicant responsibility</i>	11/2/23	12/7/23	12/21/23	1/4/24	1/18/24	2/1/24	2/22/24	3/7/24	3/21/24	4/4/24	4/18/24
	Staff report and presentation(s) published on WRS <i>By close of business 2 Fridays before hearing</i>	11/3/23	12/8/23	12/22/23	1/5/24	1/19/24	2/2/24	2/23/24	3/8/24	3/22/24	4/5/24	4/19/24
	<b>PC public hearing/recommendation</b> <i>1<sup>st</sup> and 3<sup>rd</sup> Thursday of each month</i>	<b>11/16/23</b>	<b>12/21/23</b>	<b>1/4/24</b>	<b>1/18/24</b>	<b>2/1/24</b>	<b>2/15/24</b>	<b>3/7/24</b>	<b>3/21/24</b>	<b>4/4/24</b>	<b>4/18/24</b>	<b>5/2/24</b>

Please note that the above standard schedule represents the optimal review process and assumes no delays which may become necessary depending on staff workload, quality and timeliness of the application submittal(s), complexity of the project, and cancellation of public hearing dates.

**Relevant Applications:**

- Admin Subdivision (3 or fewer lots, tracts, or parcels)
- Minor Subdivision (4 or 5 lots, tracts, or parcels)

**Acronyms:**

PC = Planning Commission  
CC = City Council

WRS = Wheat Ridge Speaks ([www.wheatridgespeaks.org](http://www.wheatridgespeaks.org))  
also refer to WRS Applicant Guide)

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*Duplicate submittal windows and/or Council dates result from holidays and months with five (5) Mondays or five (5) Thursdays.*

# ADMIN/MINOR SUBDIVISION REVIEW PROCESS

