

# Development Review Guide

## Step 1

### Pre-Application meeting

A Pre-Application meeting is scheduled to allow an applicant to present their idea in front of several divisions (Planning, Engineering, Building, Fire Dept, and Economic Development). From the meeting the applicant will gain an understanding of the development process as well as a thorough explanation of the site specific requirements.

## Step 2

### Conceptual Site Plan

Conceptual plans are required when an applicant is looking at Annexation, Rezoning, or proposing a development that requires subdivision of property. The Conceptual Site Plans (CSP) establish the framework for development on a site. Plans are routed out for review by City of Thornton Staff, then the project is presented for approval at a City Council Hearing.

## Step 3

### Development Permit

A Major Development Permit (DP) or Minor Development Permit (MDP) application is a more detailed review of the site plan, landscape plan and architectural design to ensure compliance with the zoning and design sections of the Development Code. A DP or MDP is required before a building permit can be issued for any new construction or most renovation of buildings, with some limited exceptions. A DP application requires DPAB (Development Permits and Appeals Board) approval at public hearing. A MDP can be approved administratively by City Staff.

## Step 4

### BLDG Review

Building Plans are submitted following the DPAB (Department Permit & Appeals Board) meeting. Once Building Plans are approved, a "Building Permit" can be issued.

## Step 5

### Construction Permit

With approved Construction Drawings, the City of Thornton Construction Inspection Supervisor can issue a Construction Permit for the site (not including the building) to a licensed contractor. The site will undergo inspection throughout the project to assure public health and safety and see to it that the Developers Agreement and the City of Thornton Standards and Specifications are met.

## Step 6

**Letter of Completion**  
(Private Improvements)

**Initial Acceptance**  
(Two year warranty period begins for Public Improvements)

**Final Acceptance**  
(All Developers Agreement and punchlist items have been resolved)

**Certificate of Occupancy**  
(Commercial Building, Multi-Family or Residential Home)

Development Review - to - Construct

### BLDG Permit

With approved Building Plans and approved Construction Drawings, a Building Permit will be issued for the construction of the building. DOING A TENANT FINISH? SEE TENANT FINISH HANDOUT.

START

FINISH