

## Conceptual Design

Developing a conceptual plan is the best way to see how your ideas fit on the property. See the information below for ways to design a plan that meets your needs and [City Plan](#).

### » Step 1. Research site constraints, opportunities and development requirements

- [Why Development Review](#)
- [Understanding Zoning](#)
- [Verify Permitted Uses](#)
- [Identify Existing Features](#)
- [Identify Missing Site Features](#)
- [Requirement Options](#)
- [What are my fees?](#)

**Historic?** You must first consult with Historic Preservation staff if the site contains or is adjacent to designated or eligible historic structures, 50 years or older, to determine how historic review will be part of your review process.

[Historic Preservation](#)

**Natural Features?** An Ecological Characterization Study (ECS) may be required if there are streams, ponds, wetlands or other significant natural features on the site and specific protection requirements may apply.

[Natural Features](#)

**Storm Protection?** It's important to understand your project's stormwater detention, water quality, and potential flood protection requirements early in the process.

[More Info](#)

**Compatible Design?** How does my project fit into the surrounding area? See Examples

### » Step 2. Sign up for Conceptual Review or Preliminary Design Review

Meet with staff to review your proposed concept to prepare for a formal development review submittal (Step 3).

[Should I sign up for Conceptual Review or PDR?](#)

[How do I sign up?](#)

[PDR Application Example](#) | [CR Application Example](#)

**Schedule LPC Conceptual Review:** The Landmark Preservation Commission's design review subcommittee conducts this initial step if it applies to your project. Contact contact Historic Preservation staff at 970-221-6206 for questions and scheduling.

**Schedule Building Code Presubmittal Meeting:** All projects (except single-family and tenant finishes) require a pre-submittal code review meeting with Building Services. For questions and to schedule this meeting Call 970-416-2341 or 970-416-2640 for questions and to schedule meeting .

### » Step 3. Present your plan at a Neighborhood Meeting

A neighborhood meeting may be required before you proceed with your formal submittal. Contact your staff planner to make sure you meet the requirements and to coordinate the time, location and mailing.

[Neighborhood Meeting Guide](#)

## Pre-Hearing Review & Public Hearing

This phase is for all proposals that require a public hearing: PDPs, ODPs, Re-zonings and Annexations, and Major Amendments.

### » Step 4. Submit Application for formal review

Submit a signed development application, review fees, plans and other documents to the DRC. City departments and outside agencies review your plans.

[What documents do I need to submit?](#)

### » Step 5. Project Review\*

Prior to hearing, staff's initial and subsequent reviews each take 3 weeks.

Projects affecting historic resources are presented to the Landmark Preservation Commission (LPC) prior to Step 6 to receive preliminary feedback and a hearing recommendation. This meeting can occur before your initial submittal (Step 4) or during staff review.

### 2nd Neighborhood Meeting - How did we do?

Some proposals may benefit from a second meeting after making revisions to receive feedback on plan changes prior to hearing.

### » Step 6. Public Hearing

An Administrative Hearing Officer (Type 1) or the Planning and Zoning Board (Type 2) approves, conditionally approves, or denies the project. Move to Step 7 after you receive preliminary approval.

[Public Participation](#)

[Is there an Appeal Process and how does it work?](#)

\*Staff review of Steps 5 and 8 can be combined prior to scheduling your hearing by providing an initial submittal that includes all final plan information. Combining these steps is not recommended for most projects.

#### COMMON ACRONYMS:

BDR Basic Development Review  
DA Development Agreement  
DCP Development Construction Permit  
DRC Development Review Center  
FDP Final Development Plan

## Final Plan Review

This phase is for all proposals that require a public hearing: PDPs, ODPs, Rezoning and Annexations, and Major Amendments. The formal review process starts here for BDRs and MAs; Steps 3-6 do not apply.

### » Step 7. Submit Final Plans

Submit either new final or revised final documents including final application, final review fees, plans and other documents to the DRC. City departments and outside agencies review your plans.

[More about Final Review and documents.](#)

### » Step 8. Final Plan Review\*

More construction detail is required during the final plan review phase. Staff's initial and subsequent reviews each take 3 weeks.

Projects affecting historic resources must receive a recommendation from the Landmark Preservation Commission (LPC) in a final review hearing before the development application will be approved (Step 9).

**Make Revisions**  
Ensuring that your project's revisions are clear and complete can reduce overall review time.

Begin drafting any required off-site easements or other needed agreements.

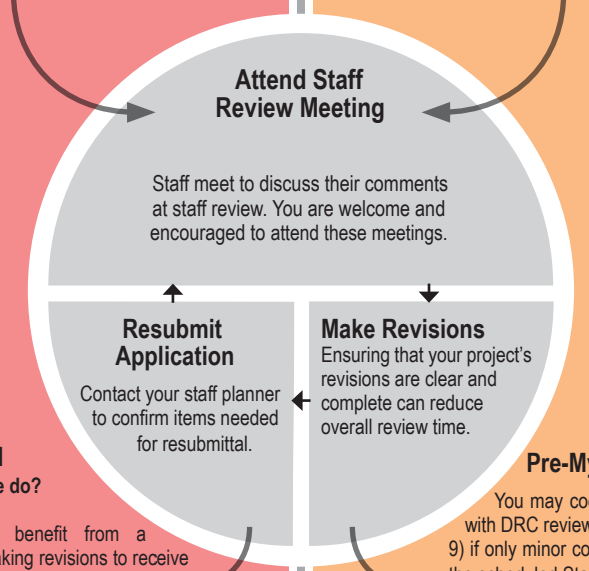
Begin coordinating Engineering [site permits](#), DCP or other (See Step 10).

Apply for [Building Code Review](#) for your proposed building or renovation, prior to full building permit review (see Step 12).

Contact your staff planner to apply.

Begin coordinating Development Agreement with your DRC Engineer after 1st round of final review.

Prepare escrows, bonds and other required securities.



## Final Documents Certified & Recorded

This step assures your rights and obligations to develop the project/property in accordance with the approved plans.

### » Step 9. Signing and Recording

#### Signing by the Owner/Developer:

- Submit a finalized and signed Development Agreement to your staff Engineer.
- Submit Final Plan Mylars and other final documents with completed owner signatures.

#### Mylar submittal requirements and signing instructions

Final Documents include the following:

- One set of the planning documents;
- One set of the utility plans;
- One set of the plat;
- Any completed off-site easement dedications and filing fees needed;
- Paper copies of the completed/stamped utility plan mylars and drainage report are also required which are signed and stamped by your engineer. Contact your DRC Engineer for details.

Signing and Recording by the City:

- Staff collects department signatures on the final mylars;
- Final plat and DA are recorded at the County and final document copies are filed with the City.

Development Review 100% Complete

## Site Permits and Public Improvement Inspections

No Development is permitted prior to permit issuance, permit fee payments; and security payments.

### » Step 10. Coordinate Site Permits and Inspections:

Types of permits include: Development Construction Permit (DCP), Encroachment Permit, Sidewalk or Drive Approach Permit, and a [Floodplain Use Permit](#). Coordinate any needed [permit applications](#) for your site with your DRC Engineers. You can begin site work once your permit issued and erosion control is inspected while your building permit review process is completed (see Steps 11 and 12).

#### Install Erosion and Sediment Controls

An initial inspection is required after accepting erosion and sediment control measures/security payments and before land disturbing activities begin. [More information and request an inspection.](#)

#### Begin Site Work and Complete Public Improvement Inspections

Engineering Construction Inspectors work with the development and construction community to ensure compliance with City codes, standards, and specifications. Inspection services are provided on capital projects, subdivision development, and construction permit work. [More information and request an inspection.](#)

#### Street Tree Permit

A free permit is required before trees are planted or pruned within the public right-of-way. [Contact Forestry](#) for more information and to coordinate tree planting inspections.

## Full Building Permit Review

Steps 1 - 9 must be completed prior to full building permit submittal and review.

### » Step 11. Establish Land Records

This step prepares your project for full building permit review by providing all necessary information about your plans to agencies reviewing your project.

- The City must accept all Mylars and final documents for signatures and filing;
- Final AutoCAD drawing of plat and easements must be reviewed and accepted;
- GIS steps: plat and easement information entered into City database using AutoCAD drawing;
- Assign addresses (if not assigned);
- Import land records data into City database;
- Data is reviewed for accuracy and made available for full building permit review;
- The Development Review Center notifies you when this step is complete and the project is ready for full building permit submittal

### » Step 12. Full Building Permit Review

[Building Services](#) is the quality control and building safety expert for Fort Collins, ensuring your built project complies with the [Municipal and Land Use Codes](#).

#### Building Services Online Resources:

- [Building Permit Submittal Requirements](#)
- [Building Codes and Standards](#)
- [Permit Applications and Forms](#)
- [Permit Fees](#)
- [Green Building](#)
- [Green Codes and Energy Forms](#)
- [Required Contractor Licensing](#)
- [Construction Activity Reports](#)

Contact City Light and Power to coordinate the design and installation of electrical services and street lights while your permit is under review.

Irrigation plans must be approved prior to issuance of full building permit. [Irrigation plan submittal requirements and standards.](#)

You must pay all required fees prior to issuance of full building permit.

Certain site work elements must be in place prior to issuance of a full building permit. F&F permits may be approved prior.

Water meter/service line [inspection and specs.](#)

Building Services issues [Tenant Finish Permits.](#)

#### Building Permit Issuance

[Check the status of your Building Permit review](#)

## Building Inspections & Completion

Inspections identify any issues with construction as it nears completion. Other inspections continue after completion and C/O.

### » Step 13. Schedule and Complete Building and Site Inspections

City staff or an approved "special inspector" must perform prescheduled building inspections at various phases to ensure building code compliance in order to receive final project approval.

[How to schedule a building inspection](#)

[Types of building inspections](#)

### Site and Landscape Inspections

Staff reviews your completed project in the field and determines if your landscape, site plan, and buffer elements were installed per the approved specifications prior to releasing any funds held in escrow.

### Stormwater Facility Certification

Your engineer certifies that any stormwater improvements for your project were properly constructed, including detention ponds and water quality areas. Staff reviews your completed project in the field to ensure compliance prior to releasing any funds held in escrow.

[More about this process](#)

### Receive Certificate of Occupancy or Letter of Completion

A Certificate of Occupancy (C.O.) is required for all new buildings prior to occupying the building. A Letter of Completion is issued for alterations and projects which do not significantly add to the building space. Other departments may require final approvals prior to issuing a Certificate of Occupancy.

[Types of building inspections](#)

[C.O. Checklist](#)

[Floodplain Requirements](#)

### Maintaining Your Completed Project

City code requires that you keep your development properly maintained.

[Requirements and tips](#)

# Development Review Flowchart

Updated 8-08-2018

