Chapter 18.29 Development Review Process-Interim

Step 1

- •Potential applicant reviews form types and rules in 18.29.
- Review of form types that are allowed in form zone for property.
- Applicant sketches plan for a new structure or addition over 25% of the existing square footage.

Step 2

- Contact planning@cityofgolden.net to advise on a potential project and whether a neighborhood meeting is required for the site development plan.
- If a neighborhood meeting is required submit application at least 15 days prior to the desired date of the neighborhood meeting.

Step 3

- •Once a neighborhood meeting is completed or the project has been advised that neighborhood meeting is not required, Applicant may submit a site development plan for review by staff.
- Applications are submitted online on our online portal.

Step 4

- Planning Staff reviews application for site development plan for completeness.
- •If complete, application procedues to a formal review.
- If incomplete, Applicant must re-submit missing items prior to a formal review by staff.

Step 5

- Complete applications are reviewed by staff and comment are sent to Applicant.
- Applicant resubmits project and addresses all comments.
- •This step is re-occuring until the application is fully compliant with 18.29 by the Director's determination.

Step 6

- Application materials, Staff's review report and the Director's determination are posted on Guiding Golden.
- Application materials, staff's review report and the Director's determination are scheduled for the next available Planning Commission (PC) meeting for the consent agenda for ratification.

Step 7a

- If PC ratifies the Director's Determination, afterwards Applicant may submit for a building permit.
- •Building permit is reviewed by the Building Division for issuance.

Step 7b

- If PC does not ratify the Director's Determination, Planning Commission would state the particular reason.
- Applicant would have opportunity to revise plans and go the the next Planning Commission meeting, may requrie re-posting on Guiding Golden.