



## 2018 Developer Handbook

This handbook will guide you through the four step development review process in the City of Arvada. You will find detailed information, helpful hints, resources, and answers to common questions for each phase of development.

# Welcome

Welcome to the City of Arvada. The Departments of Community Development and Public Works look forward to partnering with you on your development project. Our goal is to provide you with unparalleled customer service in the timely and successful completion of your project.

Please feel free to contact our team members, managers or directors if there is anything we can do to support you.

Thank you for considering the City of Arvada for your project.

We look forward to working with you.

Sincerely,

*Bob Manwaring*

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Director, Public Works

*RITA MCCONNELL*

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Director, Community Development

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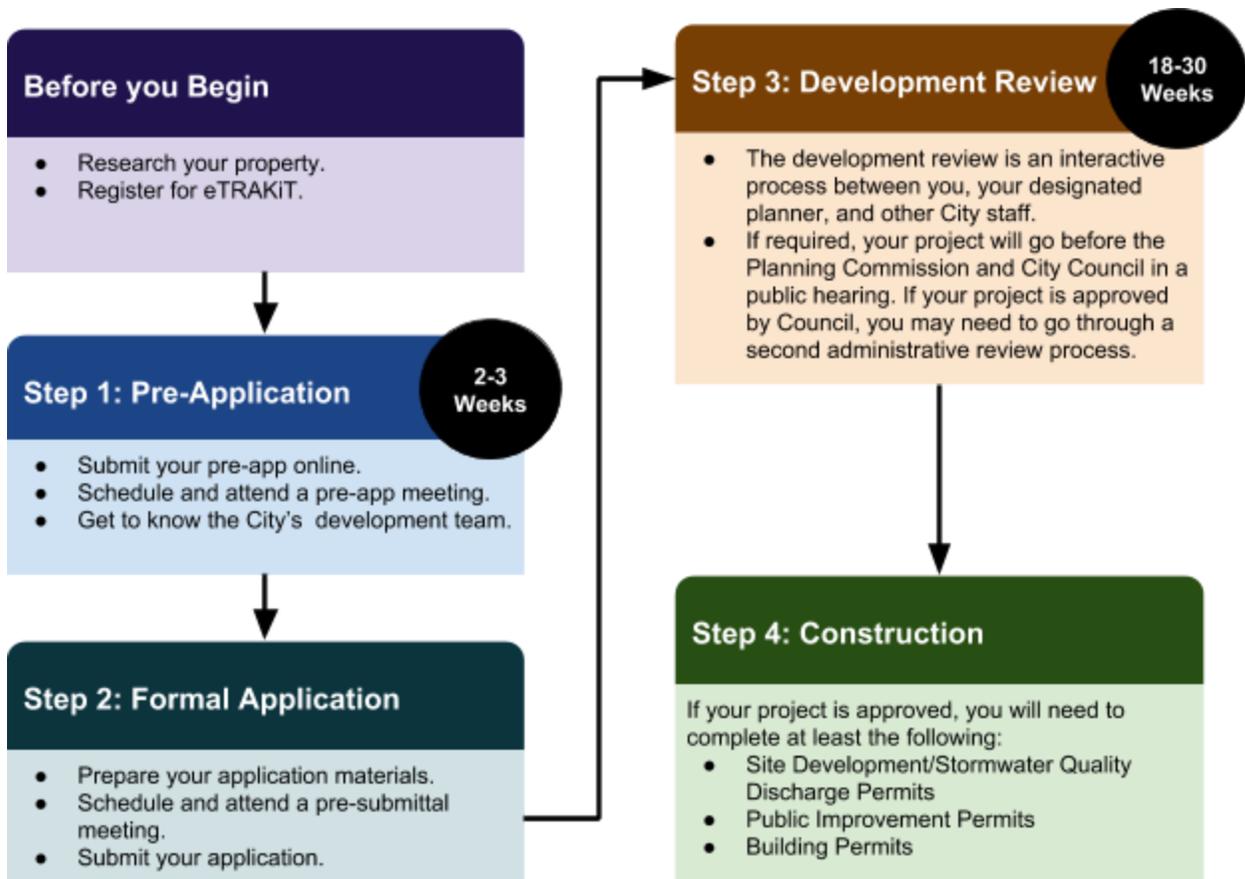
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# Before You Begin

The City of Arvada wants to ensure that the development process is clear, efficient, and effective.

We Are Committed To	We Ask That You Commit To
<ul style="list-style-type: none"> <li>• Effective communication</li> <li>• Electronic submittal and plan review</li> <li>• Computer tracking software and online project status</li> <li>• Commitment to timeline</li> </ul>	<ul style="list-style-type: none"> <li>• Effective communication</li> <li>• Complete and detailed information in submissions</li> <li>• Prompt viewing and response to comments in eTRAKiT</li> <li>• Thorough revisions</li> <li>• Commitment to timeline</li> </ul>

## Process Overview



## Resources

Options are available throughout the process to check the progress of a project plan review, ask questions, and find out what the next steps in the process are.

Get Answers	Check Progress	Get Information
City of Arvada staff will be available to help you along the way.	Easy online access to comments, documents, and more 24/7 in eTRAKiT.	Download documents, see guides, and explore resources.
 See <b>Appendices: Contacts</b>	 <a href="http://arvadapermits.org">http://arvadapermits.org</a>	 <a href="http://arvada.org/develop">http://arvada.org/develop</a>

### Property Information

Visit <http://arvada.org/address> to find property information, current zoning, and much more.

### Land Development Code

Go to <http://arvada.org/land-development-code> to access the City of Arvada's Land Development Code (LDC) and a glossary of terms.

### eTRAKiT

The City of Arvada utilizes eTRAKiT, an online software tool, to facilitate the development review process. Visit <http://www.arvadapermits.org> and follow instructions to create your online account. This system provides access for you to:

- Submit your pre-application and application electronically
- Upload supporting documents
- Review and address comments
- Interact with your designated planner

## Step 1: Your Pre-Application

 <h3>What</h3> <p>Pre-application is a preliminary review based on a conceptual development proposal; it is an opportunity for you to learn and get feedback.</p>	 <h3>Help</h3> <p>If you need guidance at this point in the process, contact the Planning Division at 720-898-7435.</p>	 <h3>Online Tools</h3> <p>Visit the Planning Division's webpage for additional detail regarding the pre-application and development review process.</p>
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### Access the Pre-application Request Form

Online (eTRAKiT)	In-Person
Visit <a href="https://arvadapermits.org">https://arvadapermits.org</a> to get started.	City planning staff are available at the main counter located on the second floor in City Hall.

### Submit the Pre-application Request

Complete the online pre-application form and attach:

- A **detailed description** of your project.
- A **conceptual plan** of your project.
- Questions to be addressed during the pre-application meeting.



**Tip:** Providing more detailed information with your pre-application submittal will allow us to provide a more specific response during the meeting.

### Schedule and Attend Pre-Application Meeting

The pre-application meeting is intended for landowners and developers, and their consultants, who are interested in developing within the City of Arvada. It provides an introduction to the City's development review process, details for submittal, review and approval requirements along with a detailed time frame for each step of the process.

Once your pre-application request has been received, you will be **contacted by phone within three business days** to schedule your pre-application meeting date and time. There is no fee associated with this meeting. A **designated planner** will be assigned to your project to serve as your point of contact as you proceed through the development review process.

#### At the Pre-Application Meeting

You will be provided with information regarding the development application including:

- Forms and fees (application, utility, school and park fees)
- The review process steps including requirements for public hearings

- What **Type(s) of Review** will be required for your project
- Traffic Impact Analysis report requirements

Representatives involved with the review of your project may be at the pre-application meeting to provide information for you to prepare a formal submittal of a development application for your project. Staff members will document meeting notes and the City's general requirements in the eTRAKiT system. You will be able to access this information by logging into your eTRAKiT account a few days after the meeting. Please be advised that any information provided at the Pre-Application Meeting is subject to change as plans are revised for a formal submittal. It is the applicant's responsibility to familiarize themselves with the Land Development Code as well as the Engineering Code of Standards and Specifications.

### Your Development Review Team

In addition to your designated planner, the Development Review Team **may include** a Civil Engineer, Traffic Engineer, Parks Representative, Building Official, an Arvada Economic Development Association representative, and an Arvada Fire District representative based on the details of your proposal. For details on who can help address what questions, see

 **Appendices: Contacts.**

### Types of Review

Based on the information you provided in your pre-application form, your designated planner will let you know which type of review process will be required.

#### Administrative Review

The following is a list of items that can move through the administrative review process:

- Final Development Plans (FDP)
- Final Plats
- Site Plans
- Minor Subdivisions

A **neighborhood meeting may be required** for the above listed items if it is determined that they may have a significant impact on the surrounding area.

#### Public Hearing (Planning Commission / City Council)

Development projects moving through Planning Commission and City Council include:

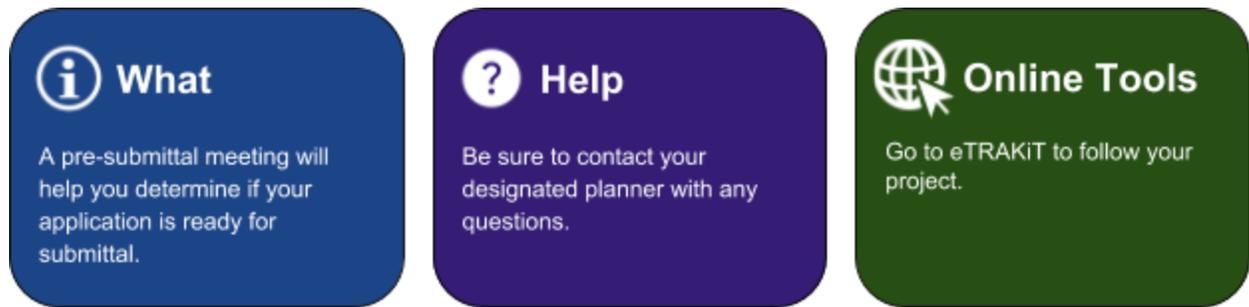
- Annexations
- Rezoning, including Planned Unit Developments (PUD)
- Sketch Plan (discussed in meeting)
- Outline Development Plan (ODP)
- Preliminary Development Plans (PDP)
- Conditional Use Permits
- Preliminary Plats
- Height Exception
- Alternative Sign Program (Planning Commission hearing only)

A **neighborhood meeting is required** for all developments moving through the public hearing process.

### **Other Types of Review**

Other potential review processes include Vacations, Certificate of Compliance with Design Guidelines (Olde Town), Variances, Vested Rights, Out of City Utilities, Wireless Communications, Floodplain Variance, and Revocable Permits. Your planner will let you know how these application types will be processed.

## Step 2: Your Formal Application



### Compile Materials

#### Custom Checklist

Your designated planner will provide you with a custom checklist of documents to be submitted as part of your formal application after your pre-application meeting. The checklist will be available through eTRAKiT. Following your checklist will expedite the process. Use your checklist to compile all materials, documents and information to ensure your application is ready for submittal. As the development moves through the review process, please note that individual reviewers may request additional information necessary for their review.

#### Core Requirements

The following materials are required for all Land Development Applications.

- Complete Application Form and Processing Fees
- Legal Description, Current Proof of Ownership, Title Commitment and Covenants
- Statistical Fact Sheet

### Schedule and Attend Pre-Submittal Meeting

Once you have compiled your application materials, contact your designated planner to schedule a pre-submittal meeting. Your designated planner will review your application materials to make sure all required documents are included and ready to be submitted.

### Submittal Document Requirements

The City of Arvada has implemented an updated process to simplify and improve the management of Development Documents. Documents will be transmitted between the City and the Developer/Applicant/Contractor through the eTRAKiT portal found at [www.arvadapermits.org](http://www.arvadapermits.org). The review and markup of documents is done collaboratively among departments through Bluebeam, a PDF viewer and review system. A Bluebeam reader ([Bluebeam Vu](#)) is available for free to members of the public and development teams who would like to view and respond via this system. Other PDF management software, such as Adobe, can also be used but these software packages may not have as many tools as those available through Bluebeam. More sophisticated

Bluebeam versions are also available for purchase by going to <https://www.bluebeam.com/> and clicking on “Solutions”.

### **Preparing and Submitting the Initial Document**

The following [protocol](#) should be followed when creating documents to be submitted for review by the City for various types of development projects. Please provide this information to your design team so they are able to include the appropriate bookmarks and format for easier document management.

- All pages of documents submitted to the City must be bookmarked for ease of locating information within the plan sets. Bookmarks must include the page number and general title or description of the page contents.
- The applicant must combine all pages into a single PDF document in the following order:
  - Blank 24”x 36” page (For use by staff for review comments)
  - Plans
  - Reports
  - Legal Documents
  - Miscellaneous Documents



**Important:** Please ensure that the bookmarks for each page are retained when combining documents.

- The single PDF document must be renamed in accordance with the following [naming convention](#) before being submitted to the City.
- When uploading documents to your development case through the eTRAKiT portal, a single large document may take some time to load depending on your network configuration or internet connection speed. If you have difficulties, please check these items and retry the upload. If you’ve made multiple attempts to upload your document, the network and internet connections have been checked, and you still have not had success, please contact the Planning Department administrative staff for troubleshooting and assistance. The staff will review the program history, identify your upload attempts and assist you with the issue.

### **Preparing and Submitting Document for Future Reviews**

When creating documents addressing issues noted on the second and subsequent reviews, the following protocol is to be used. Note, two documents must be provided for these reviews, a written response document (text) and a revised plans document that follows the same protocol as the original submittal document.

#### **Response Document**

The applicant must provide a text response document that addresses each comment made by staff. If multiple consultants or designers are responding to comments, please combine all documents into a single PDF and follow the naming convention noted above using the word “Response” in the name (ex: 2nd Submittal Applicant Response)

### Revised Plan Document

All pages of documents submitted to the City must be bookmarked for ease of locating information within the plan sets. Bookmarks must include the page number and general title or description of the page contents.

The applicant must combine all pages into a single PDF document in the following order:

- Blank 24”x 36” page (Will be used for staff comments)
- Plans
- Reports
- Legal Documents
- Miscellaneous Documents

### Naming Convention

The single PDF document must follow the naming convention noted below (ex: 2nd Submittal Documents):

#### **Naming Convention**

Documents submitted by the applicant will be titled as Review Iteration\_Submittal Documents and Review Iteration\_Applicant Response. Documents returned from staff will be Review Iteration\_Comments\_Date.

Example:

1st Submittal Documents  
 1st Review Comments 02-16-2018  
 2nd Submittal Documents  
 2nd Submittal Applicant Response  
 2nd Review Comments 04-02-2018  
 3rd Submittal Documents  
 3rd Submittal Applicant Response



**Important:** Please ensure that the bookmarks for each page are retained when combining documents.

## Submit Your Formal Application

Once your planner confirms you have met all the requirements needed to submit your application, you may submit it online via eTRAKiT.



**Warning:** Incomplete applications and/or documents will not be accepted, resulting in a delay in the review process.



**Note:** Providing a complete set of detailed plans and all required reports and studies will facilitate movement through the development review process.

## Step 3: Development Review

**i What**

The formal review process will determine if your project is ready for a decision

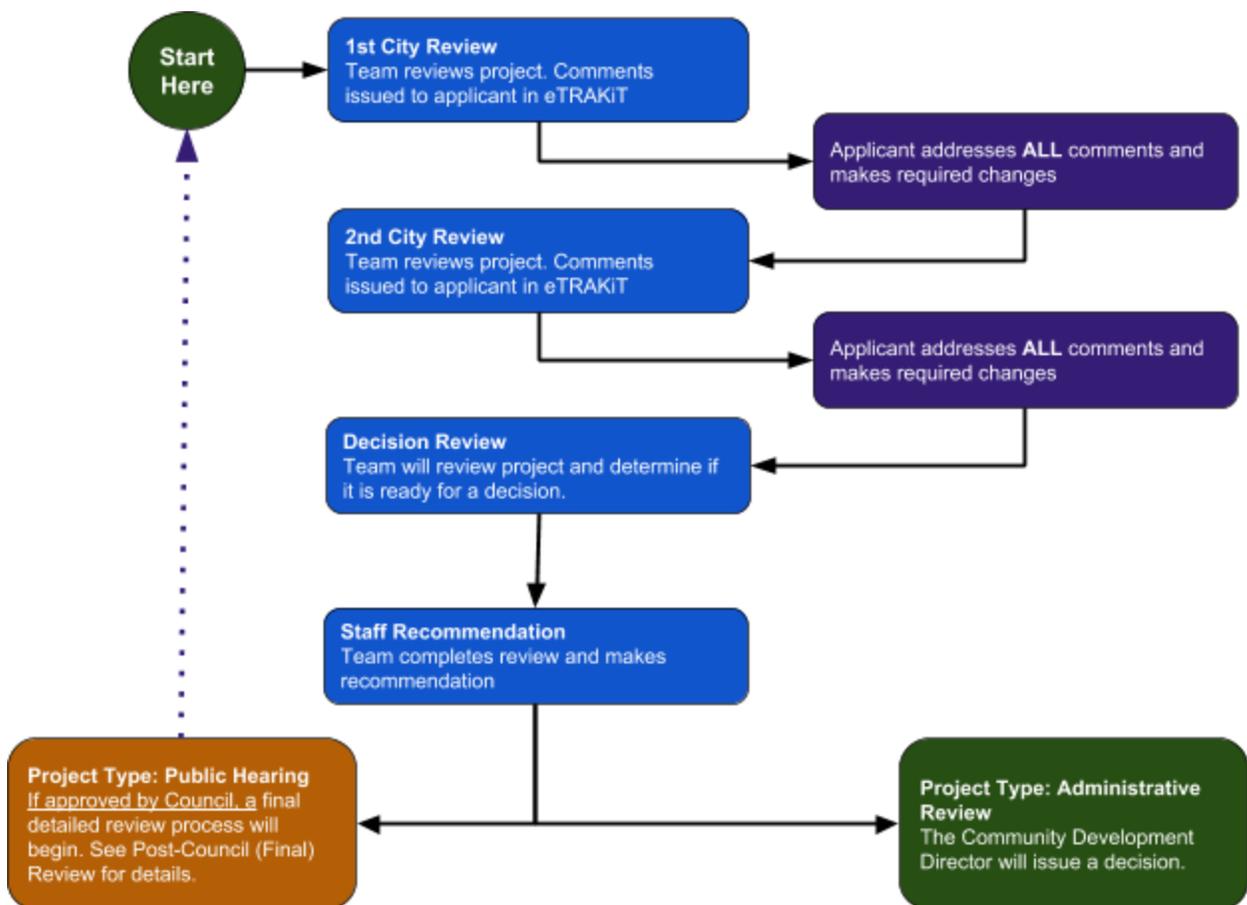
**? Help**

Go to the Contacts appendix to find out who can help with your questions.

**globe Online Tools**

Review comments generated by your proposal will be available through the eTRAKIT system.

### General Process Outline



## 1st City Review

The review team and referral agencies will review your project documents to ensure that your project is following required planning, engineering, and emergency standards. If you have questions regarding any of the comments you receive during this process, contact your designated planner who will answer your questions, refer you to the appropriate reviewer, or schedule a meeting if necessary.



**Need to Know: Be Prompt and Thorough**  
Responding, based on the project timeline, to reviewer comments and resolving ALL issues thoroughly will facilitate movement through the development review process.

- **Comments Issued** - After the first review, your designated planner will provide comments via the eTRAKiT system.
- **Applicant Revises Plans** - Revise your plans in response to the comments provided by the review team.
- **Re-Submit Plans** - Once you are ready to re-submit, **contact your designated planner** to schedule a time to review and submit your revised plans. If your submittal is determined to be complete, you may **re-submit** your plans for the **2nd City Review**.

## 2nd City Review

The review team and referral agencies will review your project documents to ensure that the project is following required planning, engineering, and emergency standards as addressed in review team comments.



**Be Sure to Contact Your Planner**  
Set up a meeting if you have any questions about the City's comments.

- **Second Set of Comments Issued** - After the second review, your designated planner will provide comments to the applicant via the eTRAKiT system.
- **Applicant Revises Plans** - Revise your plans in response to all comments.
- **Re-Submit Plans** - Once you are ready to re-submit, **contact your designated planner** to schedule a time to review and submit your revised plans. If your submittal is determined to be complete, you may **re-submit** your plans for the **Decision Review**.

## Decision Review

The review team and referral agencies will complete a third review of your project documents and will determine if your project is ready for a **recommendation** of approval, approval with conditions, or denial.



**Warning:** If it is determined that your project is NOT ready for a decision during this review, you may have to begin the Development Review Process again.

## Project Types

### Administrative Approval

- Your **designated planner** will make a recommendation.



- The Community Development Director will **review** the recommendation.
- A **written determination** of approval or denial will be issued.

## Public Hearing

### Planning Commission Public Hearing

- A **staff report** will include a recommendation and be **presented** to the Planning Commission.
- The Planning Commission will hold a **public hearing**.
- You will present your project. Residents may comment. You may respond.
- The Planning Commission will make a recommendation to City Council



#### **Need to Know: Bring Your Consultants**

It is highly recommended that you bring your full project team to the **Planning Commission Public Hearing AND City Council Public Hearing** in order to answer any questions that may arise.

### City Council Public Hearing

- City Council will review the Planning Commission recommendation and staff report.
- City Council will hold a public hearing.
- You will present your project. Residents may comment. You may respond.
- City Council will approve or deny your project.
- If approved, you will be ready to begin a Final Review.

## Post-Council (Final) Review for Public Hearing Projects

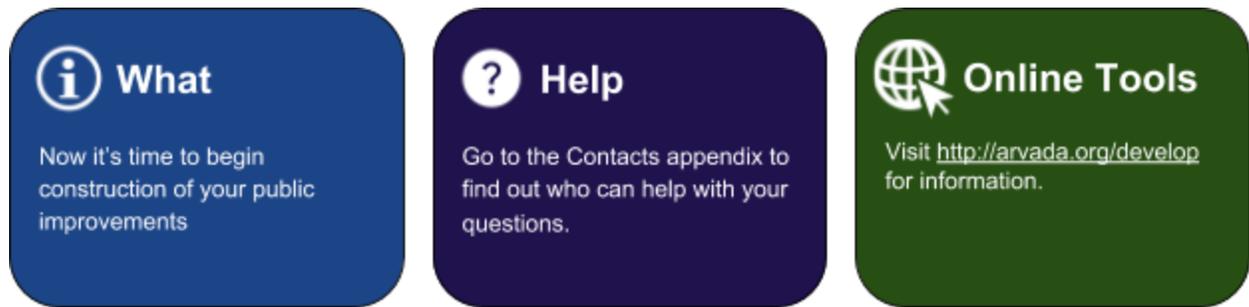
If your project requires a City Council Public Hearing and is approved, you will then be able to submit for **Final Review**. The final review process includes the same steps as the preliminary review; you will have the opportunity to receive and respond to comments in eTRAKiT. You will be required to provide detailed documentation.



#### **Important: Expect highly technical**

and **detailed comments** during this process. You will be required to provide detailed responses. Document detail will also be heightened.

## Step 4: Construction



### Site Development Permit

Before grading or performing other earth disturbances, a Site Development Permit must be issued.

- **Erosion and Sediment Control Plan and Stormwater Management Plan:** It is preferred that these plans be submitted as part of the Final Development Plan process. However, if construction is ready to begin and these documents have not yet been submitted, you may submit these documents within 30 days.
- **Fees and Escrow:** Submittal of both an escrow and fee are also required **prior** to Permit issuance.

Once a Site Development Permit is issued, site stormwater best management practices (BMPs) that were approved in the plans must be installed.

- **Before Construction:** Arvada must conduct an initial inspection of the installation of BMPs before grading begins.
- **During Construction:** Engineering staff will perform routine oversight inspections of site BMPs to ensure the site continues to comply with the Site Development Permit. Results of the City's Oversight Inspections can be viewed through eTRAKiT.

### Additional Colorado and Federal Permits

Projects that disturb **1+ acre** (or less than 1 acre if part of a larger common plan of development) must obtain a **State Stormwater Discharges Associated With Construction Activity General Permit** from the State of Colorado Department of Public Health and Environment. Please visit <https://colorado.gov/pacific/cdphe/wq-construction-permits> for an introduction to *Water Quality Construction Permits*.

Additional Permits that may be required for construction may include Colorado's Construction Dewatering Permit should groundwater be anticipated, and the federal Army Corps of Engineers 404 Permit should there be activity within the floodway.

## Public Improvement Permits

Permits are issued by the Engineering Division and are required for any work related to:

- Water mains and services
- Sanitary or storm sewer utility extensions and services
- Storm drainage structures
- Traffic signals
- Street subgrade preparation
- Public street paving
- Concrete crossspan, curb, gutter and sidewalk construction
- Any private storm drainage facilities that connect to public drainage facilities
- Other public improvements

### Applying for Your Permit

Requirements for contractor licensing and escrow for public improvements and street restoration in developments are located in the City of Arvada Municipal Code. Permit applications are reviewed and issued within **1-2 business days** of submission.

- **Licensing and Bonding:** Prior to obtaining a public improvement permit, special licensing and bonding are required for all contractors working on the project.
- **Fees and Escrow:** An escrow of **\$50,000/\$100,000 in the form of cash or a letter of credit** must be provided prior to the issuance of any permits for construction of public improvements.
- **Traffic Control Plan:** Permit(s) applications must be accompanied by a construction traffic control plan where necessary to complete the work.

#### Submit Application Online

Applications may be submitted via email to [engineeringpermits@arvada.org](mailto:engineeringpermits@arvada.org).

#### Submit Application In-Person

Applications may be submitted to the Engineering Counter at City Hall during business hours.

Contractors are notified via email when permits are approved and ready for pick up at City Hall. **Permits cannot be issued at the counter.**

### After Receiving Your Permit

- **Before Construction:** Attending a pre-construction meeting ensures you have the information on how the City will interact with your contractors to make the inspections process run smoothly. Contact the engineering division at 720-898-7640 to schedule a pre-construction meeting.
- **During Construction:** Inspections for work completed under a public improvement permit can be scheduled online through eTRAKiT or by calling the engineering division at 720-898-7640 at least 24 hours prior to requested inspection time.



## Building Permits

All public improvements must be completed before a building permit is issued. The Building Division provides building permit applications, plan review, and inspection services for commercial and residential construction throughout the City. Permits can only be issued after your final plans are approved and public improvements are constructed, inspected and placed under initial warranty acceptance. For additional information on building permitting, please visit <http://arvada.org/commercial-checklist>.

Online (eTRAKiT)	Phone
Inspections scheduled online at <a href="http://www.arvadapermits.org">www.arvadapermits.org</a>	Call the building division at 720-898-7630. Inspections confirmed before 6:00 a.m. will be performed the same day.

### When to Apply

- You may submit your building application following development plan approval or concurrently with your development application . If you submit concurrently and your development plan is not approved, you will need to pay applicable fees when re-submitting.
- Building permit applications and plans **should not** be submitted before the **2nd City Review** of your final plans. Changes to your final plans may impact the final building design.

## Certificate of Occupancy

Upon completion of the construction project, final inspection approvals are required before a Certificate of Occupancy (C.O) or a Temporary Certificate of Occupancy (T.C.O) may be issued and the building occupied. The approvals necessary may include all or part of the following: building codes approval, fire code approval, planning and zoning approval, development agreement, city engineering standards, utility commitments for water and sewer, liquor license approval, health department approval, approvals under state and federal laws and other requirements as applicable to your project. Arvada Municipal Code **requires** a C.O or T.C.O in order for a building to be occupied. It is the responsibility of the **developer** to replace any broken, cracked, settled, raised, etc. curb, gutter and sidewalk that fronts a lot prior to obtaining a C.O. This includes damage existing prior to and following construction.

# Appendices

## Fee Schedule

### Land Use (Planning Development) Fees

Description	Fee(s)
Alternative Sign Program	\$750.00
Appeal	\$300.00
Annexation or disconnection	\$1,200.00
Certificate of compliance with design guidelines for Olde Town only	\$75.00 referral to design review committee \$25.00 expedited review
Code compliance administration	\$100 Violation beyond 1st deadline \$200 Violation beyond 2nd deadline \$300 Violation beyond 3rd deadline \$300 Repeat offender - Summons \$300 Blight hearing
Comprehensive plan amendment	\$500.00 if less than five acres \$1,000.00 if five acres or more
Concept plan	\$500.00
Conditional use permit	\$1,000.00 (except Telecommunications)
Development plan inspection fee	\$75.00 per single family \$100.00 per multi-family, commercial, or industrial. Re-inspection fees are charged the same as above.
Final development plan (FDP)	\$800.00 multiplied by the square root of acreage of the property - \$ 800.00 minimum
Final development plan amendment	Same as FDP, based on acreage subject to amendment - minimum based on one-half total acreage of property in FDP
Final plat (FP) subdivision	\$500.00 plus \$ 150.00 multiplied by the square root of acreage of the property -
Final plat amendment	Same as FP, based on acreage subject to amendment - minimum based on one-half total acreage of property in FP
Floodplain variance	\$300.00
Floodplain development permit fee	\$30.00 Fence/shed/miscellaneous

	\$75.00 Garage, deck, or interior improvements less than 50% of existing building value \$75.00 fill or grading only \$100.00 Building footprint expansion \$200.00 Any improvement greater than or equal to 50% of existing building value \$400.00 New building construction \$400.00 Floodplain analysis/CLOMR/LOMR
Height exception	\$600.00
Minor modification	\$100.00 individual development standard modification \$300.00 site plan/FDP/ & FP plat modification
Minor subdivision	Same as FP
Out of city utility request	\$500.00
Outline development plan (ODP)	\$1,000.00
Outline development plan amendment	\$1,000.00
Preliminary development plan (PDP)	\$700.00 multiplied by the square root of the acreage of the property - \$ 700.00 minimum
Preliminary development plan amendment	Same as PDP, based on acreage subject to amendment - minimum based on one-half total acreage of property in PDP
Preliminary plat (PP)	\$700.00 multiplied by the square root of acreage of the property - \$ 700.00 minimum. No fee if submitted with a PDP application
Revocable encroachment license or permit	\$200.00
Site plan	\$800.00 multiplied by the square root of acreage of the property - \$ 800.00 minimum
Site plan amendment	\$300.00
Sketch plan	\$600.00
Special Districts	\$2,500.00 plus any costs that exceeds \$2,500.00
Telecommunications	\$2,200.00 new freestanding facility \$600.00 administrative review only
Vacation	\$700.00 required public hearing(s)

	\$200.00 administrative review
Variance	\$100.00 fence variance request \$250.00 all other variance requests
Vested right	\$1,000.00 \$500.00
Zoning/rezoning	\$1,000.00 - \$800.00 if submitted with annexation application

### **Building Permit Fees**

<b>Total Valuation</b>	<b>Fee(s)</b>
\$1.00 to \$500.00	\$26.00
\$501.00 to \$2,000	\$26.00 for the first \$500.00 plus \$3.37 for each additional \$100.00 or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$76.55 for the first \$2,000.00 plus \$15.49 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$432.82 for the first \$25,000.00 plus \$11.17 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$712.07 for the first \$50,000.00 plus \$7.74 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$1,099.07 for the first \$100,000.00 plus \$6.20 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,579.07 for the first \$500,000.00 plus \$5.25 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$6,204.07 for the first \$1,000,000.00 plus \$4.04 for each additional \$1,000.00 or fraction thereof.

Combination permit defined. A permit that is issued to the general contractor or the primary contractor and includes the subcontractor's valuation and fees as a part of the permit. Only a combination permit shall be issued where more than one category of work, such as building, electrical, plumbing, or HVAC, is involved.

Exception: The building official may allow separate permits to be issued when a general contractor is not required for the scope of work involved, or when the building official finds good cause.

Separate commercial permits. When work is done by a subcontractor and is not part of a combination permit, the valuation used to determine the permit fee will be based on the actual contract value of the work being done. If the work is part of a combination permit and the subcontractor's contract value is unknown, the value will be assumed to be ten (10) percent of the overall combination permit valuation for each contractor.

Residential combination permits for single family detached or attached homes. When a combination permit is issued for a new single-family dwelling unit, the fee assessed for the electrical, heating, and plumbing subcontractors shall be equal to thirty (30) percent of the calculated building permit fee.

## Contacts

Department	Contact	Topics
<b>Planning, Zoning &amp; Development</b>	720-898-7435 POD@arvada.org	<ul style="list-style-type: none"> <li>• Development review process</li> </ul>
<b>Engineering</b>	720-898-7640	<ul style="list-style-type: none"> <li>• Right-of-way construction</li> <li>• Civil design including water and wastewater facilities, stormwater infrastructure and roadway design</li> <li>• Utility availability and extension requirements</li> <li>• Stormwater quality requirements</li> </ul>
<b>Traffic Engineering</b>	720-898-7740	<ul style="list-style-type: none"> <li>• The level of traffic analysis required</li> <li>• Roadway access, site circulation, parking and other transportation issues</li> <li>• The need to hire a transportation consultant to produce a technical report</li> </ul>
<b>Utilities</b>	720-898-7760	<ul style="list-style-type: none"> <li>• Potable water quality requirements</li> <li>• Location of existing water, storm, and sanitary sewer main lines</li> <li>• Fees for water and sewer service connections.</li> </ul>
<b>Building Inspection</b>	720-898-7620 buildingpermits@arvada.org	<ul style="list-style-type: none"> <li>• Building, mechanical, electrical, and plumbing permits</li> <li>• Plan reviews and building inspections</li> <li>• Building permit fees and adopted codes</li> </ul>
<b>Parks, Golf, and Hospitality</b>	720-898-7400	<ul style="list-style-type: none"> <li>• Landscaping</li> <li>• Irrigation</li> </ul>

## Timelines

### Development Review

Review Process	Administrative Review	1-2 Public Hearing Cases OR < 15 acres	3 or more Public Hearing Cases OR 15+ acres
Completeness Check	1 week	1 week	1 week
1st staff review	3 weeks	3 weeks	5 weeks
Customer review and amended submission	4 weeks	4 weeks	6 weeks
2nd staff review	4 weeks	4 weeks	6 weeks
Customer review and amended submission	4 weeks	4 weeks	6 weeks
3rd staff review	2 weeks	2 weeks	2 weeks
Planning Commission Meeting	N/A	4 weeks	4 weeks
<b>Total number of business days</b>	<b>90</b>	<b>110</b>	<b>150</b>
<b>Total number of weeks</b>	<b>18</b>	<b>22</b>	<b>30</b>

**Note:** An amended submission provided earlier than indicated on your specific project schedule is not guaranteed to be reviewed ahead of schedule.

### Public Improvement Plan Review

Review Process	1- 59 sheets	60+ sheets
Completeness Check	1 week	2 weeks
1st staff review	2 weeks	3 weeks
Collate and Review Staff Report	1 week	1 week
Customer review and revisions	4 weeks	6 weeks
2nd staff review	3 weeks	5 weeks
Customer review and revisions	3 weeks	5 weeks
Final staff review and approval	1 week	2 weeks
<b>Total number of business days</b>	<b>56</b>	<b>77</b>
<b>Total number of weeks</b>	<b>11.2</b>	<b>15.4</b>

**Note:** Please contact Engineering Services for estimated timeline if your plan set is 80+ sheets.

**Building Plan Review**

Review Process	Tenant Finish	Single Family	Commercial & Multi-Family	
			1 - 100 Sheets	100+ Sheets
Staff review for code compliance	4 weeks	4 weeks	4 weeks	6 weeks
Customer review and code corrections	2 weeks	2 weeks	2 weeks	4 weeks
Staff review for code compliance	2 weeks	2 weeks	2 weeks	4 weeks
<b>Total number of business days</b>	<b>40</b>	<b>40</b>	<b>40</b>	<b>70</b>
<b>Total number of weeks</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>14</b>

**Notes:** Most residential projects under \$30K can be reviewed immediately at the building counter on the second floor at City Hall; Building permits cannot be issued until all Development Review processes are complete.

**Site and Stormwater Review**

Review Process	1-5 sheets	1-10 sheets	11+ sheets
1st staff review	3 weeks	3 weeks	4 weeks
Customer review and revisions	3 weeks	3 weeks	4 weeks
2nd staff review	3 weeks	3 weeks	4 weeks
Customer review and revisions	3 weeks	3 weeks	4 weeks
Final staff review and approval	2 weeks	2 weeks	3 weeks
<b>Total number of business days</b>	<b>56</b>	<b>56</b>	<b>77</b>
<b>Total number of weeks</b>	<b>11.2</b>	<b>11.2</b>	<b>15.4</b>

## Frequently Asked Questions

### Do I Have to Submit Documents to Multiple Departments or People?

**No!** You will have one primary point of contact (your designated planner) and will submit everything online through eTRAKiT. You will be guided through the process.

### How Long Does the Development Review Process Take?

It depends on your project(s), responsiveness, and a few other factors. Typically, from start to finish, development review takes **18 to 30 weeks** (not including pre-application or neighborhood meetings).

### Who is My Contact During My Development Review?

Your **designated planner**. You will have access to representatives from multiple City departments, but will have a planner assigned to your review to help you navigate the process. Should the need arise, the Directors of Community Development and Public Works will also be available to you.

### Which Laws Should I Know?

It depends on your development, but in general you should be familiar with the City's **Land Development Code (LDC)** and **Engineering Code of Standards and Specifications** which can be found at <https://arvada.org/develop>

### I Have Multiple Development Projects in the City of Arvada. Can I Submit Them at the Same Time?

**Yes.** Each project (not developer) undergoes an individual development review process.

### I Can't Find \_\_\_\_\_. Where Should I Look?

Visit <https://arvada.org/develop> for a comprehensive directory of forms, information, and much more. If you still can't find what you need, reach out to your designated planner.



## My References

You will receive contact details for your designated planner when you begin the development review process. For your convenience, you can record them below.

### My Designated Planner

Name:

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Phone:

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E-Mail Address:

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eTRAKiT will be your one-stop-shop for submitting documents, having discussions with your review team, and more. Please **do not** write down your password. If you forget your password, you can click Forgot Password when visiting eTRAKiT.

### eTRAKiT

Username

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Need to keep track of when you're having various meetings?

Meeting	Date and Time	With
<hr/>	<hr/>	<hr/>

