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.

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

Welcome to the City of Arvada. The Community and Economic Development Department looks 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.

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

We look forward to working with you.

Sincerely,

Rob Smetana, AICP
Manager, City Planning and Development

Jenny Wolfschlag, PE
Manager, Development Engineering

Brita Van Horne, CBO
Manager, Building Division

Daniel Ryley, CEcD
Manager, Economic Development
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- Land Development Code
- eTRAKiT

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Before You Begin

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

<table>
<thead>
<tr>
<th>We Are Committed To</th>
<th>We Ask That You Commit To</th>
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<tbody>
<tr>
<td>● Effective communication</td>
<td>● Effective communication</td>
</tr>
<tr>
<td>● Electronic submittal and plan review</td>
<td>● Complete and detailed information in submissions</td>
</tr>
<tr>
<td>● Computer tracking software and online</td>
<td>● Prompt viewing and response to comments in eTRAKiT</td>
</tr>
<tr>
<td>project status</td>
<td>● Thorough revisions</td>
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<tr>
<td>● Commitment to timeline</td>
<td>● Commitment to timeline</td>
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Process Overview
Before you Begin

- Research your property.
- Register for eTRAKiT.

Step 1: Pre-Application

- Submit your pre-app online.
- Schedule and attend a pre-app meeting.
- Get to know the City’s development team.

Step 2: Formal Application

- Prepare your application materials.
- Schedule and attend a pre-submittal meeting.
- Submit your application.

Step 3: Development Review

- The development review is an interactive process between you, your designated planner, and other City staff.
- If required, your project will go before the Planning Commission and City Council in a public hearing. If your project is approved by Council, you may need to go through a second administrative review process.

Step 4: Construction

If your project is approved, you will need to complete at least the following:

- Site Disturbance/Stormwater Quality Discharge Permits
- Public Improvement Permits
- Building Permits
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.

<table>
<thead>
<tr>
<th>Get Answers</th>
<th>Check Progress</th>
<th>Get Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Arvada staff will be available to help you along the way.</td>
<td>Easy online access to comments, documents, and more 24/7 in eTRAKiT.</td>
<td>Download documents, see guides, and explore resources.</td>
</tr>
</tbody>
</table>

See Appendices: Contacts  
http://arvadapermits.org  
http://arvada.org/develop

Property Information

Visit Address and Property Search 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.

City of Arvada Engineering Code of Standards and Specifications

Go to https://arvada.org/city-hall/city-code/engineering-code-of-standards-and-specifications to review the requirements for the design and construction of public improvements.

City of Arvada Adopted Building Codes

Go to https://arvada.org/city-hall/city-code/adopted-building-code to review the requirements for the design and construction of buildings.

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

Access the Pre-application Request Form

Online (eTRAKiT) | In-Person
---|---
Visit [https://arvadapermits.org](https://arvadapermits.org) 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.

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:

- Fees (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 your 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, Parks Representative, Building Official, an Arvada Economic Development Association representative, and an Arvada Fire Protection 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
- Master Development Plans
- Site Plans
- Minor Subdivisions

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

Development projects moving through Planning Commission and City Council include:

- Annexations
- Rezonings, including Planned Unit Developments (PUD)
- Sketch Plans (discussed in meeting)
- PUD Development Plans (PDP)
- Conditional Use Permits
- Preliminary Plats
- Height Exceptions
- Major Modifications
- Alternative Sign Program (Planning Commission hearing only)

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.

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 and Reno Park), Variances, Vested Rights, Out of City Utilities, Wireless Communications, Floodplain Variances, 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 an Optional Pre-Submittal Meeting

Once you have compiled your application materials, you may contact your designated planner to schedule a pre-submittal meeting if you would like an informal review of the documents prior to your formal application.
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. The review and markup of documents is done collaboratively among departments through Bluebeam, a PDF viewer and review system. A Bluebeam reader (Bluebeam View Mode) 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:
  - 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:

- 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

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.

Online Tools
Review comments generated by your proposal will be available through the eTRAKiT system.

General Process Outline

Start Here

1st City Review
Team reviews project. Comments issued to applicant in eTRAKiT

Applicant addresses ALL comments and makes required changes

2nd City Review
Team reviews project. Comments issued to applicant in eTRAKIT

Applicant addresses ALL comments and makes required changes

Decision Review
Team will review project and determine if it is ready for a decision

Staff Recommendation
Team completes review and makes recommendation

Project Type: Public Hearing
If approved by Council, a final detailed review process will begin. See Post-Council (Final) Review for details.

Project Type: Administrative Review
The Community Development Director will issue a decision.
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.

- **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.

- **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

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.
Step 4: Construction

Site Disturbance Permit

Before grading or performing other earth disturbances, a Site Disturbance 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 Disturbance 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 inspections of site BMPs to ensure the site continues to comply with the Site Development Permit. Results of the City’s 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://cdphe.colorado.gov/wq-construction-general-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 (DEV)

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, public signs, striping and pavement markings
- Street subgrade and/or sub base preparation
- Public street patching, paving and milling
- Concrete crosspan, ada ramps, 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.

- **Licensing and Bonding**: Prior to obtaining a public improvement permit, special licensing and bonding are required of the Municipal General Contractor responsible for constructing public improvements.
- **Fees and Escrow**: Permit fees and an escrow of 100% of the cost of all public improvements in the form of cash or a letter of credit must be provided prior to the issuance of any permit for construction of public improvements.
- **Traffic Control Plan**: Permit applications must be accompanied by construction traffic control plans and traffic materials submittal where necessary to complete the work.
- **Development Permit**: The Permit Coordinator will prepare one development permit (DEV) for all public improvements on the project. The DEV permit will be prepared and provided to the developer to complete and pay for the permit. The DEV permit will not be issued until the licensed Municipal General Contractor has completed the Municipal General Contractor Sign-On Form making them responsible for the permit and all public improvement construction.

After Receiving Your Permit

- **Before Construction**: The development engineer will set up a project coordination meeting with the developer, the municipal general contractor, and other members of the City’s team as necessary to review general construction guidelines, inspection expectations and any outstanding remaining items.
- **During Construction**: Inspections for work completed under a public improvement permit can be scheduled online through eTRAKIT by 6am on the day of requested inspection. Please note that the municipal general contractor must request an initial field inspection through eTRAKIT. The initial field inspection is required prior to any wet utilities, flatwork, paving and traffic commencing on the project.
- **RFI**: If changes to the approved plans need to be made, the contractor shall submit a Request for Information to the design engineer. The design engineer will submit the RFI, with their approval, to the City for review. Once reviewed and approved, the contractor
may proceed with the changes in the field.

**Building Permits**

The Building Division provides building permit applications, plan review, and inspection services for commercial and residential construction throughout the City. For additional information on building permitting, please visit [https://arvada.org/business/permits-and-applications/applications-residents](https://arvada.org/business/permits-and-applications/applications-residents).

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

**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. The 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. It is also the responsibility of the developer to have all initial warranty inspections complete and any items deemed by the City to be a potential life-safety hazard fixed and reinspected before any C.O. or T.C.O is issued. Because of this, final grading, paving, landscaping, and infrastructure repairs must be done **at least** 4-6 weeks before requesting a C.O. or T.C.O.

**Initial Acceptance of Public Improvements/Start of Warranty Period**

Upon completion of all public improvements, documentation that includes as-builts, test reports, and detention pond certification will need to be submitted for approval. Inspections by City
Stormwater, Wastewater, Water, Survey, and Traffic will need to be performed and any outstanding work will need to be completed. When all documents and inspections are approved, the public improvements will enter into a 2 year warranty period and 80% of the public improvement escrow will be released.

**Final Acceptance of Public Improvements**

At the end of the 2 year warranty period, final inspections of all public improvements will be done and any outstanding work will need to be completed. After all work is completed and inspections are approved, the public improvements will be accepted and the remainder of the public improvement escrow will be released.
Appendices

Fee Schedules

Land Use (Planning Development) Fees

<table>
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<tr>
<th>Application Type</th>
<th>Fees (Based on Development Size)</th>
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<tr>
<td></td>
<td>Less Than 1 Acre</td>
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<tr>
<td>Additional Development Review Fee</td>
<td>$258</td>
</tr>
<tr>
<td>Alternative Sign Program</td>
<td>$500</td>
</tr>
<tr>
<td>Annexation or disconnection</td>
<td>$1,200</td>
</tr>
<tr>
<td>Appeal</td>
<td>$315 regardless of acreage</td>
</tr>
<tr>
<td>Certificate of Compliance (Administrative Review)</td>
<td>$75</td>
</tr>
<tr>
<td>Certificate of Compliance (Design Review Committee Referral)</td>
<td>$250</td>
</tr>
<tr>
<td>Comprehensive Plan Amendment</td>
<td>$500</td>
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<tr>
<td>Conditional Use</td>
<td>$500</td>
</tr>
<tr>
<td>Development Plan Inspection Fee (Re-inspection fees are charged at the same rate)</td>
<td>$75 per single-family $150 per multi-family, commercial, or industrial</td>
</tr>
<tr>
<td>Fence Review Fee</td>
<td>$25 regardless of acreage</td>
</tr>
<tr>
<td>Final Plat or Amendment</td>
<td>$785</td>
</tr>
<tr>
<td>Service</td>
<td>Less Than 1 Acre</td>
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<tr>
<td>Floodplain Development Permit</td>
<td>$30 Fence/shed/miscellaneous</td>
</tr>
<tr>
<td>Floodplain Map Amendment</td>
<td>$400 regardless of acreage</td>
</tr>
<tr>
<td>Floodplain Variance</td>
<td>$400 regardless of acreage</td>
</tr>
<tr>
<td>Food Truck Vending</td>
<td>$50 per year</td>
</tr>
<tr>
<td>Height Exception</td>
<td>$780 regardless of acreage</td>
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<tr>
<td>Master Development Plan</td>
<td>$775</td>
</tr>
<tr>
<td>Minor Modification - Site Plan, Final Development Plan or Final Plat</td>
<td>$310</td>
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<tr>
<td>Height Exception</td>
<td>$155 regardless of acreage</td>
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<tr>
<td>Minor Subdivision</td>
<td>$775</td>
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<tr>
<td>Out of City Utility Request</td>
<td>$500</td>
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<td>PUD Development Plan or Amendment</td>
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<td>PUD Final Development Plan</td>
<td>$785</td>
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<tr>
<td>Service</td>
<td>Less Than 1 Acre</td>
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<tr>
<td>--------------------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>Final Development Plan Amendment</td>
<td>$500</td>
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<tr>
<td>Preliminary Plat</td>
<td>$775</td>
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<tr>
<td>Revocable Encroachment License or Permit</td>
<td></td>
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<tr>
<td>Sign Review Fee</td>
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<td>Site Plan</td>
<td>$775</td>
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<td>Site Plan Amendment</td>
<td>$500</td>
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<tr>
<td>Sketch Plan (PUD)</td>
<td>$515</td>
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<tr>
<td>Special District</td>
<td></td>
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<tr>
<td>Special Event Permit (Non-Profit Agencies are Exempt)</td>
<td></td>
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<tr>
<td>Transient Merchant Permit</td>
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<tr>
<td>Vacation of right-of-way</td>
<td>$1,035</td>
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<tr>
<td>Variance (All Other Variance Requests)</td>
<td>$310</td>
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<tr>
<td>Vested Right (Early Vested Right)</td>
<td>$1,000</td>
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<tr>
<td>Service</td>
<td>Less Than 1 Acre</td>
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<tr>
<td>----------------------------------------------</td>
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</tr>
<tr>
<td>Vested Right <em>(Statutory Vested Right)</em></td>
<td>$500 regardless of acreage</td>
</tr>
<tr>
<td>Wireless Communication Facility <em>(Administrative Review)</em></td>
<td>$750 regardless of acreage</td>
</tr>
<tr>
<td>Wireless Communication Facility <em>(Free-Standing)</em></td>
<td>$2,575 regardless of acreage</td>
</tr>
<tr>
<td>Zoning or Rezoning</td>
<td>$515</td>
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<tr>
<td>Zoning Verification Letter</td>
<td>$50</td>
</tr>
</tbody>
</table>

*Statutory Vested Right costs are not dependent on the size of the lot.*

*Administrative Review wireless communication facility costs are not dependent on the size of the lot.*

*Free-Standing wireless communication facility costs are not dependent on the size of the lot.*
### Building Permit Fees

<table>
<thead>
<tr>
<th>Total Valuation</th>
<th>Fee(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1.00 to $500.00</td>
<td>$26.00</td>
</tr>
<tr>
<td>$501.00 to $2,000</td>
<td>$26.00 for the first $500.00 plus $3.37 for each additional $100.00 or fraction thereof, to and including $2,000.00</td>
</tr>
<tr>
<td>$2,001.00 to $25,000.00</td>
<td>$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</td>
</tr>
<tr>
<td>$25,001.00 to $50,000.00</td>
<td>$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</td>
</tr>
<tr>
<td>$50,001.00 to $100,000.00</td>
<td>$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</td>
</tr>
<tr>
<td>$100,001.00 to $500,000.00</td>
<td>$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</td>
</tr>
<tr>
<td>$500,001.00 to $1,000,000.00</td>
<td>$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</td>
</tr>
<tr>
<td>$1,000,001.00 and up</td>
<td>$6,204.07 for the first $1,000,000.00 plus $4.04 for each additional $1,000.00 or fraction thereof.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Department</th>
<th>Contact</th>
<th>Topics</th>
</tr>
</thead>
</table>
| Planning & Development            | 720-898-7435, POD@arvada.org | ● Development review process  
                                     |                                                                             | ● Landscaping                                                             |
| Development Engineering           | 720-898-7640                 | ● Right-of-way construction  
                                     |                                                                             | ● Civil design including water and wastewater facilities, stormwater infrastructure and roadway design |
|                                   |                              | ● Utility availability and extension requirements                       |
|                                   |                              | ● Stormwater quality requirements                                       |
|                                   |                              | ● The level of traffic analysis required                                  |
|                                   |                              | ● Roadway access, site circulation, parking and other transportation issues |
|                                   |                              | ● The need to hire a transportation consultant to produce a technical report |
| Utilities                         | 720-898-7760                 | ● Potable water quality requirements                                     |
|                                   |                              | ● Location of existing water, storm, and sanitary sewer main lines        |
|                                   |                              | ● Fees for water and sewer service connections.                          |
| Building Inspection               | 720-898-7620, buildingpermits@arvada.org | ● Building, mechanical, electrical, and plumbing permits  
                                     |                                                                             | ● Plan reviews and building inspections                                   |
|                                   |                              | ● Building permit fees and adopted codes                                 |
| Parks, Golf, and Hospitality      | 720-898-7400                 | ● Public Parks                                                           |
|                                   |                              | ● Irrigation                                                             |
# Timelines

## Development Review

<table>
<thead>
<tr>
<th>Review Process</th>
<th>Administrative Review</th>
<th>Public Hearing Cases</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completeness Check</td>
<td>During 1st week</td>
<td></td>
</tr>
<tr>
<td>1st staff review</td>
<td>3 weeks</td>
<td>3 weeks</td>
</tr>
<tr>
<td>Customer review and amended submission</td>
<td>1-3 weeks</td>
<td>3 weeks</td>
</tr>
<tr>
<td>2nd staff review</td>
<td>4 weeks</td>
<td>4 weeks</td>
</tr>
<tr>
<td>Customer review and amended submission</td>
<td>1-3 weeks</td>
<td>3 weeks</td>
</tr>
<tr>
<td>3rd staff review</td>
<td>2 weeks</td>
<td>2 weeks</td>
</tr>
<tr>
<td>Planning Commission Meeting</td>
<td>N/A</td>
<td>4 weeks</td>
</tr>
<tr>
<td><strong>Total number of weeks</strong></td>
<td><strong>12-16</strong></td>
<td><strong>20</strong></td>
</tr>
</tbody>
</table>

*20 weeks to Planning Commission, 24-26 total weeks to City Council

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

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

Note: Please contact Engineering Services for an estimated timeline if your plan set is 80+ sheets.
### Building Plan Review

<table>
<thead>
<tr>
<th>Review Process</th>
<th>Tenant Finish</th>
<th>Tenant Finish</th>
<th>Single Family</th>
<th>Commercial &amp; Multi-Family</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff review for code compliance</td>
<td>4 weeks</td>
<td>4 weeks</td>
<td>4 weeks</td>
<td>6 weeks</td>
</tr>
<tr>
<td>Customer review and code corrections</td>
<td>2 weeks</td>
<td>2 weeks</td>
<td>2 weeks</td>
<td>4 weeks</td>
</tr>
<tr>
<td>Staff review for code compliance</td>
<td>2 weeks</td>
<td>2 weeks</td>
<td>2 weeks</td>
<td>4 weeks</td>
</tr>
</tbody>
</table>

**Total number of business days**

- 1-100 Sheets: 40
- 100+ Sheets: 70

**Total number of weeks**

- 1-100 Sheets: 8
- 100+ Sheets: 14

**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

<table>
<thead>
<tr>
<th>Review Process</th>
<th>1-5 sheets</th>
<th>1-10 sheets</th>
<th>11+ sheets</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st staff review</td>
<td>3 weeks</td>
<td>3 weeks</td>
<td>4 weeks</td>
</tr>
<tr>
<td>Customer review and revisions</td>
<td>3 weeks</td>
<td>3 weeks</td>
<td>4 weeks</td>
</tr>
<tr>
<td>2nd staff review</td>
<td>3 weeks</td>
<td>3 weeks</td>
<td>4 weeks</td>
</tr>
<tr>
<td>Customer review and revisions</td>
<td>3 weeks</td>
<td>3 weeks</td>
<td>4 weeks</td>
</tr>
<tr>
<td>Final staff review and approval</td>
<td>2 weeks</td>
<td>2 weeks</td>
<td>3 weeks</td>
</tr>
</tbody>
</table>

**Total number of business days**

- 1-5 sheets: 56
- 1-10 sheets: 56
- 11+ sheets: 77

**Total number of weeks**

- 1-5 sheets: 11.2
- 1-10 sheets: 11.2
- 11+ sheets: 15.4
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 12 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 Director and Deputy Director of Community and Economic Development 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.

<table>
<thead>
<tr>
<th>My Designated Planner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
</tr>
<tr>
<td>Phone:</td>
</tr>
<tr>
<td>E-Mail Address:</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>eTRAKiT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Username</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Meeting</th>
<th>Date and Time</th>
<th>With</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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