



Town of Bennett
**DEVELOPMENT
HANDBOOK**



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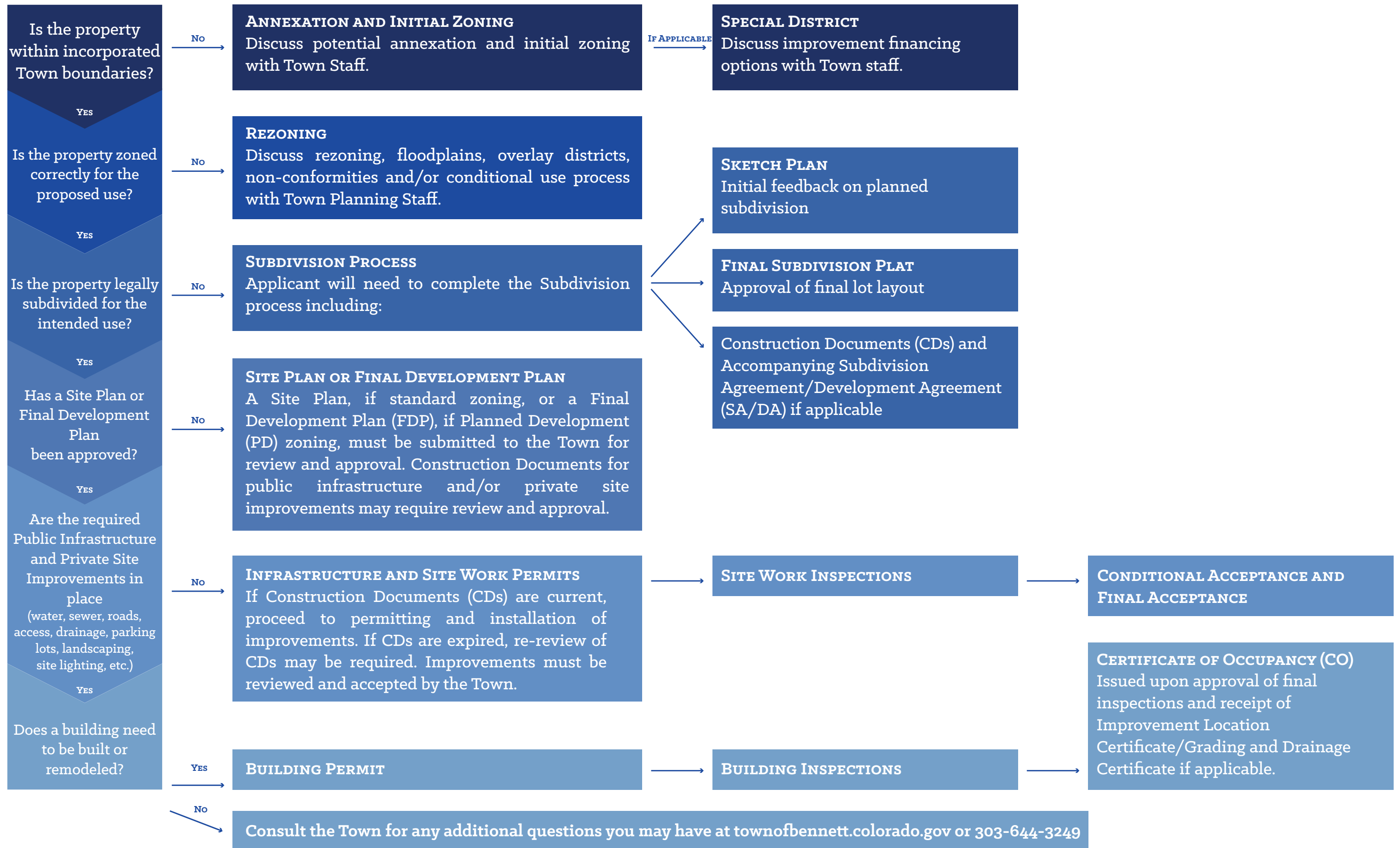
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DEVELOPMENT PROCESS

This flowchart indicates a typical land development process. Other permits or applications (business license, access permit, conditional use, temporary use, etc.) may be required depending on the individual project. Inquire with Town Staff for case-by-case requirements.



ANNEXATION

Annexation is the process of bringing land into the Town of Bennett's jurisdiction from unincorporated Adams or Arapahoe Counties. Annexation is typically initiated by the property owner through a petition process outlined in Colorado Revised Statutes.

Typical Timeline*: Set by state statute, 3-5 months

Fees:** <5 Acres: \$9,978

5-25 Acres: \$10,698

>25 Acres: \$12,018

**Typical timeline includes turnaround times from applicants to resubmit revisions. Longer than normal turnaround times may extend this timeline.*

***Fees are based on a typical application. Fees may differ depending on the specific case.*

INITIAL ZONING

Initial zoning is usually completed concurrent with the annexation process and establishes the zoning for the annexed property. The zoning can be one or more of the standard zone districts or a Planned Development (PD) District.

Typical Timeline*: Typically completed concurrent with Annexation, 3-5 months

Fees:** <5 Acres: \$7,698

5-25 Acres: \$8,898

>25 Acres: \$10,218

**Typical timeline includes turnaround times from applicants to resubmit revisions. Longer than normal turnaround times may extend this timeline.*

***Fees are based on a typical application. Fees may differ depending on the specific case.*



OUTLINE DEVELOPMENT PLAN

An Outline Development Plan is completed for land being zoned as Planned Development (PD) to set zoning guidelines, land use regulations, and development standards and serves as the governing zoning document for the property.

Typical Timeline*: Concurrent with Initial or Rezoning to PD, 3-6 months

Fees:** <5 Acres: \$9,858

5-25 Acres: \$10,458

>25 Acres: \$11,778

**Typical timeline includes turnaround times from applicants to resubmit revisions. Longer than normal turnaround times may extend this timeline.*

***Fees are based on a typical application. Fees may differ depending on the specific case.*

SKETCH PLAN

A Sketch Plan is the first step in the subdivision platting process. It is intended to illustrate all the existing features of the land overlaid with the preliminary details of what the developer is proposing. The purpose is to obtain feedback on the layout for the proposed development.

Typical Timeline*: 4-5 months

Fees**: \$2,358

**Typical timeline includes turnaround times from applicants to resubmit revisions. Longer than normal turnaround times may extend this timeline.*

***Fees are based on a typical application. Fees may differ depending on the specific case.*



FINAL PLAT

A Final Plat completes the subdivision of land consistent with the Town's technical standards. The Final Plat lays out the lot and street configuration; establishes access and utility easements; and creates a legal description of each lot.

Typical Timeline*: 5-7 months

Fees**:

- <5 Acres: \$11,082
- 5-25 Acres: \$11,682
- >25 Acres: \$12,882

**Typical timeline includes turnaround times from applicants to resubmit revisions. Longer than normal turnaround times may extend this timeline.*

***Fees are based on a typical application. Fees may differ depending on the specific case.*



FINAL DEVELOPMENT PLAN

A Final Development Plan is a site planning process for property zoned Planned Development (PD) to verify zoning conformance and depict the ultimate development including the building footprint, access, parking, landscaping, grading, drainage, utilities, trash enclosures, building elevations, screening, buffering, and other site improvements

Typical Timeline*: 4-6 months

Fees:** <5 Acres: \$11,898

5-25 Acres: \$13,818

>25 Acres: \$16,338

**Typical timeline includes turnaround times from applicants to resubmit revisions. Longer than normal turnaround times may extend this timeline.*

***Fees are based on a typical application. Fees may differ depending on the specific case.*



SUBDIVISION AGREEMENT AND CONSTRUCTION DOCUMENTS

The Subdivision Agreement and Construction Documents (SA/CD) are a subset of the Final Plat process. The Subdivision Agreement is an agreement between the Town and developer regarding on- and off-site improvements, dedications, cost estimates, timelines, and performance guarantees for completion of the required improvements. The Construction Documents are the final engineering plans and specifications of those improvements.

Typical Timeline*: 4-6 months

Fees:** <5 Acres: 4% of Public Improvements + 20% Administrative Fee
5-25 Acres: 2% of Public Improvements + 20% Administrative Fee
>25 Acres: 1% of Public Improvements + 20% Administrative Fee

**Typical timeline includes turnaround times from applicants to resubmit revisions. Longer than normal turnaround times may extend this timeline.*

***Fees are based on a typical application. Fees may differ depending on the specific case.*



SITE PLAN

A Site Plan is completed for properties that are in a standard zone district. The Site Plan depicts the ultimate development including the building footprint, access, parking, landscaping, grading, drainage, utilities, trash enclosures, building elevations, screening, buffering, and other site improvements.

Typical Timeline*: 4-5 months

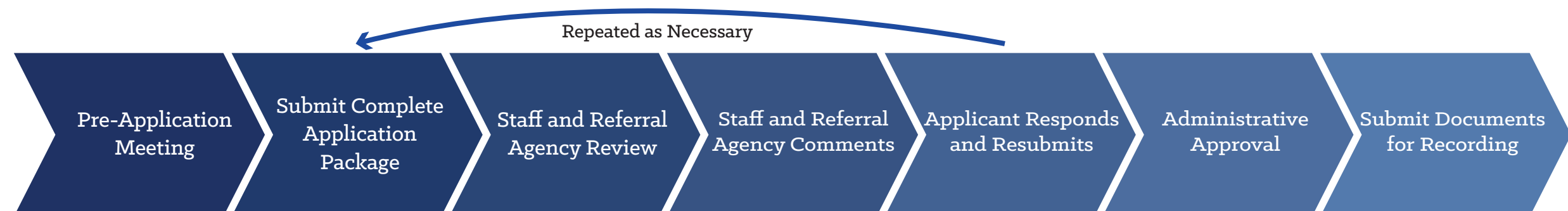
Fees**: <5 Acres: \$12,498

5-25 Acres: \$14,298

>25 Acres: \$16,698

**Typical timeline includes turnaround times from applicants to resubmit revisions. Longer than normal turnaround times may extend this timeline.*

***Fees are based on a typical application. Fees may differ depending on the specific case.*



REZONING

Rezoning is a request for a change of the zone district designation for a property. Rezoning of property may be initiated by the Town, citizen petition, or the landowner.

Typical Timeline*: 4-6 months

Fees**: <5 Acres: \$7,698

5-25 Acres: \$8,898

>25 Acres: \$10,218

**Typical timeline includes turnaround times from applicants to resubmit revisions. Longer than normal turnaround times may extend this timeline.*

***Fees are based on a typical application. Fees may differ depending on the specific case.*



SPECIAL DISTRICTS

The formation of a Special District is a state defined process to create a quasi-governmental taxing entity. A district can finance, design, acquire, install, construct, operate and/or maintain public improvements on a defined area of land.

Typical Timeline*: Set by state statute

Fees:** \$9,000

**Typical timeline includes turnaround times from applicants to resubmit revisions. Longer than normal turnaround times may extend this timeline.*

***Fees are based on a typical application. Fees may differ depending on the specific case.*

ADMINISTRATIVE ADJUSTMENT

An Administrative Adjustment is a process to correct errors or make minor adjustments to an approved and recorded subdivision plat.

Typical Timeline*: 1-2 Months

Fees**: \$1,860

**Typical timeline includes turnaround times from applicants to resubmit revisions. Longer than normal turnaround times may extend this timeline.*

***Fees are based on a typical application. Fees may differ depending on the specific case.*



BOUNDARY LINE ADJUSTMENT

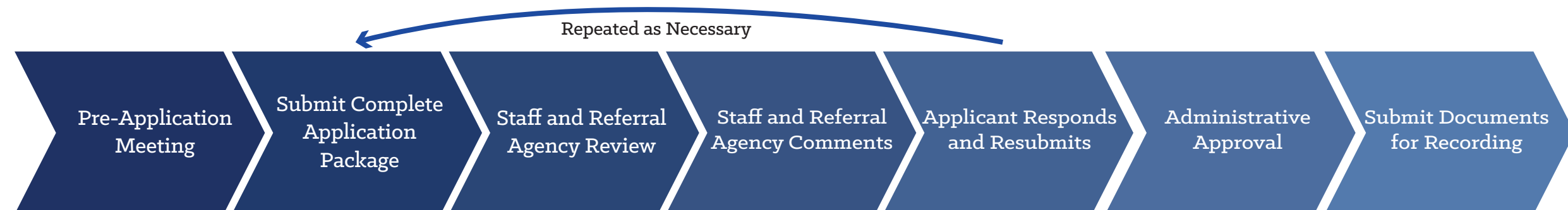
A Boundary Line Adjustment is a process to permit a lot merger or minor changes in the boundary lines of adjacent lots or parcels without requiring the processing of an entire subdivision plat. Additional lots shall not be created.

Typical Timeline*: 1-3 months

Fees**: \$1,860

**Typical timeline includes turnaround times from applicants to resubmit revisions. Longer than normal turnaround times may extend this timeline.*

***Fees are based on a typical application. Fees may differ depending on the specific case.*



CONDITIONAL USE PERMIT

A Conditional Use Permit grants approval for a specific land use with the possible imposition of conditions intended to minimize or prevent detrimental impacts to surrounding properties or inhabitants.

Typical Timeline*: 4-6 months

Fees**: \$5,340

**Typical timeline includes turnaround times from applicants to resubmit revisions. Longer than normal turnaround times may extend this timeline.*

***Fees are based on a typical application. Fees may differ depending on the specific case.*



TEMPORARY USE PERMIT

A Temporary Use Permit grants approval for a land use on a property for a limited period of time.

Typical Timeline*: 1-2 months

Fees**: \$250

**Typical timeline includes turnaround times from applicants to resubmit revisions. Longer than normal turnaround times may extend this timeline.*

***Fees are based on a typical application. Fees may differ depending on the specific case.*



VARIANCE

A Variance is a waiver of a standard required in the underlying zone district.

Typical Timeline*: 2-3 months

Fees**: \$1,020

**Typical timeline includes turnaround times from applicants to resubmit revisions. Longer than normal turnaround times may extend this timeline.*

***Fees are based on a typical application. Fees may differ depending on the specific case.*





LAND USE APPLICATION SUBMITTALS

Please refer to the corresponding Applicant Guide for document specifications prior to submittal.

REQUIRED DOCUMENTS	ANNEXATION	ZONING & REZONING	ODP	SKETCH PLAN	FINAL PLAT	FDP	SITE PLAN	SA/CD	MINOR SITE PLAN	MINOR SUBDIVISION PLAT	ADMINISTRATIVE ADJUSTMENT	BOUNDARY LINE ADJUSTMENT	CONDITIONAL USE PERMIT	TEMPORARY USE PERMIT	VARIANCE
GENERAL DOCUMENTS															
Application (Completed Through Portal)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Land Use Application Form	X	X	X	X	X	X	X	X	X	X	X	X	X		
Cost and Funds Deposit Agreement	X	X	X	X	X	X	X	X	X	X	X	X	X		X
Title Commitment (Current within 30 Days)	X	X	X	X	X	X	X	X	X	X	X	X	X		X
Letter of Intent	X	X	X	X	X	X	X		X	X	X	X	X	X	X
Letter of Authorization/Written Consent	X	X						X			X	X	X	X	X
Property Tax Statements	X										X	X			X
Mailing List - As Applicable	X	X									X	X			X
Comprehensive Plan Narrative	X														
APPLICATION-SPECIFIC DOCUMENTS															
Petition for Annexation	X														
Annexation Impact Report	X														
Annexation Agreement	X														
Annexation Map	X	X (Initial Zoning)													
Outline Development Plan Document			X												
Sketch Plan Document				X											
Final Plat Document					X					X	X				
Final Development Plan Document						X									
Site Plan Document							X		X				X	X	
Development or Subdivision Agreement					X		X	X		X					
Construction Document Plans					X	X		X		X					
Boundary Line Adjustment Map												X			
Area Vicinity Map		X (Rezoning)													X
TECHNICAL STUDIES AND REPORTS															
Water Rights	X														
Availability of Public Sewer and Water		X													
Preliminary Drainage Study			X												
Final Drainage Study						X	X		X						
Preliminary Grading and Drainage Plans				X											
Grading and Drainage Plans					X		X			X					
Preliminary Soils Report			X												
Soils Report				X	X	X	X			X					
Traffic Impact Analysis Report			X	X	X	X	X		X	X			X		
Utility Studies and Reports			X	X											
Utility Plan				X	X	X	X			X					
Sign Program			X			X	X								
Building Elevations						X	X		X						
Photometric Lighting Plan						X	X								
Landscape Plan						X	X		X						
Design Intent and Guidelines			X												
Instruments of Conveyance											X	X			



**If you are interested in development in the
Town of Bennett, please contact our
Community and Economic Development Team**

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