

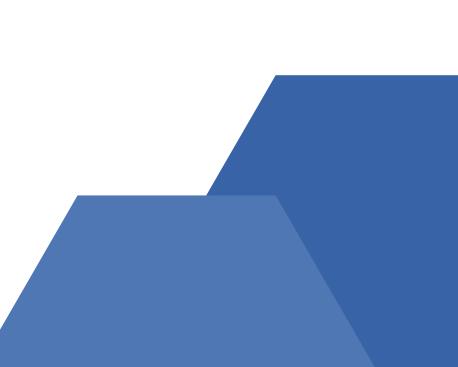
Town of Bennett DEVELOPMENT HANDBOOK

townofbennett.colorado.gov



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No

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.

Is the property within incorporated Town boundaries?	No→	ANNEXATION AND INITIAL ZONING Discuss potential annexation and initial zoning with Town Staff.	IF Applicable	SPECIAL DISTRICT Discuss improvement financing options with Town staff.
YES Is the property zoned correctly for the proposed use? YES	No →	REZONING Discuss rezoning, floodplains, overlay districts, non-conformities and/or conditional use process with Town Planning Staff.		SKETCH PLAN Initial feedback on planned subdivision
Is the property legally subdivided for the intended use?	No →	SUBDIVISION PROCESS Applicant will need to complete the Subdivision process including:		FINAL SUBDIVISION PLAT Approval of final lot layout
YES Has a Site Plan or Final Development Plan been approved? YES Are the required	No →	SITE PLAN OR FINAL DEVELOPMENT PLAN A Site Plan, if standard zoning, or a Final Development Plan (FDP), if Planned Development (PD) zoning, must be submitted to the Town for review and approval. Construction Documents for public infrastructure and/or private site improvements may require review and approval.		Construction Documents (CDs) and Accompanying Subdivision Agreement/Development Agreement (SA/DA) if applicable
Public Infrastructure and Private Site Improvements in place (water, sewer, roads, access, drainage, parking lots, landscaping, site lighting, etc.) YES	→	INFRASTRUCTURE AND SITE WORK PERMITS If Construction Documents (CDs) are current, proceed to permitting and installation of improvements. If CDs are expired, re-review of CDs may be required. Improvements must be reviewed and accepted by the Town.	,	Site Work Inspections
Does a building need to be built or remodeled?	Yes No	Building Permit		BUILDING INSPECTIONS

Conditional Acceptance and Final Acceptance

CERTIFICATE OF OCCUPANCY (CO) Issued upon approval of final inspections and receipt of Improvement Location Certificate/Grading and Drainage Certificate if applicable.

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

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

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

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



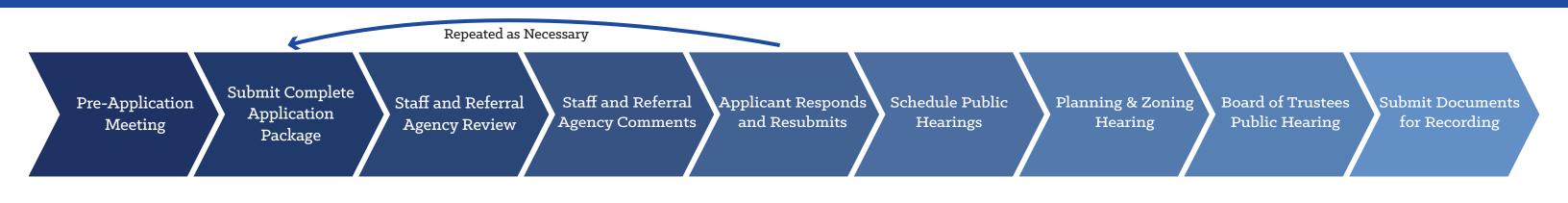


FINAL PLAT

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



FINAL DEVELOPMENT PLAN

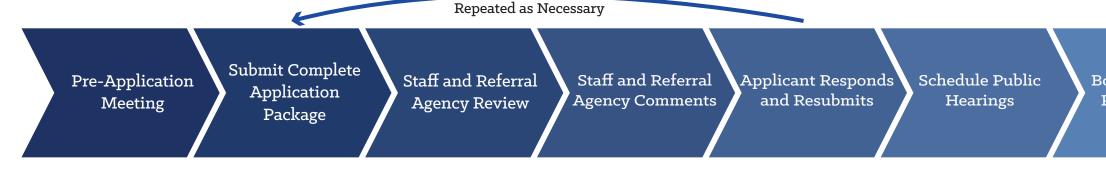
A Final Development Plan is a site planning process for property zoned Planned Development (PD) to verify zoning conformance and depict the ultimate development including the building footprint, access, parking, landscaping, grading, drainage, utilities, trash enclosures, building elevations, screening,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



Board of Trustees Public Hearing

SUBDIVISION AGREEMENT AND CONSTRUCTION DOCUMENTS

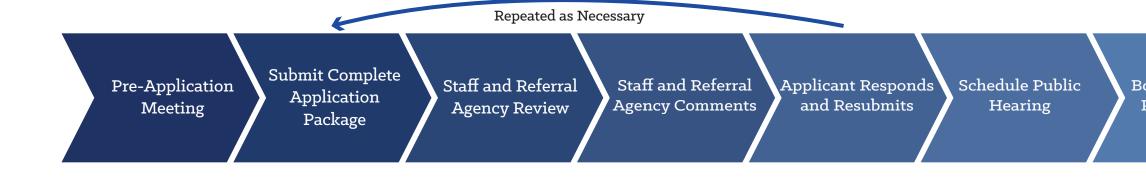
The Subdivision Agreement and Construction Documents (SA/CD) are a subset of the Final Plat process. The Subdivision Agreement is an agreement between the Town and developer regarding on- and off-site improvements, dedications, cost estimates, timelines, and performance guarantees for completion of the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



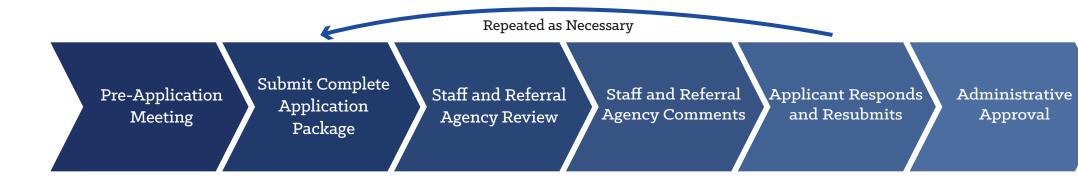
Board of Trustees Public Hearing

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.



SITE

PLAN

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.



Board of Trustees Submit Documents Public Hearing for Recording

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

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.

Pre-Application Meeting

Submit Complete Application Package

Staff and Referral **Agency Review**

Repeated as Necessary

Staff and Referral **Agency Comments**

Applicant Responds and Resubmits

Administrative Approval

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.



Board of Trustees Public Hearing

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.



Applicant Responds and Resubmits

Administrative Approval

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.



Schedule Board of Adjustments Hearing

Board of Adjustments Hearing

Solution State Application Submitted Strategy and States and State

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)	х	Х	х	х	Х	Х	Х	х	Х	х	х	х	х	х	Х
Land Use Application Form	х	х	х	х	Х	х	Х	х	Х	Х	х	х	х		
Cost and Funds Deposit Agreement	х	Х	х	х	Х	Х	х	Х	X	Х	Х	Х	Х		Х
Title Commitment (Current within 30 Days)	х	х	х	х	Х	Х	х	х	Х	Х	х	х	х		Х
Letter of Intent	Х	Х	х	х	Х	Х	х		X	Х	Х	Х	Х	Х	X
Letter of Authorization/Written Consent	х	х						х			х	х	Х	х	Х
Property Tax Statements	Х										Х	Х			X
Mailing List - As Applicable	х	х									х	Х			Х
Comprehensive Plan Narrative	х														
APPLICATION-SPECIFIC DOCUMENTS															
Petition for Annexation	Х														
Annexation Impact Report	x														
Annexation Agreement	Х														
Annexation Map	X	X (Initial Zoning)													
Outline Development Plan Document			х												
Sketch Plan Document				х											
Final Plat Document					Х					х	х				
Final Development Plan Document						Х									
Site Plan Document							Х		Х				Х	х	
Development or Subdivision Agreement					Х		Х	Х		х					
Construction Document Plans					Х	Х		Х		Х					
Boundary Line Adjustment Map												Х			
Area Vicinity Map		X (Rezoning)													Х
TECHNICAL STUDIES AND REPORTS															
Water Rights	Х														
Availability of Public Sewer and Water		Х													
Preliminary Drainage Study			Х												
Final Drainage Study						Х	Х		Х						
Preliminary Grading and Drainage Plans				Х											
Grading and Drainage Plans					Х		х			Х					
Preliminary Soils Report			X												
Soils Report				Х	Х	Х	Х			Х					
Traffic Impact Analysis Report			X	X	Х	Х	Х		X	Х			х		
Utility Studies and Reports			Х	Х											
Utility Plan				Х	Х	Х	Х			Х					
Sign Program			Х			Х	Х								
Building Elevations						Х	Х		X						
Photometric Lighting Plan						Х	Х								
Landscape Plan						Х	Х		X						
Design Intent and Guidelines			Х												
Instruments of Conveyance											Х	Х			

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

> **Greg Thompson** Community and Economic Development Director 303-644-3249 ext. 1003 gthompson@bennett.co.us

Steven Hoese Planning Manager 303-644-3249 ext. 1017 shoese@bennett.co.us

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