



TIER 1 PRELIMINARY DEVELOPMENT PLAN (PDP) Submittal Requirements

- * All items are required in PDF format, uploaded to the [eTRAKiT](#) online permitting and project application system
- * Reference the [PDP Sheet Template](#) for layout, formatting and PDP plan set requirements (available in CAD)
- * All referenced criteria, specifications, manuals, etc. can be found on the [Develop in Westminster](#) webpage

TIER 1 PDP/PDP AMENDMENT DESCRIPTION

Creation of new PDP or amendment to an existing PDP that requires public hearings. Determination of PDP "Tier" to be made by planning staff.

REQUIRED ITEMS

1st Submittal:

1. Review fee (1st submittal only): \$350.00 x sq. root of the acreage (minimum \$350.00)
2. Authorization Letter: Letter from owner authorizing applicant to apply for the project on behalf of the owner. The letter must follow the City's format and should be on the owner's letterhead. Letter must include owner's full name, title, phone number, and email address. If the applicant is also the owner, this letter is not required.
3. Ownership and Encumbrances Report: The O&E report must be from a title company and dated within the last 30 days from date of application.
4. If real property owner is a legal entity, applicant must provide evidence of authorization to sign on behalf of such entity. (i.e. Articles of Incorporation, Articles of Organization, Operating Agreement, Resolution from the Board of Directors, etc.)
5. Name of the authorized signatory with phone number and email address (entered in e-TRAKiT)
6. Plan set with all sheets in a single document formatted according to the appropriate template (see link above)
7. Applicant comment responses made directly in staff redlines or in a supplemental letter

Subsequent Submittals:

1. Revised PDP plan set with all plan set sheets in a single document
2. Revised Additional studies as required
3. Applicant comment responses made directly in staff redlines or in a supplemental letter

Recordation Fees:

1. Mylar recordation (paid after completion of PDP review): \$50 + \$20/sheet

Additional Fees:

1. Public hearing: \$350.00 per public hearing (collected prior to hearing)
(as applicable):
2. Public land dedication (collected at time of plat)
3. Park development (collected at time of building permit)
4. Public art (collected at time of recordation)
5. School land dedication (collected prior to issuance of notice to proceed for public improvements or at time of final plat)

ADDITIONAL STUDIES (required as determined by city staff)

1. Phase 1 Utility Study:
 - a. Shall be consistent with the overall City utility system and conform to Chapter 3 and Chapter 4 of ["Construction Standards & Specifications"](#)
 - b. Shall be signed and sealed by a professional engineer registered in the State of Colorado
2. Phase 1 Drainage Report
 - a. Shall be prepared in accordance with the City of Westminster ["Storm Drainage Design and Technical Criteria"](#) and the Denver Regional Council of Governments' ["Urban Drainage Criteria Manual"](#)
 - b. Shall be signed and sealed by a professional engineer registered in the State of Colorado
3. Traffic Impact Analysis:



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- a. Shall include projections of:
 - i. Average daily trips (in and out) generated by the project
 - ii. Increase of traffic loading in surrounding and adjacent areas
 - b. Shall be in conformance with the Institute of Transportation Engineers (ITE) Trip Generation Report
 - c. Shall be signed and sealed by a professional engineer registered in the State of Colorado
 4. ASTM Standard Environmental Site Assessment Phase I survey and report for any property to be dedicated to the public
 5. Geologic Report for any property to be dedicated for a public school (will be referred to the appropriate school district) for review of swelling soil, mine subsidence and other geologic hazards
- * *Each study shall provide sufficient detail, as determined by the City Engineer, to evaluate the intent and methodology of the report, and the feasibility of the proposed facilities*
- * *The following statement shall be included in all studies: "WE ACKNOWLEDGE THAT THE CITY OF WESTMINSTER'S REVIEW OF THIS STUDY IS ONLY FOR GENERAL CONFORMANCE WITH SUBMITTAL REQUIREMENTS, CURRENT DESIGN CRITERIA AND STANDARD ENGINEERING PRINCIPLES AND PRACTICES. WE ARE ALSO AWARE OF THE PROVISIONS OF SECTION 11-6-5 (B) 3 OF THE WESTMINSTER MUNICIPAL CODE"*