



Town of Lochbuie Development Review Process

APPLY

If application is incomplete, then talk with staff and provide additional information

STEP 1: Pre-Application Preparation

Perform due diligence related to property under development, including review of Lochbuie Municipal Code and staff-provided check list(s). Discuss concept plan, application process and code requirements with Development Review Team (DRT) prior to formal submittal. – **21-28 days** *DRT meets Thursday afternoons

STEP 2: Submit Application

Applications accepted Mondays and reviewed for completeness for Thursday distribution. – **3 days**

STEP 3: Development Review Team (DRT)

Complete applications/resubmittals reviewed by the following entities: Legal, Engineering, Traffic, Public Works (water and sewer), Planning, Fire, utilities, etc. – **28 days**

Discuss comments with DRT, revise application and re-submit for additional review and comment

STEP 4: Staff Comments

Staff compiles comments from reviewing entities and provides DRT report to applicant. – **7 days**

**DRT meets Thursday afternoons*

STEP 5: Approval Process

When all required revisions have been made, proceed through the appropriate approval process according to application type. Site plans, admin plats and final plats are approved by staff. Annexations, prelim plats and zoning amendments require public hearings and approval by the Board of Trustees. Lochbuie does not have a Planning Commission.

***Board of Trustees meets 1st and 3rd Tuesday of each month**

Staff approval and ratification by Board of Trustees

STEP 6: Recordation

Conditions of approval established by Board or staff are addressed and signed documents delivered to staff for execution and delivery to Weld/Adams County for recordation.

Public Hearings before Board of Trustees

***Published, mailed and on-site notice required.**

REVIEW

APPROVE