



Economic & Community Development Department
 101 W. 8th Street
 Glenwood Springs, CO 81601
 (970) 384-6411

For office use:
 Pre-application Meeting Date: _____ Planning File #: _____
 Applicant: _____ Lead Planner: _____

Construction Plan Review – 070.060.050(c)
Application Checklist

Following your project approval, you will receive this checklist noting all of the final materials that the City will need to review the technical drawings and reports associated with your approved development application. Failure to provide the required information or incomplete plans will delay your submittal of the building permit application.

Materials to be Provided by Applicant								
Submittal Requirements		Paper Copy – number and format			PDF	Notes	Required Submission (√)	Submitted by Applicant (√)
		8 ½ x11	11 x 17	24 x 36				
1	Planning Application – completed in full and signed by applicant and all property owners of record	√			√			
2	Ownership - provide proof of ownership such as Deed of Trust, Warranty Deed or Quit Claim Deed. Title commitment will not suffice	√			√			
3	Project Description – narrative describing the project and addressing the approval criteria in 070.060.050(c) as well as applicable conditions of project approval. A recorded copy of the Development Agreement will meet this requirement	√			√			

4	Minor Modification Request – narrative describing requests for minor modifications to the approved development plan and addressing criteria in 070.060.050(c)	√			√				
5	Final Civil Plans	0	0	2	√				
6	Final Engineering Reports including:	√			√				
	Traffic Impact Analysis or Letter – the level of documentation required depends on the location of the property and the type of development proposed								
	Soils & Geotechnical Report								
	Minor or Major Grading and Drainage Plan Report Refer to Section 4.5 of the Engineering Standards for report requirements								
	Stormwater Management Plan								
7	Final Engineer’s Estimate – submit engineer’s estimate of public improvements in accordance with the requirements of the Engineering Standards.	√			√	Estimate shall be stamped by a Colorado-licensed engineer.			
8	CDOT Access Permit	√			√				
9	Final Architectural Plans	0	0	2	√				
10	Final Landscaping Plan	0	0	2	√				
11	Final Materials Board	0	0	2	√				
12	Final Lighting Plan	0	0	2	√				
13	Fee	\$ _____				Cash, check or credit card. Check payable to the City of Glenwood Springs			
14	Other Materials (list other materials that will be required)								