



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: _____

Site/Architectural Plan Review- 070.060.050(a)(3)-(a)(5)

Application Checklist

During or shortly following your pre-application meeting, you will receive this checklist noting all of the materials that the City will need to process your site/architectural plan application. This information constitutes your application. Failure to provide the required materials on or before the application deadline will delay your 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	Public Noticing – signed and notarized affidavit proof of public notice including mineral estate owner notification	√						
4	Neighborhood Meeting – For Major Development projects, provide an attendance list and written summary of the neighborhood meeting	√			√			

5	Project Description – narrative describing the project	√			√			
6	Variance or Administrative Adjustment Request – refer to Variance or Administrative Adjustment requirements checklist	√			√			
7	Utility Can & Will Serve Letters – provide letters submitted from public and/or private utility companies that will serve the proposed development	√			√			
8	Complete Plan Set including:	0	1	1	√			
	Cover Sheet							
	Site Plan							
	Preliminary Grading Plan							
	Conceptual Architectural Plans							
	Preliminary Landscape Plan							
	Sample materials board							
9	Engineering Reports including:	2	0	0	√			
	Preliminary Traffic Impact Analysis or Letter – the level of documentation required depends on the location of the property and the type of development proposed							
	Preliminary Soils & Geotechnical Report							
	Drainage Letter or Study – level of information required depends on the project location, size and type of development. Refer to Engineering Standards							
10	Fee	\$ _____			Cash, check or credit card. Check payable to the			

						City of Glenwood Springs		
11	Other Materials (list other materials that will be required)							