



## **Construction Plan Review Application Guide & Checklist**

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

### **PURPOSE**

Following your Site/Architectural Plan approval and prior to issuing your building or grading permit, you are required to submit your detailed construction plans and technical reports that are associated with your development. This affords City departments and outside reviewing agencies the opportunity to review your plans to ensure that the technical aspects of your project meet the Municipal Code and Engineering Standards requirements, and the conditions of your approved development application.

### **REVIEW PROCESS**

- 1. Pre-application Conference.** Contact one of the planners in the Community Development Department prior to submitting your construction plans and technical reports. We will discuss the administrative review procedures, application and plan submission requirements, decision timelines, conditions of your development approval, and development standards as they relate to your project.

During the pre-application conference you will receive a checklist of information that we will need to process your construction plan review. This information constitutes your application and may include any, or all the information found on page 3 of this guide.

- 2. Submit Your Plans & Specifications.** Submit an electronic copy of the items listed on your checklist to the Community Development Department. Within 5 business days of your submission, Community Development Department staff will review your submission to determine whether it is complete. If it is incomplete, we will contact you with a list of the information needed to complete your application.

Once deemed complete, staff will request that you provide additional paper copies of your plans and technical reports. The number of copies can vary depending upon the scope of your application but usually we will ask for one or two paper sets. The paper format of your submission may vary. If your application includes any full-sized plan sheets, we may request submission on 11" x 17" or 24" x 36" size paper. Depending upon the complexity of your project, administrative reviews generally can be accomplished within 6 weeks of the time that you submit a complete application.

- 3. Development Review Committee Referral and Review.** Prior to rendering a decision on your project, The Community Development Director may refer your application to the Development Review Committee which consists of various City departments, City boards and commissions, and outside agencies such as the Colorado Department of Transportation,

and gas and telephone companies. The Review Committee will evaluate your plans based on how well they demonstrate compliance with your project approvals, the Municipal Code and Engineering Standards. You may review the Municipal Code on the City's website at [www.cogs.us](http://www.cogs.us). The Engineering Standards are located [here](#), or on the Engineering home page.

- 4. Director Review & Decision.** The Community Development Director will review your construction plans and technical reports and approve, approve with conditions, or deny your application based on the following criteria:
  - a. Required infrastructure and utility improvements have been approved by the appropriate agency;
  - b. The construction plans comply with all applicable standards in this Code;
  - c. The construction plans comply with the City's Engineering Standards;
  - d. The construction plans comply with other applicable City standards and policies; and
  - e. The construction plans comply with requirements and conditions of approval for any prior approvals.
  
- 5. Post-approval Plan Modifications.** The Community Development Director may approve a minor modification of your approved construction plans provided that the modification:
  - a. Does not affect the overall development concept; Does not impede or prevent construction of infrastructure serving the development and/or a larger area;
  - b. Will not result in substantially greater maintenance costs for the City;
  - c. Is necessary to accommodate best management practices or to remedy construction difficulties; and
  - d. Is consistent with the approved associated site/architectural plan (if applicable).



## Construction Plan Review Application Checklist

*For office use:*

Pre-application Meeting Date: \_\_\_\_\_ Planning File #: \_\_\_\_\_

Applicant: \_\_\_\_\_ Lead Planner: \_\_\_\_\_

Following your project approval, you will receive this checklist noting 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	<b>Planning Application</b> – completed in full and signed by applicant and all property owners of record	√			√			
2	<b>Ownership</b> - provide proof of ownership such as Deed of Trust, Warranty Deed or Quit Claim Deed. Title commitment will not suffice. Note: this information is required only if ownership has changed since your site/architectural plan approval.	√			√			
3	<b>Project Description</b> – narrative describing the project and addressing the approval criteria in 070.060.050(c) as well a applicable conditions of project approval. A recorded copy of the Development Agreement will meet this requirement.	√			√			

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				
4	<b>Minor Modification Request</b> – narrative describing your request for minor modifications to the approved development plan and addressing criteria in 070.060.050(c)	√			√			
5	<b>Final Civil Plans</b> – refer to Engineering Standards for checklists and submission requirements	0	0	2	√			
6	<b>Final Engineering Reports including:</b>	2	0	0	√			
	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	<b>Final Engineer’s Estimate</b> – submit engineer’s estimate of public improvements in accordance with the requirements of the Engineering Standards.	√			√			
8	<b>CDOT Access Permit</b>	√			√			
9	<b>Final Architectural Plans</b>	0	0	2	√			
10	<b>Final Landscaping Plan</b>	0	0	2	√			
11	<b>Final Lighting Plan</b>	0	0	2	√			

**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				
12	<b>Final Materials Board-</b> submit materials board showing type and color of all exterior materials that will be used on the building(s) and in site amenities such as retaining Walls/fencing. Note manufacturer details (name and sample number). Photographs of materials are acceptable in lieu of actual samples. Color chips or samples are required.							
13	<b>Fee</b>	\$ _____				Cash, check or credit card. Check payable to the City of Glenwood Springs		
14	<b>Other Materials</b> (list other materials that will be required)							