

BOARD OF TRUSTEES

COMMUNITY DEVELOPMENT DEPARTMENT



Meeting Date:	January 13, 2026
Agenda Title/Subject:	Informational update on implementing the Action Plan found in the 2025 Housing Diversity Plan adopted on April 22, 2025
Type of Item:	Consent Agenda
Purpose:	To provide the Town Board of Trustees with information on current activities to propel the action plan for the Housing Diversity Plan forward
Presented by:	Anne Johnson, Community Development Director

ATTACHMENTS

- Power point presentation
- Fast Track Guidebook, final draft
- Development Review process flow diagrams, final drafts

BACKGROUND:

Berthoud was awarded funds through the DOLA More Housing Now Grant program in late 2023. A Request for Proposals was issued, and the contract work was awarded to Ayres Associates in early Summer, 2024. The Berthoud Housing Steering Committee was formed with the Planning Commissioners along with representatives from the Loveland Housing Authority, School District, Berthoud Habitat for Humanity and two members of the Board of Trustees. Meetings were held approximately once per month for nine months.

Public engagement events resulted in valuable insight for the Steering Committee. Ayres Associates concluded the public engagement period, collected strategies from the Berthoud Housing Steering Committee and presented findings to the Steering Committee on December 12, 2024, February 13, 2025 and to the Town Board of Trustees on March 11, 2025.

The Housing Steering Committee approved the final draft on April 10 followed by the Town Board's approval on April 22, 2025. A brief history of the Housing Diversity Plan and adherence to additional requirements can be found below:

- Note that the State enacted SB24-174 in 2024. SB24-174 requires Berthoud to complete a Housing Needs Assessment before December 31, 2026. This requirement occurred after Berthoud received the grant to perform a Housing Diversity study.
- DOLA was proactive and reviewed the current Housing Diversity study with the requirements of the Housing Needs Assessment and found that the Berthoud product was very close to meeting the requirements of SB24-174. Ayres has made adjustments to the text of the report in April and are waiting to make final adjustments

to the Action Plan during the Summer, 2025 with input from DOLA and the document was finalized in late Summer, 2025.

- Berthoud will not have to perform a separate Housing Needs Assessment. All qualifying communities in Colorado are now required to perform a Housing Needs Assessment every six years. This will be Berthoud's first submittal and the next Assessment could potentially be rolled into the Comprehensive Plan update which may start in 2029.
- The Housing Diversity Plan was updated to reflect the new baseline calculator provided by DOLA after the plan was presented to the Planning Commission, Housing Diversity Study Group and the Town Board of Trustees. Berthoud's Baseline commitment to DOLA is to provide 39 Housing Units that meet the Proposition 123 Affordable limits established by a specific calculator before December 31, 2026. This is the commitment made to DOLA in October 2026. The resulting number of affordable housing units is to be 39 before December 31, 2026. The original and revised calculator affordability levels are provided below:

Original Calculator: October, 2023

Ownership units < \$425,840

Rental units < \$1,670/month

Resulting in 4 units as of January 1, 2025

Revised Calculator: August, 2026

Dependent upon sales price and bedroom numbers

raised results for Berthoud to follow

2023: 32 units

2024: 94 units

2025: 25 units, not including December

Due to the large quantity of housing units now over the Town's commitment, the Town has reached out to Larimer County and will reach out to neighboring communities in 2026 to let them know the Town may have a surplus to share so that the County can meet Proposition 123 obligations.

The Housing Diversity Plan adopted by Resolution 07 (2025) on April 22, 2025, contains long-term and short-term goals for the Town to analyze and determine if they are right for the Town. Findings of each goal will be shared with the Town Trustees and Planning Commission as the analysis is completed.

Short-term goals as listed below along with a brief description of where the goal is in process. On April 22, 2025, staff indicated to the Trustees that the following analysis would be implemented within one year (April 2026). Implementation includes analysis, policy development and adoption, as needed for the following:

- Expedited development review process was adopted via Ordinance 1367 on November 10, 2025.
 - The Town through its participation in Proposition 123, was eligible to apply for, and received a Local Planning Capacity Grant. This grant was accepted by the Trustees on May 27, 2025 and enables staff to retain a third-party consultant to assist staff in the following activities which shall be completed before the end of 2025.
 - Develop a Fast Track guidebook for developments which include more than 50% attainable housing product. The draft Guidebook is attached.
 - Develop process flow diagrams to illustrate the difference between

the standard land development, building and engineering processes compared to those of the Fast Track process. The draft flow diagrams are attached.

- Land and Water Banking funding research
 - A portion of the Local Planning Capacity Grant will be utilized to identify sources of funding to develop land and water banking programs. The intent of this research includes presenting findings and options to determine what may be the best path forward for Berthoud. The Town has received a draft analysis of available funding sources and will review.
- Town Staff will meet with those in the Berthoud affordable housing industry.
 - Staff have been attending regional housing meetings including those supported by the Northern Colorado Foundation, DOLA and the City of Loveland.
 - Town Staff and those in the Berthoud affordable housing industry are meeting to walk through the Fast Track process in late January.
 - Town Staff and those in the Berthoud affordable housing industry are meeting to discuss next steps and collaboration to avoid duplication in activities occurring regionally.
- Ordinance 847 was expanded by Ordinance 1355 on July 8, 2025.

Long-term are listed below along with a brief program synopsis:

- Funding programs
 - Land and Water Banking program development, if agreeable to the Town will be formally developed.
- Expedited development review for all land use development applications were presented to the Trustees at their July 29, 2025 work session and adopted on November 10, 2025, through Ordinance 1367.
- Developing strategic partnerships is an on-going process and will be enhanced through the implementation of all goals.

UPDATE/NEXT STEPS:

The Town Trustees accepted the Action Plan associated with Housing Diversity Plan on April 22, 2025. Final documents will be uploaded to the Town website and links will be provided once completed. An annual “report card” for the long-term action items will be provided each January to reflect upon the long-term action items and shared with both the Trustees and Planning Commissioners.

FISCAL IMPACT:

Any fiscal impact to the Town will be included in the annual budget for implementation.

COMMUNITY TOUCHSTONES:

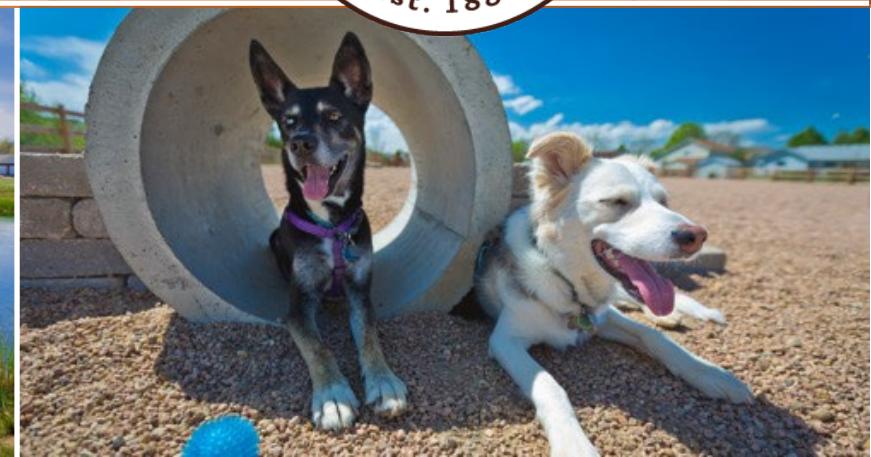
Diverse housing strengthens the Town’s sustainability and resiliency goals and is an outcome listed in the 2021 Comprehensive Plan update. Economic development and vitality are important to the Town and having diverse housing options and enabling Code language will support the Town’s goal of retaining and growing local businesses and attracting new businesses when their employees are able to afford to live in Berthoud.

RECOMMENDED ACTION(S):

This information is being presented to keep the Trustees informed of progress being made toward implementation of the Housing Diversity Plan.



Town Board of Trustees January 13, 2026



Housing Diversity Timeline



2022

State Affordable
Housing Fund

Prop 123 for
Housing diversity

Berthoud: 10/12/23

By 12/31/26:
39 units @
sale < \$501,607
rent < \$1,669/mo

DOLA More Housing
Now Grant

2023

2024

Q1 & 2 2025

2025

Housing Diversity
Plan Initiated
Engagement
Review
Action Plan

Housing Diversity
Plan is accepted by
Steering
Committee &
Town Board
Local Planning
Capacity Grant

Final Housing
Diversity Plan with
Needs Assessment
Local Planning
Capacity Grant
Implement Action
Plan

Housing Diversity Plan – Action Plan



Quick Wins

- ~~Expedited development review process~~
- ~~Land and Water banking funding review~~
- ~~Housing products and diversity review~~
- ~~Housing consortium review~~
- ~~Ordinance 847 review~~

Long-term goals

- Land and Water banking funding
- Development Code review and continuous improvement
- Strategic partnership formation



FAST TRACK REVIEW

WORKBOOK

Berthoud Colorado



Updated Through
December 2025

TABLE OF CONTENTS

Introduction	03
Getting Started	04
Additional Pre-Submittal Information	05
Review Process	06
Fast Track Site Plan Steps	07
Fast Track Site Plan Workflow	10
Fast Track Variance Steps	11
Fast Track Variance Workflow	12
Review Level & Application Types	13
Administrative Review	14
Planning Commission & Board of Trustees Review	15
Construction Review	16
Building Permit Review	17

INTRODUCTION

Welcome to the Town of Berthoud Colorado, we are excited to work with you!

This guidebook is designed to assist property owners, developers, and the public in understanding the Town of Berthoud's Fast Track Site Plan review process. It's intended to serve as a user-friendly resource that outlines the steps involved in submitting and processing a Fast Track Site Plan application.

The guide provides a thorough step-by-step overview of this process and provides additional information beyond the procedures outlined in the Town Code to better support applicants throughout the process. The Town aims to reduce barriers to affordable housing development by offering a streamlined review process. Applicants are encouraged to consult Town staff and relevant Town Code sections for project-specific guidance.



Getting Started

What is a Fast Trask Site Plan Application?

Fast Track Site Plan Applications apply to multi-family affordable housing developments and mixed-use projects where at least 50% of the units meet the definition of affordable housing, as established by the Town and defined below. This expedited review process is designed to accelerate approvals for qualifying projects and must be completed within 90 calendar days of a complete application submission, as outlined in the Fast Track section in the Town Code.

The Purpose of the Fast Track process is to streamline the review process and provide greater predictability for developers committed to building affordable housing. While it is not a comprehensive solution to all housing challenges, it serves as a strategic tool to support affordability goals by offering time and cost-saving benefits to eligible projects.

What is Considered Affordable Housing?

The Town of Berthoud Fast Track Site Plan Application follows the definition of affordable housing as outlined in Colorado Revised Statutes. Affordable housing is categorized into rental and for-sale units.

Rental Housing

- Must be affordable to households earning at or below 60% of the Area Median Income (AMI).
- Monthly rent must be less than or equal to 30% of the household's monthly income.

For-Sale Housing

- Must be affordable to households earning at or below 100% of the AMI.
- Monthly payments must be less than or equal to 30% of the household's monthly income.

Area Median Income (AMI) is determined annually by the U.S. Department of Housing and Urban Development (HUD) and varies by county and household size.

How to Qualify for Expedited Review Process?

The applicant must provide documentation on how the affordability and AMI standards shall be maintained in perpetuity. This information is provided during the pre-application process.

Additional Pre-Submittal Information

Know your Zone

Knowing the zoning of a property is essential in understanding what and how something can be built on that property.

- Zoning maps and descriptions are available online and at Town Hall.
- Staff can assist with zoning verification and interpretation.



Where are Forms and Resources?

Application forms are available on the Town's official website or Town Hall. Submission requirements are found in the Town Code.

Community Vision

All development proposals should demonstrate alignment with the Town's Comprehensive Plan, Architectural Design Guidelines, Landscape Design Guidelines, and other Master Plans relevant to the project area. These plans and guidelines outline long term goals for land use, transportation, housing, parks, and sustainability.

Applicants should consider

- How their project supports community values
- Whether it enhances connectivity, livability, and environmental stewardship
- How it contributes to the character and identity of Berthoud



REVIEW PROCESS

The Town of Berthoud Fast Track process includes the following pre-submittal activities to provide your project with as much support for the formal review process:

- a Pre-Application meeting with referral agencies
- a Site Plan Charette
- a Pre-Submittal review by staff and referral agencies

This process is designed to ensure a thorough concept review so that applications are code-compliant at the time of submittal.

By resolving potential issues early, this approach helps reduce the number of resubmittals and subsequent referral agency reviews, significantly improving overall review time. Fast Track Applications are to receive a Notice of Decision within 90 calendar days from a complete application submittal. Please note, the Development Agreement and Building Permit process is separate from the Fast Track Site Plan process and have their own 90-day review window. Additionally, Engineering review for the Site Plan occurs concurrently with the Site Plan review as 100% Construction Documents are a required submittal item.

The Fast Track Site Plan process is an administrative review unless the applicant requests a variance as part of their development project. If a variance is requested, the application must be reviewed by the Board of Adjustment. Applicants may submit the site plan and variance applications concurrently, and variances are also eligible for fast track review within the same 90-day timeframe. All applicants are strongly encouraged to perform due diligence to understand the zoning requirements of the subject property prior to submitting an application in order to eliminate the need for a variance.



FAST TRACK SITE PLAN

Fast Track Site Plan Steps

This section breaks down the application process into clear, actionable steps. It is meant to give applicants a practical roadmap, while the Town Code remains the definitive source for full requirements and technical details.

PRE-APPLICATION PHASE

Step 1: Pre-Application Meeting

Step one ensures applicants are prepared before submitting a formal application and offers feedback on Town Code requirements, policies, and Comprehensive Plan goals. Applicants should review all relevant standards and complete their due diligence prior to scheduling.

1. The applicant must review the Pre-Application Packet and all standards applicable to the subject property. This includes the Town of Berthoud Zoning Map, Development Code, Design Standards, Overlay District Standards, and Master Plans affecting the project site.
2. After thoroughly reviewing the Town's policies, vision, and submittal requirements, the applicant submits all required materials electronically.
3. Staff will review the submitted materials for completeness. If sufficient, staff will schedule a Pre-Application Meeting with the applicant and referral agencies.
4. Prior to the scheduled meeting, staff will hold an internal pre-application review to identify concerns and opportunities to offer the applicant and align on the project.
5. Once the Pre-Application Meeting is held, staff will provide follow-up notes to the applicant, including clear expectations for next steps.
6. Staff will prepare draft meeting minutes, circulate them to referral agency staff for review, and send finalized Pre-Application Meeting Minutes to the applicant.
7. The applicant may contact staff with follow-up questions or requests for clarification.
8. Pre-Application approval expires six months from the meeting date if a formal application has not been submitted.

SITE PLAN CHARRETTE

Step 2: Site Plan Charrette

The Site Plan Charrette is a collaborative review intended to refine the applicant's proposal before formal submittal. This step follows the Pre-Application Meeting and provides an opportunity for staff and referral agencies to work directly with the applicant to identify potential issues and ensure the project aligns with Town standards and policies. Applicants should include as much design and engineering detail as possible to facilitate meaningful feedback.

1. Following the Pre-Application Meeting and any necessary revisions made to the site plan, the applicant submits a site plan, preliminary construction documents [grading, circulation, landscaping, utilities, etc.], traffic impact study, MOU and fees to staff for a Site Plan Charrette.
2. Expectations for required materials will be outlined during the Pre-Application Meeting.
3. Once deemed complete, staff will schedule the Site Plan Charrette. The Charrette Plan should include detailed design and engineering information to the extent possible.
4. The Site Plan Charrette is held and is a collaborative session where staff and all applicable referral agencies, as determined by the Town, collectively review the proposal and provide feedback with the applicant present.
5. After the charrette and if required by staff, the applicant will revise materials and resubmit the plan for a one-time pre-submittal review by staff.
6. If the revised plan addresses all comments received during the Pre-Application and Charrette processes, the applicant can move to formal site plan submittal. If additional work is needed, the applicant may repeat the charrette process.

APPLICATION SUBMITTAL

Step 3: Application Submittal

The Fast Track review **timeline begins once a complete application is submitted**. This step formalizes the applicant's request and initiates the review process.

1. Following the Pre-Application and Charrette processes, the applicant submits the formal application electronically.
2. Staff acknowledges receipt of the submittal and conducts a preliminary review to ensure that all required documents have been included.

Step 4: Certification of Completeness

Staff shall have ten business days to determine if the application is complete.

1. If the application is complete, staff notifies the applicant in writing.
2. If incomplete, staff provides a list of deficiencies and the applicant must resubmit the missing materials for review.

PUBLIC NOTICE, REFERRAL REVIEW, AND STAFF REVIEW ISSUANCE

Step 5: Review and Referral Period

The Town will issue a Notice of Decision within 90 calendar days of a complete application submittal.*** During this period, staff and referral agencies conduct a detailed review.

1. Upon Certification of Completeness, staff distributes the application to referral agencies for review.
2. Referral agencies have a defined timeframe to review the materials and provide comments.
3. A Technical Review Meeting may be required if substantial coordination with the Town or referral agencies is necessary. Applicants may also request a Technical Review Meeting but are responsible for coordinating attendance of non-Town organizations.

4. During this review period, staff evaluates the proposal against the Criteria for Approval outlined in the Town Code.
5. If comments are received the applicant must revise and resubmit materials addressing the comments, or may choose to withdraw the application.
6. Resubmitted materials will undergo another review cycle.
7. If the applicant fails to contact staff for six months after receiving comments, the application is deemed void.
8. If no further comments or revisions are required, staff notifies the applicant and begins the close-out and recording process.

Step 6: Notice to Surrounding/Affected Property Owners

Once the application is certified complete, public notice requirements must be fulfilled to ensure transparency and allow for community input. This step is happening concurrently with Step 7: Review and Referral Period.

1. Once the Certification of Completeness has been given, staff collects the required application fees and sign deposit.
2. Staff provides the applicant with a public notice sign to post on the subject property within five days of application acceptance. The applicant is required to post the public notice sign and provide staff with photos as proof of notice.
3. Staff prints and mails postcards.

Step 7: Public Review

The public may review the application materials and submit written comments. When written comments are received, the applicant shall address public comments in a report.

COMPLETION

Step 8: Finalize Documents & Development Agreement

The Development Agreement process must be completed within 90 days of the application submittal.***

1. Final versions of the application materials are submitted to the Town.
2. If a Development Agreement is required, the applicant must provide all required exhibits and ensure the Agreement is fully executed prior to recording.

Step 9: Record Documents

Final documents are recorded and filed as part of the permanent record.

***Extensions to the development review and finalization of the Development Agreement may be granted under certain circumstances as outlined in the Town Code.

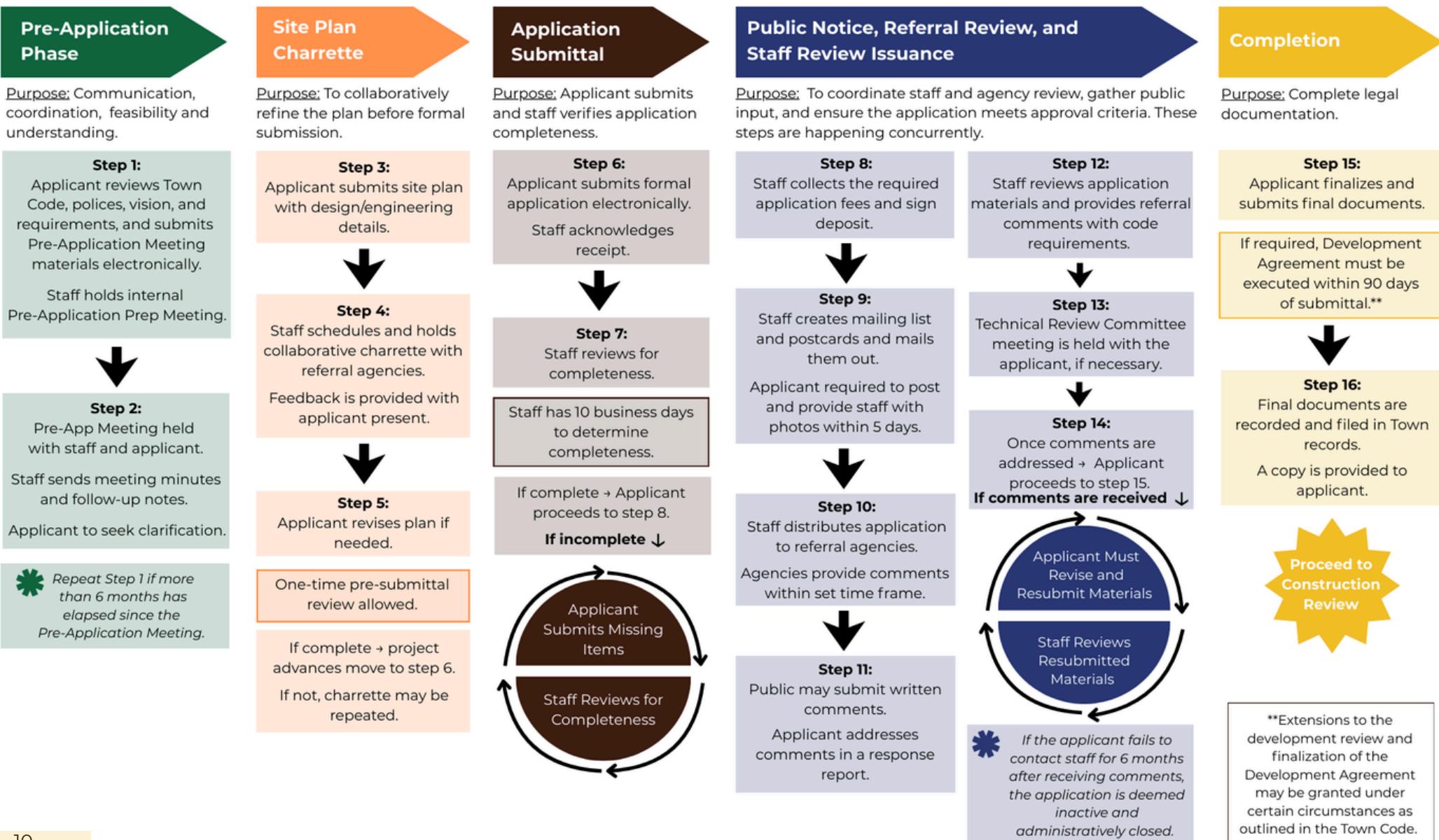
Workflow

The workflow chart offers a quick visual guide, showing the key steps and overall flow of the application.



Fast Track Site Plan Applications Process Workflow

The Town will issue a Notice of Decision within 90 calendar days of a complete application submittal.**





FAST TRACK VARIANCE

Fast Track Variance Steps

The Fast Track Variance Application process generally follows the same outline as the Fast Track Site Plan process, with the exception that the application is reviewed by the Board of Adjustment. **The process follows Steps 1-5 of the Fast Track Site Plan review**, after which the steps below apply.

PUBLIC NOTICE, REFERRAL REVIEW, AND STAFF REVIEW ISSUANCE

Step 6: Notice, Publication and Sign Posting

1. Once staff confirms the next available public hearing date with the applicant, staff initiates the public noticing process, including mailed postcards and a published legal notice in the newspaper.
2. Staff provides the applicant with a public notice sign to post on the subject property.

Step 7: Board of Adjustment Public Hearing

The Board of Adjustment will issue a Notice of Decision within 90 calendar days of a complete application submittal.***

1. The Board of Adjustment holds a public hearing and makes a decision to approve or deny the variance application based on the criteria of approval in the Town Code.
2. If the application is approved, proceed to Step 8.
3. If denied, the applicant may resubmit and restart the application process.

COMPLETION

Step 8: Development Agreement & Record Documents

All final documents, the Development Agreement, and Resolution or Ordinance is recorded and the project is closed.

***Extensions to the development review and finalization of the Development Agreement may be granted under certain circumstances as outlined in the Town Code.

Workflow

The workflow chart offers a quick visual guide, showing the key steps and overall flow of the application.



Fast Track Variance Applications Process Workflow

The Town will issue a Notice of Decision within 90 calendar days of a complete application submittal.**



Review Level & Application Types

Outside of the Fast Track review process, the Town uses three main review processes: Administrative, Planning Commission, and Board of Trustees. Below are the applications that correspond with each review process. *Note: many of the applications that require Town Board of Trustees review also require Planning Commission review first. The complete processes are outlined in Town Code.*

Administrative Review

Wireless Communication Facilities, Use by Right

Wireless Communication Facilities, Eligible Facilities

Site Plan
(may be referred to Planning Commission)

Final Plat
(optional for Town Trustee review)

Administrative Adjustment to Recorded Plats

Home Occupation

Short-Term Rental

Fast Track Site Plan Applications

Planning Commission Review

as final authority

Variance/Waiver
(acting as Board of Adjustment)

Minor Subdivision Plat

Town Board of Trustees

as final authority

Use by Special Review

Comprehensive Plan Amendment

Annexation

Zoning

Final Plat

Text Amendment to the Development Code

Neighborhood Master Plan

Preliminary Plat

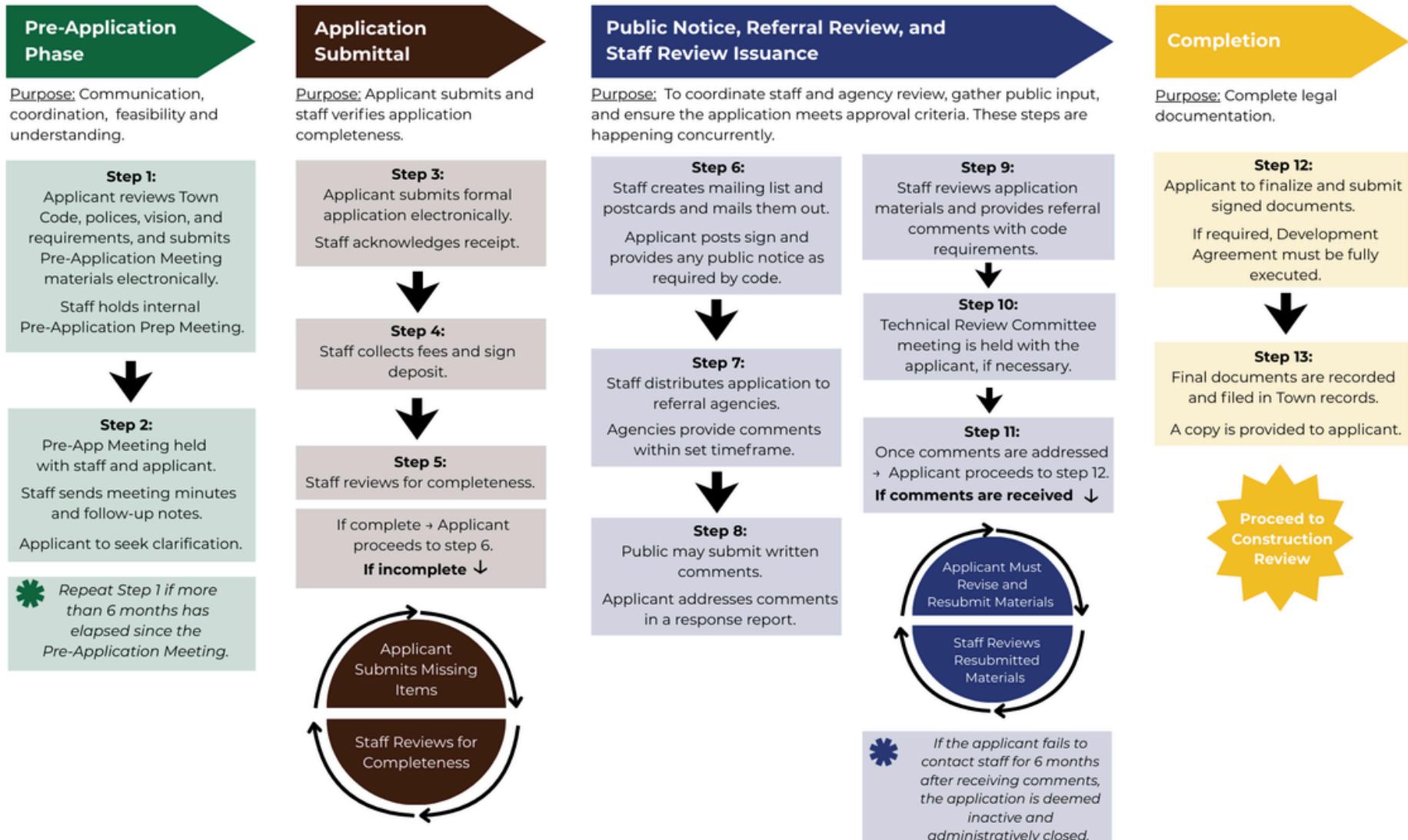
Replat

ADMINISTRATIVE REVIEW



Administrative Applications Process Workflow

The flowchart summarizes applications that do not qualify for Fast Track review. For full details and requirements, see the Town Code.

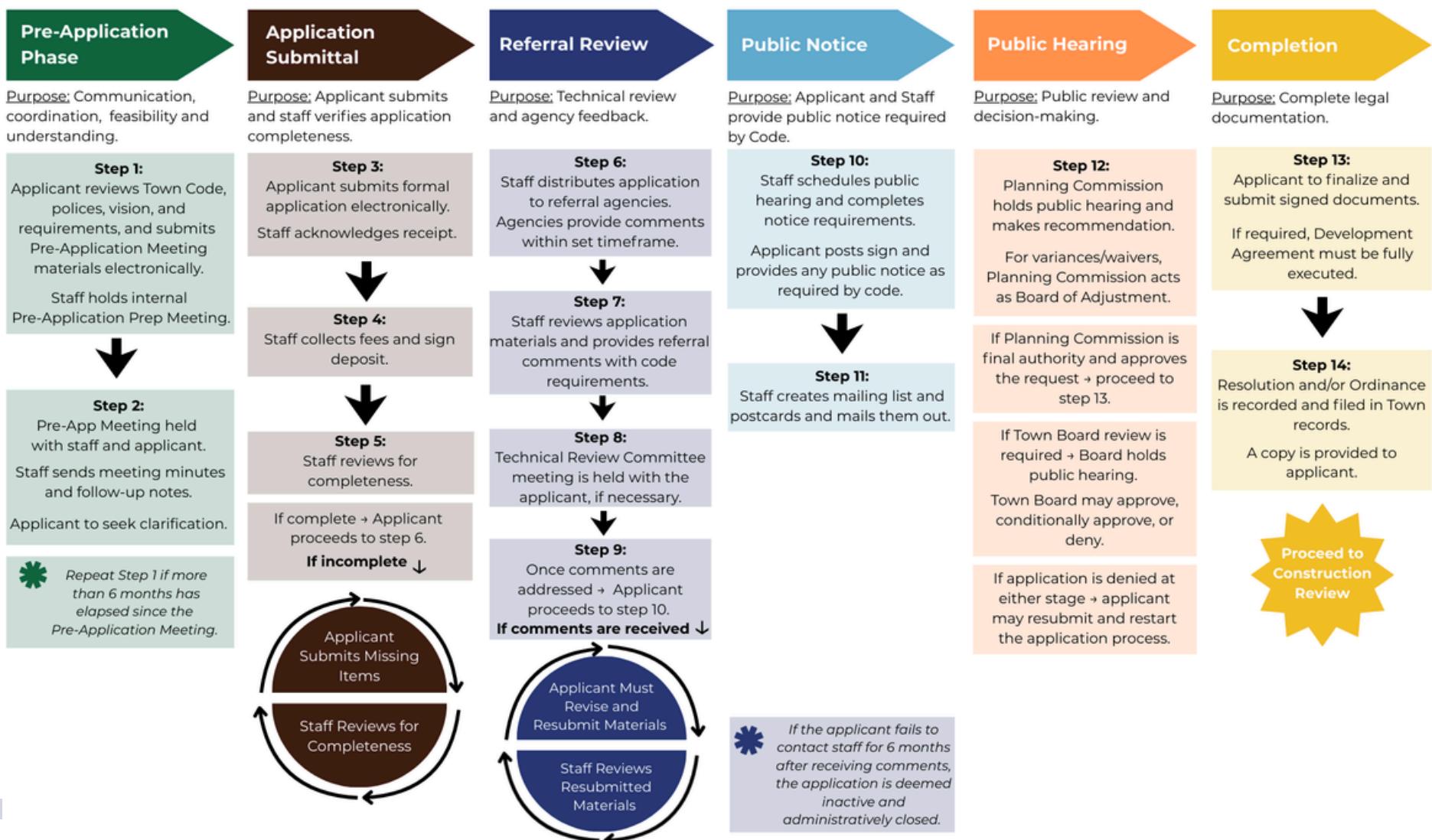


PLANNING COMMISSION & BOARD OF TRUSTEES REVIEW



Applications Requiring Public Hearings Process Workflow

This process applies to applications requiring hearings before the Planning Commission and, if needed, the Town Board. For full details and requirements, see the Town Code.

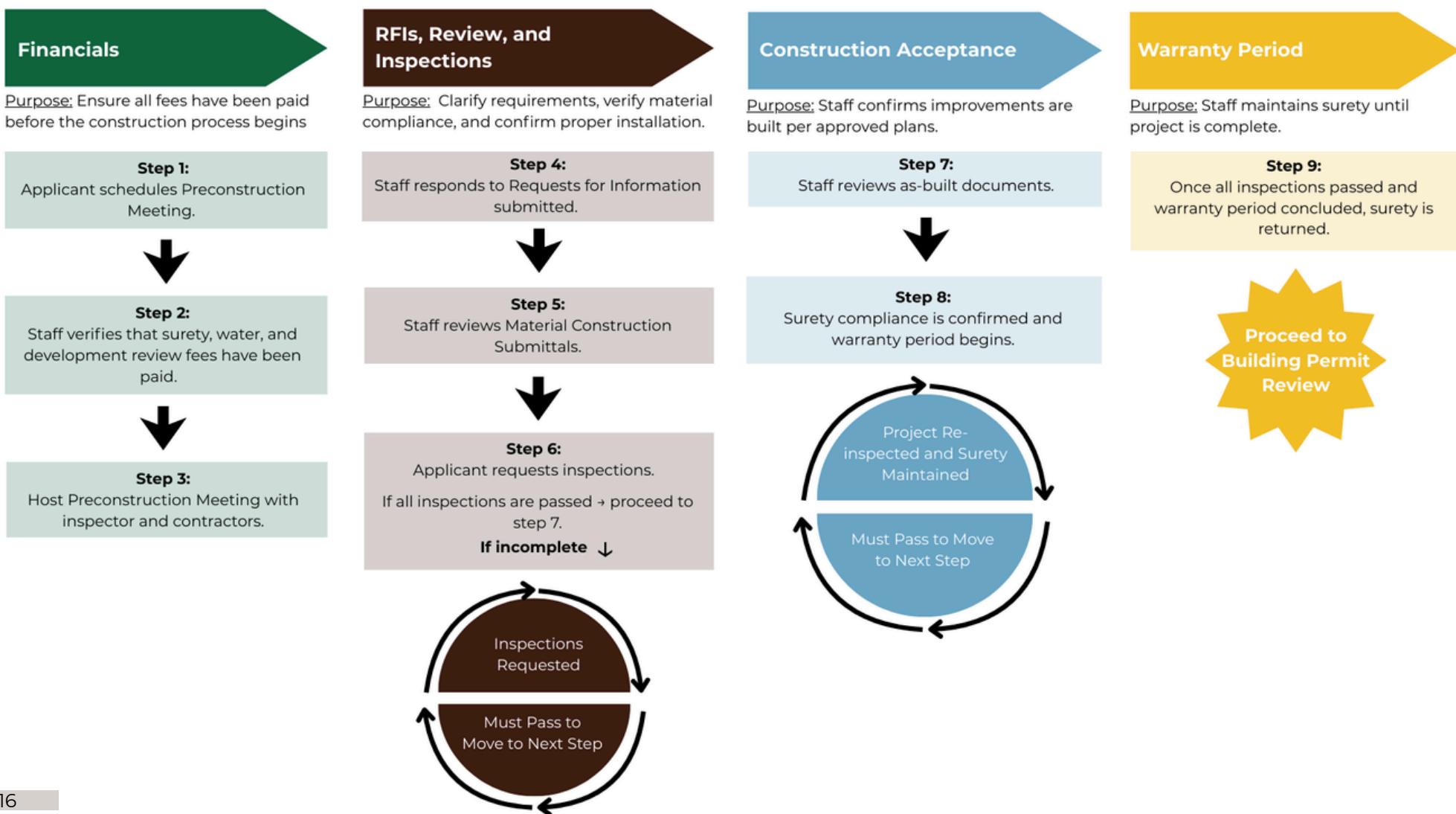


CONSTRUCTION REVIEW



Construction Review Process Workflow

Following approval of a land use application, the Engineering Division reviews the plans and inspects all public infrastructure improvements within the public right-of-way. The Engineering Division also oversees compliance with all design and construction standards.



BUILDING PERMIT



Building Permit Process Workflow

Building Permit Submittal

Purpose: Applicant submits and staff verifies application completeness.

Step 1:
Applicant submits Permit Application through the Community Core portal.



Step 2:
Staff conducts a review of documents.
If complete → Applicant proceeds to step 3.

If incomplete ↓



Technical Review

Purpose: Staff and agency reviews.

Step 3:
Permit is evaluated for water dedication requirements and staff reviews compliance with architectural standards and metro district requirements.



Step 4:
Concurrent referral reviews:

- SAFEbuilt
- Building
- MS4
- Fire
- Engineering
- Water/Backflow

Upon successful completion of referral review, the project proceeds to step 5.

Fee Assessment and Permit Issuance

Purpose: Collection of necessary fees to formally issue authorization for construction.

Step 5:
Staff assesses fees (Building, School District, Fire, and Water) and sends invoice electronically.



Step 6:
Applicant submits payment.



Step 7:
The building permit is issued.

If permit is inactive for more than 180 days on the part of the applicant, the application is deemed abandoned.

Applicant may need to begin at Step 1. Contact Staff for further guidance.

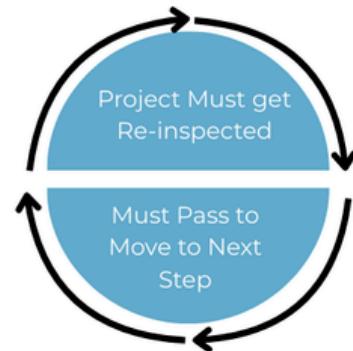
Construction Phase and Inspections

Purpose: Verify that the project is constructed in compliance with building code standards.

Step 8:
Applicant requests the required building permit inspections during construction phase.
If any violations/fines assessed, these must be paid before continuing inspections.

If all inspections are passed → Applicant proceeds to step 9.

If incomplete ↓



Completion

Purpose: Complete close out process.

Step 9:
Staff verifies inspections documents.



Step 10:
Certificate of Occupancy is issued.



Step 11:
Final documents are filed in Town records.





Administrative Applications

Process Workflow

Pre-Application Phase

Purpose: Communication, coordination, feasibility and understanding.

Step 1:
Applicant reviews Town Code, policies, vision, and requirements, and submits Pre-Application Meeting materials electronically.

Staff holds internal Pre-Application Prep Meeting.

Step 2:
Pre-App Meeting held with staff and applicant.
Staff sends meeting minutes and follow-up notes.
Applicant to seek clarification.

 *Repeat Step 1 if more than 6 months has elapsed since the Pre-Application Meeting.*

Application Submittal

Purpose: Applicant submits and staff verifies application completeness.

Step 3:
Applicant submits formal application electronically.
Staff acknowledges receipt.

Step 4:
Staff collects fees and sign deposit.

Step 5:
Staff reviews for completeness.

If complete → Applicant proceeds to step 6.
If incomplete ↓



Public Notice, Referral Review, and Staff Review Issuance

Purpose: To coordinate staff and agency review, gather public input, and ensure the application meets approval criteria. These steps are happening concurrently.

Step 6:
Staff creates mailing list and postcards and mails them out.
Applicant posts sign and provides any public notice as required by code.

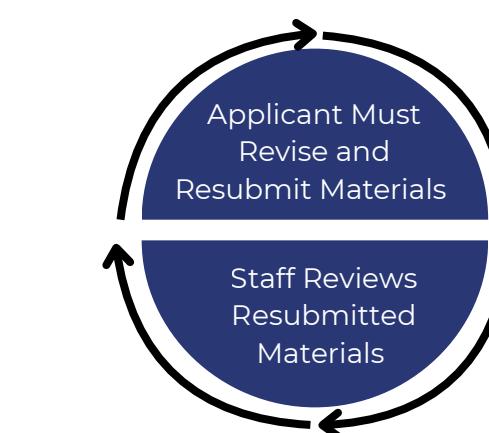
Step 7:
Staff distributes application to referral agencies.
Agencies provide comments within set timeframe.

Step 8:
Public may submit written comments.
Applicant addresses comments in a response report.

Step 9:
Staff reviews application materials and provides referral comments with code requirements.

Step 10:
Technical Review Committee meeting is held with the applicant, if necessary.

Step 11:
Once comments are addressed
→ Applicant proceeds to step 12.
If comments are received ↓



 *If the applicant fails to contact staff for 6 months after receiving comments, the application is deemed inactive and administratively closed.*

Completion

Purpose: Complete legal documentation.

Step 12:
Applicant to finalize and submit signed documents.
If required, Development Agreement must be fully executed.

Step 13:
Final documents are recorded and filed in Town records.
A copy is provided to applicant.

 **Proceed to Construction Review**



Building Permit Process Workflow

Building Permit Submittal

Purpose: Applicant submits and staff verifies application completeness.

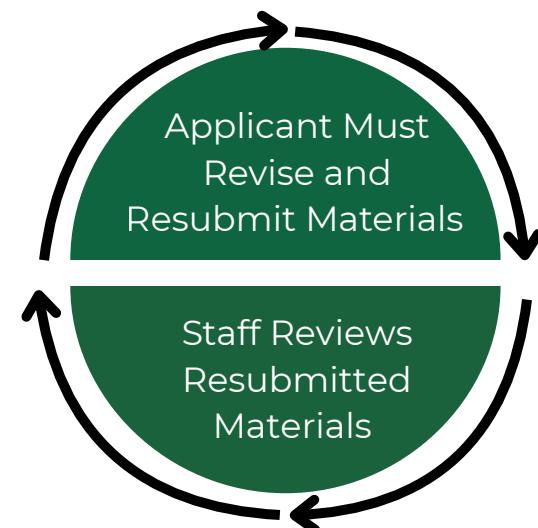
Step 1:
Applicant submits Permit Application through the Community Core portal.



Step 2:
Staff conducts a review of documents.

If complete → Applicant proceeds to step 3.

If incomplete ↓



Technical Review

Purpose: Staff and agency reviews.

Step 3:
Permit is evaluated for water dedication requirements and staff reviews compliance with architectural standards and metro district requirements.



Step 4:
Concurrent referral reviews:

- SAFEbuilt
- Building
- MS4
- Fire
- Engineering
- Water/Backflow

Upon successful completion of referral review, the project proceeds to step 5.

Fee Assessment and Permit Issuance

Purpose: Collection of necessary fees to formally issue authorization for construction.

Step 5:
Staff assesses fees (Building, School District, Fire, and Water) and sends invoice electronically.



Step 6:
Applicant submits payment.



Step 7:
The building permit is issued.

If permit is inactive for more than 180 days on the part of the applicant, the application is deemed abandoned.

Applicant may need to begin at Step 1. Contact Staff for further guidance.

Construction Phase and Inspections

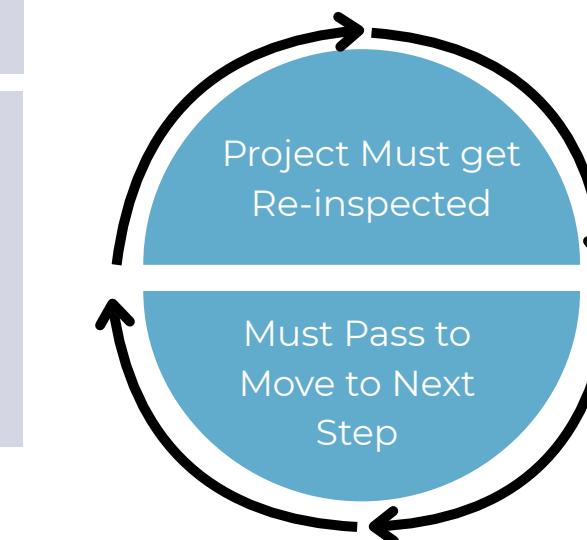
Purpose: Verify that the project is constructed in compliance with building code standards.

Step 8:
Applicant requests the required building permit inspections during construction phase.

If any violations/fines assessed, these must be paid before continuing inspections.

If all inspections are passed → Applicant proceeds to step 9.

If incomplete ↓



Completion

Purpose: Complete close out process.

Step 9:
Staff verifies inspections documents.



Step 10:
Certificate of Occupancy is issued.



Step 11:
Final documents are filed in Town records.



Construction Review Process Workflow

Financials

Purpose: Ensure all fees have been paid before the construction process begins

Step 1:

Applicant schedules Preconstruction Meeting.



Step 2:

Staff verifies that surety, water, and development review fees have been paid.



Step 3:

Host Preconstruction Meeting with inspector and contractors.

RFIs, Review, and Inspections

Purpose: Clarify requirements, verify material compliance, and confirm proper installation.

Step 4:

Staff responds to Requests for Information submitted.



Step 5:

Staff reviews Material Construction Submittals.



Step 6:

Applicant requests inspections.
If all inspections are passed → proceed to step 7.
If incomplete ↓



Construction Acceptance

Purpose: Staff confirms improvements are built per approved plans.

Step 7:

Staff reviews as-built documents.



Step 8:

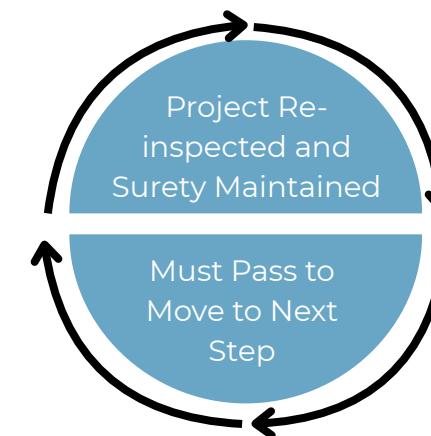
Surety compliance is confirmed and warranty period begins.

Warranty Period

Purpose: Staff maintains surety until project is complete.

Step 9:

Once all inspections passed and warranty period concluded, surety is returned.

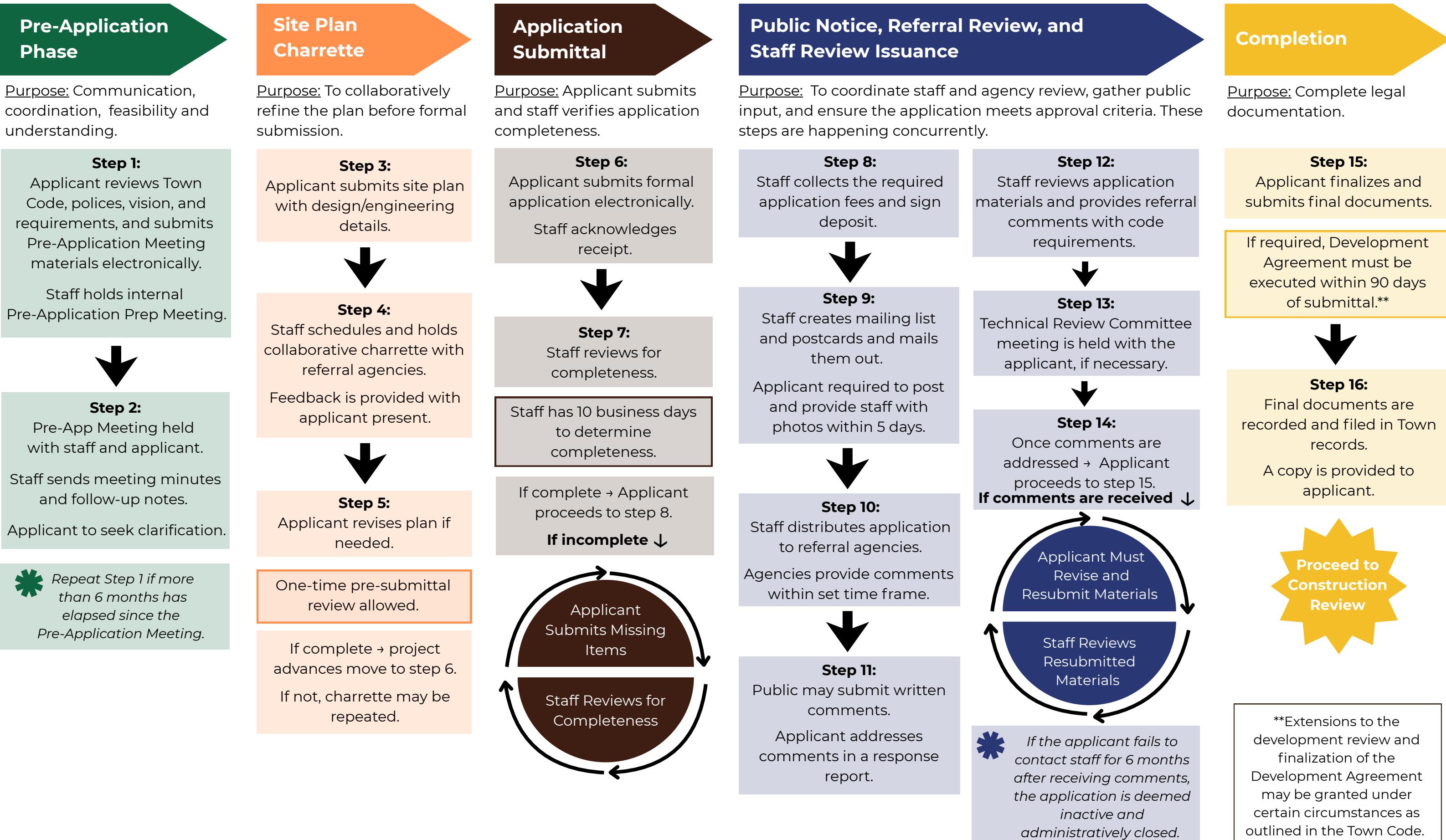




Fast Track Site Plan Applications

Process Workflow

The Town will issue a Notice of Decision within 90 calendar days of a complete application submittal.**





Fast Track Variance Applications

Process Workflow

The Town will issue a Notice of Decision within 90 calendar days of a complete application submittal.**

Pre-Application Phase

Purpose: Communication, coordination, feasibility and understanding.

Step 1:
Applicant reviews Town Code, policies, vision, and requirements, and submits Pre-Application Meeting materials electronically.

Staff holds internal Pre-Application Prep Meeting.

Step 2:

Pre-App Meeting held with staff and applicant.

Staff sends meeting minutes and follow-up notes.

Applicant to seek clarification.



Repeat Step 1 if more than 6 months has elapsed since the Pre-Application Meeting.

**Extensions to the development review and finalization of the Development Agreement may be granted under certain circumstances as outlined in the Town Code.

Site Plan Charrette

Purpose: To collaboratively refine the plan before formal submission.

Step 3:
Applicant submits variance request with design/engineering details.



Step 4:

Staff schedules and holds collaborative charrette with referral agencies.

Feedback is provided with applicant present.



Step 5:
Applicant revises plan if needed.

One-time pre-submittal review allowed.

If complete → project advances move to step 6.

If not, charrette may be repeated.

Application Submittal

Purpose: Applicant submits and staff verifies application completeness.

Step 6:
Applicant submits formal application electronically.
Staff acknowledges receipt.



Step 7:

Staff reviews for completeness.

Staff has 10 business days to determine completeness.

If complete → Applicant proceeds to step 8.

If incomplete ↓



Public Notice, Referral Review & Coordination, Comment Preparation

Purpose: To coordinate staff and agency review, gather public input, and ensure the application meets approval criteria. These steps are happening concurrently.

Step 8:
Staff distributes application to referral agencies.

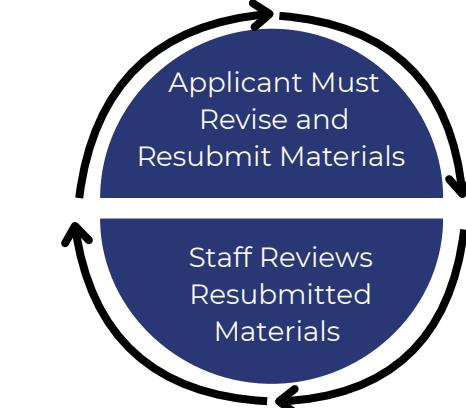
Agencies provide comments within set timeframe.

Step 9:
Staff reviews application materials and provides referral comments with code requirements.

Step 10:
Technical Review Committee meeting is held with the applicant, if necessary.

Step 11:
Once comments are addressed → Applicant proceeds to step 12.

If comments are received ↓

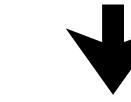


Step 12:
Staff confirms hearing date with applicant.



Step 13:
Staff mails postcards and publishes legal notice in newspaper.

Applicant posts public notice sign and provides photo proof.



Step 14:
Board holds public hearing and issues decision within 90 days.

If approved based on Town Code criteria → proceed to finalization step 15.

If denied → applicant may resubmit and restart application process.

If the applicant fails to contact staff for 6 months after receiving comments, the application is deemed inactive and administratively closed.

Completion

Purpose: Complete legal documentation.

Step 15:

Applicant finalizes and submits final documents.



Step 16:

Final documents are recorded including Resolution and/or Ordinance and filed in Town records.

A copy is provided to applicant.

Proceed to Construction Review



Applications Requiring Public Hearings

Process Workflow

Pre-Application Phase

Purpose: Communication, coordination, feasibility and understanding.

Step 1: Applicant reviews Town Code, policies, vision, and requirements, and submits Pre-Application Meeting materials electronically.

Staff holds internal Pre-Application Prep Meeting.



Step 2:

Pre-App Meeting held with staff and applicant. Staff sends meeting minutes and follow-up notes.

Applicant to seek clarification.



Repeat Step 1 if more than 6 months has elapsed since the Pre-Application Meeting.

Application Submittal

Purpose: Applicant submits and staff verifies application completeness.

Step 3: Applicant submits formal application electronically. Staff acknowledges receipt.



Step 4: Staff collects fees and sign deposit.



Step 5: Staff reviews for completeness.

If complete → Applicant proceeds to step 6.

If incomplete ↓



Referral Review

Purpose: Technical review and agency feedback.

Step 6: Staff distributes application to referral agencies. Agencies provide comments within set timeframe.



Step 7: Staff reviews application materials and provides referral comments with code requirements.

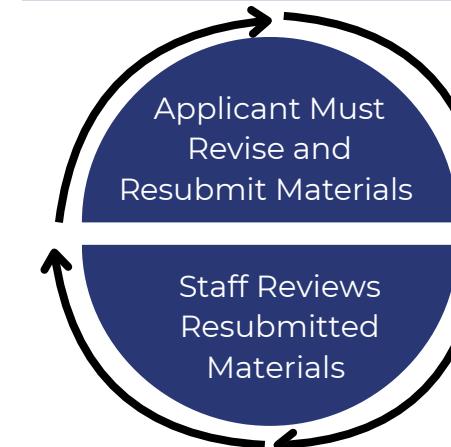


Step 8: Technical Review Committee meeting is held with the applicant, if necessary.



Step 9: Once comments are addressed → Applicant proceeds to step 10.

If comments are received ↓



Public Notice

Purpose: Applicant and Staff provide public notice required by Code.

Step 10: Staff schedules public hearing and completes notice requirements.

Applicant posts sign and provides any public notice as required by code.



Step 11: Staff creates mailing list and postcards and mails them out.

Completion

Purpose: Complete legal documentation.

Step 13:

Applicant to finalize and submit signed documents.

If required, Development Agreement must be fully executed.



Step 14:

Resolution and/or Ordinance is recorded and filed in Town records.

A copy is provided to applicant.



If the applicant fails to contact staff for 6 months after receiving comments, the application is deemed inactive and administratively closed.