

Town of Berthoud

DEVELOPMENT PROCESS GUIDELINES

STEP 1

Research the Property

BACKGROUND RESEARCH

- Verify zoning of the property including permitted and conditional uses.
- Verify any restrictions on property including easements, floodplain, variances, deed restrictions.
- Consider the surrounding area: the land uses present, grade and elevation, natural environment and the design and architecture.
- Refer to development code for site requirements.

DEVELOP A PLAN

- Using the research in Step 1, develop a sketch type plan for the site without full design, or engineering.
- Once the sketch plan is finished, schedule a Technical Review Committee (TRC) meeting with Berthoud Staff held on Thursday mornings.

SKETCH PLAN REVIEW WITH TOWN STAFF

- During the TRC meeting, Town Staff will review the sketch plan and concept, and make general non-binding recommendations on next steps.
- This is the time for the applicant to ask questions on infrastructure needs or the ability to serve with infrastructure, drainage, design, uses, etc.

TIME TO COMPLETE: AT DISCRETION OF APPLICANT

STEP 2

Formal Submittal

PREPARE APPLICATION

- Submit a formal application for annexations, rezoning's, preliminary and final plats, appeals, conditional uses, minor subdivisions and variances.
- The application must be complete before it will be sent out to review.
- The applicant will be required to erect a public notice sign on the property.

FORMAL REVIEW

- Prior to the project moving forward, the application will be sent to Town Staff, external utility agencies, cable and telecom companies, ditch companies, the fire district, etc. for review.
- The review period lasts three weeks, with comments expected to be formally sent to the applicant within 4 weeks.

FORMAL REVIEW: COMMUNITY COMMENT PERIOD

- All formal applications will also be sent during the 3-week formal review process to all property owners within the public notice boundary.
- A list of the public comments will be sent to the applicant with the formal Staff and outside agency review.

TECHNICAL REVIEW COMMITTEE MEETING

- After comments are received, the applicant must respond to all comments in writing.
- Once written responses have been received, the applicant for all major applications including annexations, rezonings, preliminary and final plats, conditional use applications, should contact Town Staff to schedule an additional TRC meeting to review Staff and public comments
- A date for the public hearing will then be scheduled.

TIME TO COMPLETE: TYPICALLY 2-3 MONTHS

STEP 3

Public Hearing

- Town Staff will select a date and advertise for the Public Hearing for the Planning Commission.
- Should the project require a Town Board public hearing and approval (annexations, rezoning's and preliminary plats), Staff will discuss available dates with the applicant before it is scheduled (Note: Site Plans do not require Public Hearings).

TIME TO COMPLETE: TYPICALLY 1-2 MONTHS

STEP 4

Final Documents (For Projects that received Planning Commission and Town Board approval)

SUBMIT FINAL PLANS

- Once the project receives approval from the Planning Commission and Town Board, submit mylars for rezonings, preliminary and final plats. The project is in the final stages of review.
- For projects that received approval in the preliminary plat phase, submit revised plats as per Planning Commission (PC) and Town Board conditions, and then submit final plats for review with the PC.
- For Final plats that were approved, update and submit final construction and utility plans and landscape plans to Staff.

PREPARE MYLARS

- Prepare three mylars for recording once annexation, rezoning or final plat approval is granted at the appropriate public hearing. Mylars should be signed by the property owners and have appropriate certification signatures.

BEGIN DEVELOPMENT AGREEMENT

- Contact the Public Works Director to discuss the Development Agreement
- Obtain a copy of the Development Agreement form
- Obtain Engineered Construction Estimates for public improvements.

DEVELOPMENT AGREEMENT MEETING

- Schedule a meeting with Staff to go over phasing and other addendum terms of the Development Agreement.

DEVELOPMENT AGREEMENT APPROVAL AND RECORDING

- Finalize and sign the Development Agreement.
- Provide the Town with necessary bonding, cash escrow or letters of credit.
- Once the Development Agreement is signed, Staff will record plats/mylars and the development agreement at the County.

TIME TO COMPLETE: TYPICALLY 1 MONTH

STEP 5

Construction of Public Improvements

GRADING/STORMWATER MANAGEMENT

- Contact the Public Works Director about obtaining a grading permit. ([link to grading permit](#))
- Obtain Stormwater Management permits (SWMP) and erect erosion controls measures including a silt fence, etc.

BEGIN SITE WORK/INSPECTIONS

- After the Public Works director authorizes site work, begin construction. Expect inspections from Town Construction Inspectors during development.

TIME TO COMPLETE: AT DISCRETION OF APPLICANT

STEP 6

Accepting Public Improvements/ Warranty Period

Once public improvements have been installed, contact the Public Works Director to set up a walkthrough.

WALKTHROUGH

- Prior to the end of warranty, the Public Works Director and/or representatives, will perform a walkthrough of the infrastructure and provide the applicant with deficiencies to be corrected, or a letter beginning the warranty period on any public improvements accepted.

RELEASE OF BOND

- Contact the Public Works Director to release bonds and Letters of Credit on accepted infrastructure.
Note: this will likely occur after development process is complete.

TIME TO COMPLETE: AT DISCRETION OF APPLICANT

STEP 7

Public Hearing

Once public improvements have been accepted, building permits are released.

BLOCK DIVERSITY PLAN (RESIDENTIAL)

- Before building permits may be issued in any development, a the developer or each builder must complete a block diversity plan depicting the following:
 - › Each platted phase (either developer or builder can submit).
 - › Elevations, color and meet all applicable design requirements.
 - › Multiple elevations, architectural styles and colors within each development.
- The Block Diversity Plan can be submitted as building progresses (i.e. a plan for only a handful of homes can be submitted and updated as construction progresses instead of a plan for the entire phase upfront).

SCHEDULE BLOCK DIVERSITY PLAN TRC MEETING

- Schedule a Thursday TRC meeting to go over block diversity plan with Community Development Staff.

SUBMIT BLOCK DIVERSITY PLAN

- Staff will review, make comments and/or accept Block Diversity Plan in two-week period.

PERMIT PROCESS

- Applicant must complete and submit two applications; two structural plans; dark sky, energy code and Plot Plan.

Within two business days application will be routed to ProCode (the Town's Building Official) and Town Staff for Review:

- ProCode will review building plans, energy code, structural plans and Plot plan with an expected turnaround time of 5-15 business days.
- Staff will review plot plan, grading, elevation, block diversity and water dedication with an expected turnaround time of 5-15 business days.

If approved: formal approvals

- Inspections can be scheduled.
- Fees will be calculated and will be charged at pickup of the permit.
- Water dedication fees will be required at this stage for each home. Note: no building permits will be issued until one half of the open space for each phase is paid, and water for each new dwelling unit is paid for.

If denied: second review is an expected 5 business days

TIME TO COMPLETE: TYPICALLY THREE WEEKS FOR A DWELLING UNIT PERMIT

FINAL INSPECTION

The Final Inspection looks at the following items:

- Water meter,
- Building/structure,
- Grading certificate,
- Sidewalk.

FINAL STEP

Certificate of Occupancy

- Once everything has been approved, a certificate of occupancy will be issued by the Town.