DEVELOPMENT PROPOSAL

- A development application has been filed and a notice sign is posted on the property.
- Town Staff and other public agencies will review and make comments on the proposal over a three-week period.
- Check the Active Developments map for more info at https://www.berthoud.org/maps

PUBLIC COMMENT PHASE

- Berthoud strives to encourage citizen engagement and transparency, requiring a public comment period for all development projects.
- All properties within the legal notice area are sent a letter requesting comment within a three-week period, which runs concurrently with the Staff comment period.
- All public comments are collected and distributed to the Applicant, Planning Commissioners, and Town Board Trustees.

DEVELOPMENT IN REVIEW

- The development review process may take anywhere from 1-6 months.
- The Applicant must resolve deficiencies as per relevant code requirements and public comments. Once all comments are addressed, the project may be scheduled for public hearing.
- The Applicant has due process and may legally request a hearing should they desire if concurrence with Staff and Public comments is not reached.

PUBLIC HEARING

- Once the project is ready to go to public hearing, Staff will again send notice to everyone in notice area detailing the time and date for both the Planning Commission and Town Board hearings.
- Some items go to both the Planning Commission and Town Board, including Preliminary Plats, Re-zonings, and Annexations, while Final Plats, Variances, Minor Subdivisions, and Conditional Uses go to the Planning Commission only.