

Conceptual Design

Developing a conceptual plan is the best way to see how your ideas fit on the property. See the information below for ways to design a plan that meets your needs and [City Plan](#).

>>Step 1: Research site constraints, opportunities, and development requirements

- Why Development Review
- [Understanding Zoning](#)
- [Verify Permitted Use](#)
- Identify existing features
- Identify missing site features
- Requirement options
- [What are my fees](#)

Historic? Consult with Historic Preservation staff if your site has or is near historic structures 50 years old or older to discuss how historic review fits into your process.
[Historic Preservation](#)

Natural Features? An Ecological Characterization Study (ECS) may be required if there are streams, ponds, wetlands or other significant natural features on the site and specific protection requirements may apply.
[Environmental Planning](#)

Storm Protection? It's important to understand your project's stormwater detention, water quality, and potential flood protection requirements early in the process.
[Stormwater Engineering](#)

Compatible Design? How does my project fit into the surrounding area?
[See Examples](#)

>>Step 2: Sign up for Conceptual Review OR Preliminary Design Review

Meeting with staff to review your proposed concept to prepare for a formal development review submittal (Step 4).

[Should I sign up for Conceptual Review or PDR?](#)
[How do I sign up?](#)
[PDR Application Example](#) | [CR Application Example](#)

Schedule HPC Conceptual Review:

The Historic Preservation Commission's design review subcommittee conducts this initial step if needed for your project. Contact Historic Preservation staff at preservation@fcgov.com for questions and scheduling.

Coordinate with Building Code Review:

Applicants are encouraged to review building requirements as early as possible in the process.

>>Step 3: Present your plan at a Neighborhood Meeting

Before your formal submittal, a neighborhood meeting may be necessary, as discussed in your CDR or PDR meeting. Contact your Development Review Coordinator to schedule.
[Neighborhood Meeting Guide](#)

Pre-Hearing Review & Public Hearing

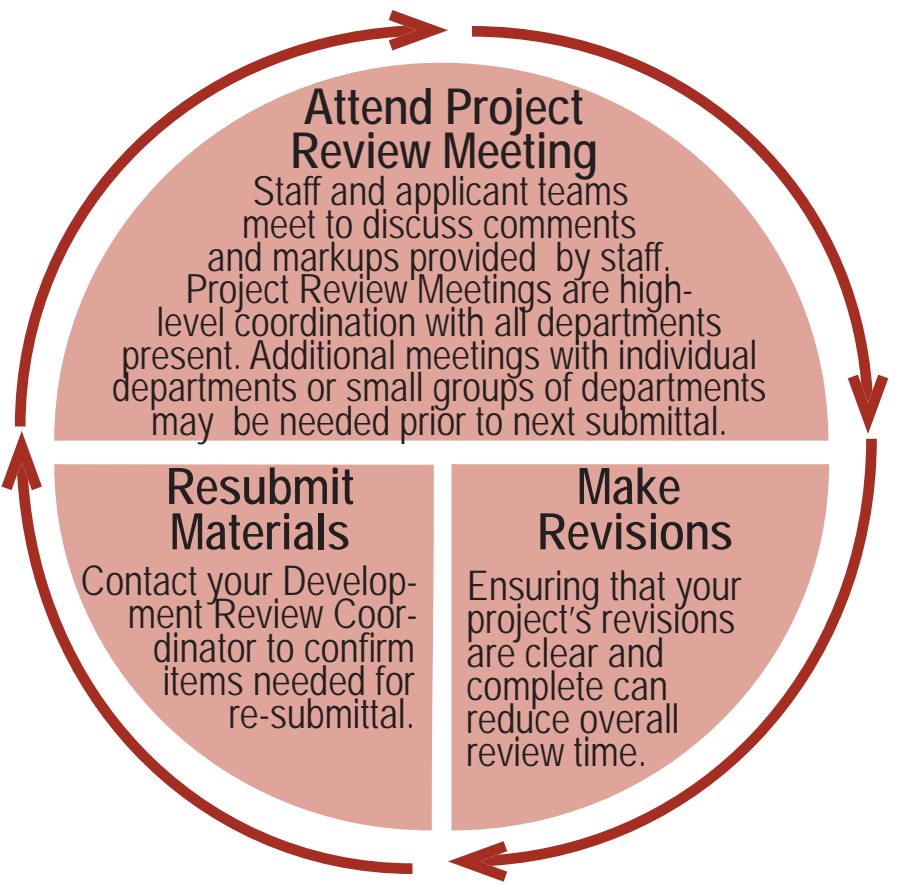
This phase is for all proposals that require a public hearing: Including PDPs, ODPs, MJAs, REZs and ANXs. **City BDR Projects

>>Step 4: Submit Application & Project Plan Review*

Submit a signed development application, review fees, plans and other documents to your Development Review Coordinator. Your DRC will route to City departments & outside agencies for review.

[What documents do I need to submit?](#)

Prior to hearing, staff's first two reviews each take 4 weeks. Any subsequent reviews each take 3 weeks.***



Historic: Projects affecting historic resources are presented to the Landmark Preservation Commission (LPC) prior to Step 5 to receive preliminary feedback and a hearing recommendation.

>>Step 5: Public Hearing

An Administrative Hearing Officer (Type 1) or the Planning and Zoning Commission (Type 2) approves, conditionally approves, or denies the project. Move to Step 6 after you receive preliminary approval.

[Public Participation](#)

Is there an [Appeal Process](#) and how does it work?

Schedule Building Code Pre-submittal Meeting: All projects [not including single-unit and tenant finishes] require a pre-submittal building code review meeting with Building Services for Building Feasibility. This typically takes place when drawings are 50% complete and in the mid phases of the Development Review Process, prior to Building Permit Submittal. For questions and to schedule contact your Development Review Coordinator. Confirmation of completed pre-submittal meeting is required prior to FDP application.

**Development projects for which the City is the applicant shall be subject to review by the Planning and Zoning Commission in all instances, despite the fact that certain uses would otherwise have been subject to administrative review.

Final Plan Review

This phase is designated for PDPs or MJAs that have received approval at a public hearing, unless the FDP phase was consolidated with the PDP or MJA Phase. The formal review process starts here for BDRs and MAs (steps 3-6 do not apply).

>>Step 6: Submit Final Development Plan Application & Project Plan Review****

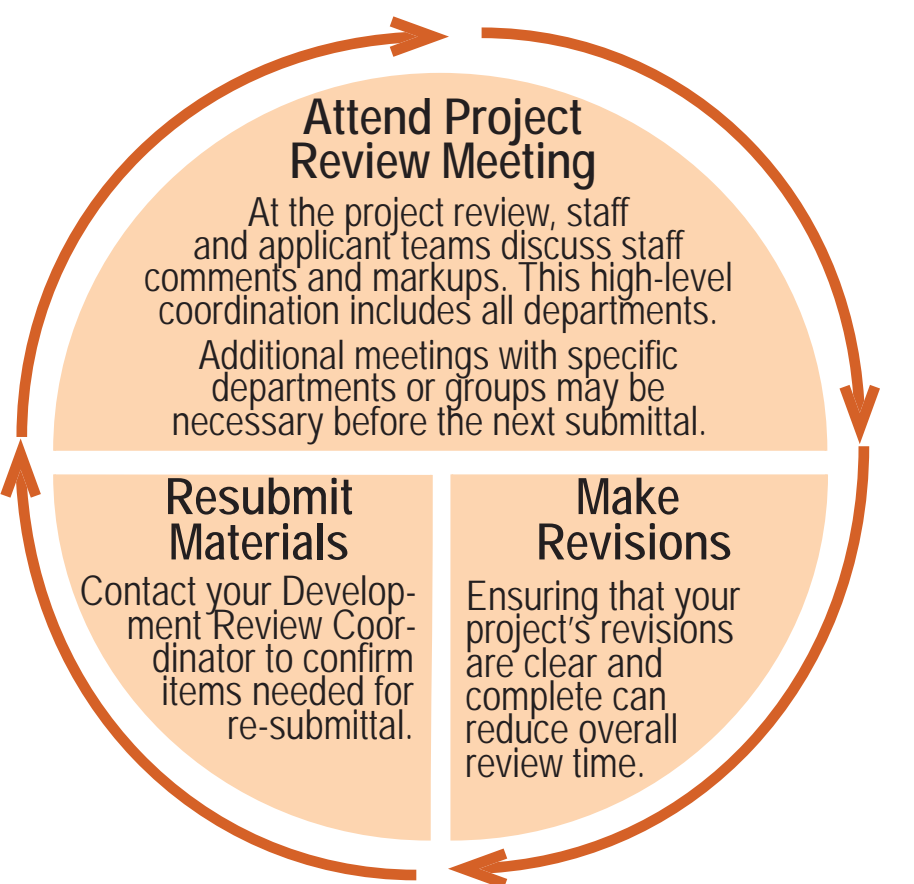
Submit a signed development application for FDP, review fees, plans, and other documents to your Development Review Coordinator. Your DRC will route to City departments & outside agencies for review.

[What documents do I need to submit?](#)

Prior to hearing, staff's first two reviews each take 4 weeks. Any subsequent reviews each take 3 weeks.***

During the FDP review any required dedications, vacations, or other needed agreements would be coordinated.

Development Agreement: The development agreement info sheet is due with your round 1 FDP submittal. City Reviewers will begin coordinating development agreement content with you after first round of final review.



Begin coordinating engineering site permits DCP (Development Construction Permit), or other (See Step 9).

Securities & Inspection Fees:

Coordinate with your Development Review Coordinator and appropriate departments to prepare escrows, inspection fees, other required securities.

Some securities often due around this time include:

- Erosion Control
- Engineering Public Infrastructure
- Natural Habitat Buffer Zone

***There is a one-week reduction in review time for affordable housing projects.

****City review of Steps 4 and 6 can be combined prior to scheduling your hearing by providing an initial submittal that includes ALL Final Plan information. However, this isn't recommended for most projects.

Documents Certified & Recorded

This phase assures your rights and obligations to develop the project/property in accordance with the approved plans.

>>Step 7: Signing & Recording

Signing by the Owner/Developer:

Submit a finalized and signed final plans and other documents as outlined in your Filing and Recording Submittal Checklist provided by your Development Review Coordinator. The documents submitted for recording reflect the most up-to-date plans that have been approved by City Staff. All documents are legible and reproducible for filing.

All required signatures and stamps, including external agencies, engineers, etc. have been obtained and are indelible. Electronic signatures are accepted.

Recording Submittal Checklist & Materials:

- Final Documents normally include the following:
- One full size 24x36 PDF of the planning documents;
 - One full size 24x36 PDF of the utility plans;
 - One full size 24x36 PDF of the plat and AutoCAD.dwg copy of the plat meeting COFC digital submittal template standards;
 - PDF of the Preliminary Irrigation Plans;
 - PDF of the Development Agreement;
 - PDF of the Public and/or Private Easements by separate Document;
 - PDF of the Public and/or Private Easements by separate Document;
 - PDF Copy with PE Signed & Stamped:
 - Final Drainage Report
 - Transportation Impact Study

Contact your Development Review Coordinator with any questions regarding the recording checklist or materials due.

Recording Docs Review: The recording materials submitted are routed for a quick, one week review, ensuring what was submitted for recording matches what was approved. With the receipt of final documents your Development Review Coordinator is able to calculate the recording fees due.

City Signatures & Recording: Once the recording materials have been approved by the reviewing departments they are routed electronically for City Signatures

The Final plat and DA are recorded at the County and final document copies of all documents are filed with the City and uploaded to our public records site.

>>Step 8: Establish Land Records

This step prepares your project for full building permit review (Step 11) by providing all necessary information about your plans to agencies reviewing your project.

GIS steps: plat and easement information entered into City database using AutoCAD drawing;

Assign addresses (if not assigned);

Import land records data into City database;

Data is reviewed for accuracy and made available for full building permit review.

Site Permits & Public Improvement Inspections

Development is not allowed until the permit is issued, permit fees are paid, and security payments are made.

>>Step 9: Coordinate Site Permits & Inspections

Vested Right: Once your development plan is recorded, you have three (3) years to complete all the necessary engineering work like water, sewer, streets, and lighting.

This period is called the 'term of vested property right.' If the improvements are not completed within this time, the project may lose its right to develop and would need to start over.

Permit types include: [Development Construction \(DCP\)](#), [Encroachment, Sidewalk/ Drive Approach](#), and [Floodplain Use](#). Coordinate required permits with your Development Review Coordinator.

You can start site work after DCP issuance, following the erosion control inspection, while building permit review is in progress (see Step 11).

Securities & Inspection Fees: Collected, verified, coordinated, and processed by your DRC - Required prior to the issuance of the DCP and the start of Step 10.

Install Erosion and Sediment Controls:

Before starting land work, an initial inspection is needed once erosion control measures and security payments are approved.
[More information & Request an Inspection](#).

Begin Site Work and Complete Public Improvement Inspections: Construction Inspectors ensure projects meet City codes and standards. Inspection services are provided on capital projects, subdivision development, and construction permit work.
[More Information](#)
Call 970.221.6609 for an Inspection

Street Tree Permit: A tree permit is required before trees are planted or pruned within the public right-of-way. Contact [Forestry](#) for more information and to coordinate tree planting inspections.

Development Review Flowchart

Updated January 2025



Full Building Permit Review

Steps 1 - 9 must be completed prior to full building permit submittal and review.

>>Step 10: Full Building Permit Review

Building Services is the quality control and building safety expert for Fort Collins, ensuring your built project complies with the Municipal and Land Use Codes.

Building Services Online Resources:

- [New Construction](#)
- [Capital Expansion Fees](#)
- [Building Codes](#)
- [Contractor Licensing](#)
- [Residential and Commercial Alterations](#)
- [Stock Plans](#)
- [Exterior Permits](#)
- [Fast Track Permits](#)
- [Energy Codes and Related Resources: including Green Building](#)

Contact [Fort Collins Light and Power](#) to coordinate [electric fees](#) and installation of electric infrastructure while your permit is under review.

Final Irrigation Plans must be approved prior to issuance of full building permit
[Irrigation plan submittal requirements and standards](#).

You must pay all required fees prior to issuance of full building permit. Calculate Building Permit Fees [here](#).

Certain site work elements must be in place prior to issuance of full building permit. [F&F permits](#) may be approved prior.

[Water Meter Service Line Inspection & Specs](#)

Building Services issues [Tenant Finish Permits](#)

Building Permit Issuance:

Check the status of your Building Permit review.
[City of Fort Collins Citizen Portal](#)

COMMON ACRONYMS:	
ANX	Annexation
BDR	Basic Development Review
DA	Development Agreement
DCP	Development Construction Permit
DRC	Development Review Coordinator
FDP	Final Development Plan
LID	Low Impact Development
MA	Minor Amendment
MJA	Major Amendment
ODP	Overall Development Plan
PDP	Project Development Plan
PDR	Preliminary Design Review
PUD	Planned Unit Development

Inspections & Completion

Inspections identify any issues with construction as it nears completion. Other inspections continue after completion and C.O.

>>Step 11: Schedule and Complete Building & Site Inspections

City staff or an approved "special inspector" must perform pre-scheduled building inspections at various phases to ensure building code compliance in order to receive final project approval.

[How to schedule a building inspection](#)

[Types of building inspections](#)

Site and Landscape Inspections: Staff reviews your completed project in the field and determines if your landscape, site plan, and buffer elements were installed per the approved specifications prior to releasing any funds held in escrow.

- For Landscape Inspections and Escrows: Reach out to Zoning at Zoning@fcgov.com

Stormwater Facility Certification:

Your engineer certifies that any stormwater improvements for your project were properly constructed, including detention ponds and water quality areas. Staff reviews your completed project in the field to ensure compliance prior to releasing any funds held in escrow.

- For Grading Certification and Escrows: Contact Water Utilities Engineering at WaterUtilitiesEng@fcgov.com
- For Floodplain Escrows: Get in touch with Stormwater Floodplain Engineers at Floodplainadministration@fcgov.com

Receive Certificate of Occupancy or Letter of Completion: A Certificate of Occupancy (C.O.) is required for all new buildings prior to occupying the building. A Letter of Completion is issued for alterations and projects which do not significantly add to the building space. Other departments may require final approvals prior to issuing a Certificate of Occupancy.

[Project Close Out Guide](#)

C.O. Checklists

- [Residential](#)
- [Commercial](#)
- [Multi-Unit / Multi-Family](#)

Maintaining Your Completed Project:

City code requires that you keep your development properly maintained.

[Land Use Code](#)
[Municipal Code](#)
[Zoning](#)
[Code Compliance](#)