DEVELOPMENT REVIEW PROCESS

CITY OF FORT COLLINS

This document accompanies the Development Review Flowchart, explaining each step in greater detail. The document contains links to additional webpages with other information and applications relevant to the process.

CONTENTS

Overview

Step 1: Research

Step 2: Pre-Submittal Meeting

Step 3: Neighborhood Meeting

Step 4: Formal Application

Step 5: Project Review

Step 6: Public Hearing

Step 7: Final Plans

Step 8: Final Plan Review

Step 9: Signing & Recording

Step 10: Site Permits & Inspections

Step 11: Establish Land Records

Step 12: Building Permit Review

Step 13: Building & Site Inspections

UPDATED MARCH 2018
OVERVIEW

WHAT IS DEVELOPMENT REVIEW?

Development review is a core local government responsibility across the country. Local government reviews proposed developments to ensure they meet community needs and design standards including citizen safety and welfare and high-quality buildings and public infrastructure.

FORT COLLINS DEVELOPMENT REVIEW

The City of Fort Collins adopted City Plan, on March 27, 1997. The plan was a broad approach with citizen participation, local businesspeople and local lawmakers to explore how the community should grow in the future. The goals and policies contained in City Plan align with “New Urbanist” principles including, “compact land use patterns consisting of a primary, vital downtown and other supporting districts that serve as focal points and centers of activity, and a variety of pleasant residential neighborhoods and places linked by inviting streetscapes, walkways and open lands. The compact form of the city will contribute to the preservation of environmentally sensitive areas and rural lands, the efficient provision of public facilities and services, the encouragement of infill and redevelopment of existing urban areas planned for such upgrading, and the creation of a distinct urban ambience.”

Fort Collins’ Land Use Code (LUC) was created from the policies set forth in City Plan to establish development regulations. Development Review exists to ensure each new development or redevelopment aligns with the community’s vision for Fort Collins.

Development review also ensures that private improvements that will be added to the public infrastructure are up to City standards and requirements.

Visit the Planning Website for a brief look back at planning in Fort Collins.

WHO SHOULD USE THIS GUIDE

The Development Review Flowchart is a resource for citizens; first-time or only-time developers as well as experienced developers and consultants. It will guide you understand through the City’s Development Review process. Each color-coded chapter explains one step of the process in greater detail.

We hope this guide, along with City planners, will play a significant role in making the process more predictable, timely, logical, accountable and customer-focused.

CHANGES & UPDATES

This online guide is intended to provide as much certainty and clarity as possible. Contents, policies and procedures are current as of the publication date but are subject to change. Any changes to the process or pertinent documents will be reflected in annual updates at the beginning of each calendar year.
STEP 1: RESEARCH

CITY PLAN AND THE LAND USE CODE

The Land Use Code is the City of Fort Collins’s regulatory framework for implementing the community’s visions and goals presented in City Plan.

- Each new development should align with the community vision, as presented in City Plan and the Land Use Code.
- The Land Use Code is aimed at consistent and high quality public improvements.

If you are thinking about developing within Fort Collins, start by understanding how your development idea fits into the community. Having a clear idea of what you are proposing will save you time and money in the process. Some preliminary analysis of the property will give you a better understanding of what reviewers will be going over during the process.

UNDERSTANDING ZONING

ANSWER THE FOLLOWING TWO QUESTIONS:

- Where is the project located?
- What is the proposed use(s)?

Locate the proposed development site on FCMaps. Identify whether the project is within or immediately adjacent to City limits. If it is, then identify the existing zoning. If the property is within the Growth Management Area (GMA) but not contiguous with City limits, then Larimer County’s Planning and Building Services will administer the process. The County will review the proposal and does send a copy to the City for feedback on the proposal.

VERIFY PERMITTED USES

Reference Article 4 in the Land Use Code and read about the purpose, permitted uses, land use standards, and development standards specific to districts. Make sure the use(s) you are proposing are allowed in the zone district where your property is located.

If the use you are proposing is not listed as a permitted use in the zone district, then it is deemed a prohibited use. If you wish to propose a use that is not a permitted use, contact Development Review to see if it is possible to:

- propose an addition of permitted use(s) to the zone district per LUC’s Section 1.3.4; or,
- propose an amendment to the Land Use Code or a rezoning amendment to the Zoning Map per LUC’s Division 2.8.

Once you have established that you are proposing a permitted use for the zone district, you have the minimum information necessary to schedule a conceptual review. Consider the following questions about existing site features and prompts about development requirements. These will give you an idea of the issues reviewers will address during the review process.
IDENTIFY EXISTING FEATURES

UTILITIES

2. **Utilities Locations** - Are changes to existing utility services needed for the proposed use(s)? What utility services exist on site? Call the Utility Notification Center of Colorado at 800-922-1987 for information on locating all existing underground utilities on your site. You can also call 8-1-1 from a land line telephone. Utilities are located on your site with colored spray paint within three days of your call.

ENGINEERING

4. **Easements & Rights-of-Way** - Are there any existing easements or rights-of-way on or adjacent to your property? Contact Technical Services at 970-221-6588 or go to Engineering’s electronic document management system, eDocs.
5. **Traffic** - What transportation level of service (LOS) is required? Refer to [Multimodal Transportation Level of Service Manual](#).
6. **Roads** - Are any roads planned thru or near the site on the Transportation Master Plan?
7. **Transit Lines** - Are there any transit lines near the site? Check out the Mason Corridor.

NATURAL RESOURCES

8. **Natural Habitats or Features** - Are there any natural habitats or features on the site (waterways, wetlands, certain wildlife habitats). There may be federal, state, county and/or local regulations governing development. Compliance requirements may include an ecological characterization study, a buffer around the feature, and/or special treatment of the area during construction. Refer to Section 3.4.1 and 3.2.1 of the Land Use Code or contact a City Environmental Planner for more information.
9. **Trees** - Are there any significant trees on the site? If so, they will need to be protected. If any significant trees need to be cut down, mitigation is required and can include adding more trees than what is required or upsizing required trees. Refer to Section 3.2.1 of the Land Use Code or contact the City Forester for more information.

HISTORIC PRESERVATION

10. **Historic Buildings** - Is any building or structure on the project site over 50 years old? Are any buildings or structures designated as a local, state, or national landmark? Are any landmarked buildings nearby? Refer to Section 3.4.7 of the Land Use Code or contact a Preservation Planner for more information.

PLANNING

11. **Infill** - Is the property within the infill area as described by the definition in the LUC?
12. **Transit-Oriented Development (TOD) Overlay Zone** - Is the property within the (TOD)?
IDENTIFY MISSING SITE FEATURES

UTILITIES

13. *What new utilities need to be brought to the site?* - How do they service the proposed uses? Contact individual utilities: Electric, Water/Wastewater, Stormwater, Gas, Telephone, Cable.

ENGINEERING

14. *Does the proposal adhere to the Land Use Code?* - All development proposals must meet the standards in the LUC.
15. *Does the property have frontage on a state highway?*
16. *How will future users access the site?*

BUILDING SERVICES

17. *Does the proposal adhere to local building codes?*
18. *Is the project ADA Accessible?*

EMERGENCY SERVICES

19. *Does the proposal comply with International Fire Code (IFC®)?*
20. *How will Poudre Fire Authority (PFA) reach the site in case of a fire?*
21. *How tall is the building?* Buildings above certain height must be sprinklered.
22. *How will emergency services (police, ambulance) reach the site?*

TRANSPORTATION

23. *How will site connect with existing or future transit lines?*
24. *Will proposed roads, sidewalks and paths meet transportation Level of Service (LOS)?*
25. *Will the project need to accommodate a bus shelter?*

PLANNING & ZONING

26. *Where will the project provide access and parking?*
27. *Are proper setbacks from property lines maintained?*
28. *How will you provide a connecting walkway to existing in pedestrian infrastructure?*
29. *Is the project meeting the height, massing and materials requirements?*
30. *Is the project compatible with its neighbors and will it meet our building standards?*
31. *Will the lighting be unobtrusive but provide adequate safety lighting on the site?*
32. *Is adequate landscaping provided?*
33. *Is any buffering needed between the proposed site and an incompatible use or feature?*
34. *Is the project affordable housing?*
35. *Will you incorporate sustainability practices into the development?*
36. *How will your project accommodate multimodal travel options (pedestrian, vehicle, bike, wheelchair,*
37. Is the project within a *neighborhood sign district*?

**REQUIREMENT OPTIONS**

There are several circumstances in which the Land Use Code standards, Larimer County Urban Area Streetscape Standards (LCUASS) and/or the Transportation Master Plan cannot be met. Processes to allow for flexibility in meeting the standards are built into these regulatory documents that govern development in Fort Collins. Sometimes a physical constraint or hardship prevents meeting the strict definition of the code and sometimes a more creative solution meets the intent of the standards better than a code-complaint solution.
STEP 2: PRE-SUBMITTAL MEETING

Your first meeting with the City's development review team will be at either a conceptual review or preliminary design review. Conceptual reviews are designed for less complex proposals and are free of charge. Larger proposals usually opt for preliminary design review which costs $500.

CONCEPTUAL REVIEW

Anyone with a viable development idea can schedule a conceptual review to get feedback on their idea. Conceptual review is a free City service to assist developers in understanding what is required during development review. At conceptual review, several City staff members from various departments will offer comments on your development proposal.

Conceptual reviews are scheduled for three time slots on three Monday morning per month. Reviews last 45-minutes and run from 9:30 AM - 12:00 PM on a first come basis, you cannot reserve a time and you will not be scheduled until you have submitted a complete application. Once the three time slots are filled, additional conceptual reviews will be scheduled for the next available review date.

Conceptual review applications are due two Tuesdays prior to the Monday meeting. You must submit a complete application before you will be added to the schedule. A complete application includes the application filled out in entirety as well as a site plan showing your proposal's vicinity and development concept.

The site plan should include the location, major streets and other significant features in the vicinity. Photos of the area are often useful, but not required. Site plans can range from informal sketches to fully-rendered drawings. The more information you provide to staff (based on the research you did in Step 1) the more detailed feedback you'll receive from City staff.

You will receive a draft comment letter at your conceptual review meeting summarizing staff comments with contact information for each staff member involved in your review. Staff comments assist you in preparing the detailed components of your formal development review application. No approval or denial is made at a conceptual review meeting.

PRELIMINARY DESIGN REVIEW (PDR) - $500

Preliminary design reviews (PDR) offer a more in-depth review for larger proposals requiring a greater level of collaboration and problem-solving. A PDR is like a design charrette model where we work with you collaboratively to identify and begin to resolve complex challenges together.

A PDR application requires more developed plans and answers to specific questions, including preliminary engineering plans, site plans, renderings, photos of existing site conditions, and detailed project ideas. City staff from various departments involved in development review will research the site, offer comments, provide answers to specific questions and offer possible solutions to difficult design challenges. A complete application and fee are due before the proposal will be added to the PDR schedule.

You will receive a draft comment letter the day prior to your review to have an idea of the kinds of comments
from staff, however you should not be trying to address any of the comments prior to your review. Staff will provide you with a final comment letter the Friday after your review with any updates that came up during the discussion. The goal is that after the review you will have a list of critical project issues, possible resolution strategies and answers to specific questions that you posed about your proposal. The information should assist you in preparing the detailed components of your application. There is no approval or denial in during a PDR.

**REVIEW STAFF**

City departments and sometimes outside agencies are involved in reviewing a development proposal before any formal plans are submitted. Planning Services is the coordinating department. Each proposal is assigned to a City Planner and a City Engineer; the planner serves as the primary point of contact for the applicant and the engineer coordinates the final step of development review.

There is a team of City staff involved in development review. Staff is assigned to your proposal is based on the scope, so not all staff are involved in every proposal.
STEP 3: NEIGHBORHOOD MEETING

Some proposals are required to hold a neighborhood meeting depending on the proposed uses and the zone district. Neighborhood meetings happen after the per-submittal meeting but before you submit a formal application. Your city planner will inform you at your initial review whether a neighborhood meeting is required.

A neighborhood meeting is required for ALL projects that have the Planning and Zoning Board acting as the decision-maker. Applicants may also elect to hold additional neighborhood meetings to convey project changes or if they think it may help improve the project.

Neighborhood meeting guide for applicants.

NEIGHBORHOOD MEETINGS

Neighborhood meetings allow the applicant to communicate the proposal to citizens in any impacted or adjacent neighborhoods early in the design process. Residents and neighbors can communicate their questions and opinions about the proposal. The meeting is for the applicant to present their proposal and answer questions, with City staff available to address policy and process questions.

The regulatory arm of City Plan, the Land Use Code, ensures staff are carrying out the community’s vision for its future. Residents do not always agree with what is proposed in their neighborhoods or areas within the City that the community highly values, like Old Town. Neighborhood meetings are a platform to get concern out in the open and to keep open communication channels. It is not uncommon for applicants to voluntarily modify their plans once they are aware of neighborhood concerns and explore viable alternatives.

Refer to the Neighborhood Meeting Guide for Applicants. This guide explains the steps to prepare for a neighborhood meeting and explains how the meeting is structured. See Land Use Code Section 2.2.6(D) for specific requirements. Citizens can find additional information on how they can get involved with projects going through the Development Review Process on the Citizen’s Role in Development Review page.
STEP 4: FORMAL APPLICATION

INTRODUCTION

You received information to help you prepare for your formal application at your pre-submittal meeting. You are ready to prepare and submit your formal application for development review once these issues have been addressed in full.

Your staff planner identified the type of development review application you need to submit at your pre-submittal meeting. New development review applications are categorized as follows:

- Pre-application Hearing (City Council)
- Annexation and Zoning
- Rezoning
- Overall Development Plan (ODP)
- Project Development Plan (PDP)
- Minor or Major Amendment
- Basic Development Review

You should know by now who the decision-maker will be for your proposed project.

SUBMITTAL REQUIREMENTS

Submittal requirements will vary based on what you are proposing and the appropriate project type. Please reference the Application and Submittal Requirements to see what materials are required for your project. You can always contact your City planner with additional questions about submittal requirements.

Ensure you have the proper number of copies of each item and that all plans are properly folded. The number included on the checklist is the number of copies required for a new application submittal. Your staff planner and engineer will give you a revised routing sheet with your staff review comment letter after the project has been reviewed.

Submit items as separate documents since not all departments all items. For instance, the post office needs to review your site plan but not your landscape plan. The water conservation staff needs to review your landscape plan, but not your site plan. Contact your staff planner if you have any questions about combining items or about which items are required.

Only complete applications will be accepted. Formal applications are accepted by appointment only; applications received before noon on Wednesday will be routed for review the same week Applications received after noon on Wednesday will be routed the following week. Please contact the Development Review Center at 970-221-6750 to schedule a submittal.

SUBMITTAL PACKAGE

Bring your complete submittal package to the Development Review Center at 281 North College Avenue (southwest corner of College and Maple) including:
- signed application form;
- responses to the conceptual review comment letter;
- proposal plans;
- other applicable documents;
- review fees;
- sign posting fee; and
- APO (affected property owner) address labels and postage fee.

CITY OF FORT COLLINS DEVELOPMENT REVIEW PROCESS | 10
Last Updated March 2018
DEVELOPMENT REVIEW FEES

Engineering collects a transportation development review fee (TDRF). This covers review fees for Engineering, Transportation and Traffic.

Planning Services collects a separate development review fee which covers all other departments’ review of your proposal. See the fee schedule for more information. See detailed information on full development fees, including building permit fees.
STEP 5: PROJECT REVIEW

STAFF REVIEW

City staff has 3 weeks to review your proposal after you submit a formal application. A staff review meeting is set to go over comments with all reviewing parties present. You are invited and encouraged to attend this staff review meeting. Staff is looking for issues you must address before the public hearing. Any staff comments that conflict with another reviewing party are resolved at the meeting. Complex issues may require an additional meeting to resolve.

The staff planner determines whether your proposal is ready for a public hearing after one round of staff review or if a round of revisions would benefit the project prior to a public hearing. Most projects require at least one round of revisions with a second staff review meeting. Staff will provide you with a formal comment letter at the end of the week of your staff review meeting. A revision routing sheet will also be included in the letter if you will be submitting revisions for an additional round of review. Subsequent reviews take two weeks from the resubmittal date. Resubmittals are also scheduled by appointment only.

Small proposals or well-prepared plans may only require one round of staff before they are ready for a hearing.

Staff review time is shortened to two weeks (ten working days) is the proposal incorporates qualified affordable housing. Qualified affordable housing leases for no more than 80% of the adjusted median income (AMI). Contact a Social Sustainability at 970-221-6342 for information on incentives available when providing affordable housing.

Your staff planner will compile all comments and redlines into a packet you can pick up at the Development Review Center on the Friday afternoon or Monday morning following your staff review. Please arrange the logistics with your staff planner. Go to Step 6 if your proposal is ready for hearing. You will submit the standard submittal items for final plan review at Step 7.

REVISIONS

Contact the Development Review Center at 970-221-6750 to schedule a re-submittal appointment. Bring your complete submittal package to the Development Review Center at 281 North College Avenue (southwest corner of College and Maple) including:

- your responses to the staff review comment letter;
- plans per the revision routing sheet provided to you after staff review;
- any redlines you received after staff review; and
- any other applicable documents.

Contact your staff planner if you have any questions about combining items or about whether a requirement applies. Incomplete submittals are not accepted.

Reviewers receive your plans and review them individually to confirm the designs meet applicable standards and codes and resolve issues identified at staff review. Another staff review meeting is scheduled for the end of the review period where comments are shared among departments and to the applicant. You are again invited and encouraged to attend the staff review meeting. Staff may make comments identified as final plan comments. These do not need to be addressed prior to hearing but are offered so you are aware
of future revisions that are necessary. If you address these issues early on, you can potentially eliminate a round of review during final plan review if you can address these issues early on.

Your staff planner may contact you when there are small or isolated issues not necessitating full routing. You will work with only involved staff (keeping your staff planner in the loop) to resolve the issue(s) in casual meetings as needed.

Repeat Step 5 until staff determines your proposal is ready for a public hearing. There are two types of hearings, an administrative hearing (before a land use attorney) or a board hearing (before Planning and Zoning Board).

HISTORIC RESOURCES

Projects directly or indirectly impacting historic resources will also go to a Public Hearing with the Landmark Preservation Commission (LPC). You will be informed at your first staff review meeting if your project will need to go to the LPC. LPC reviews the project for neighborhood compatibility and the historic integrity of landmarked and eligible properties. The LPC will make a recommendation to the decision-maker to approve or deny the project. LPC review is complete before you can do to your public hearing, Step 6.
STEP 6: PUBLIC HEARING

INTRODUCTION

There are two types of public hearings for development review projects in Fort Collins. The existing zoning and proposed use determines which hearing a proposed project will go through. Article 4 of the Land Use Code lists permitted uses and hearing type by zone district. The same land use could go through different processes in different zone districts.

TYPE 1 HEARING

A Type 1 Hearing is also commonly referred to as an administrative hearing. A Type 1 hearing is a public hearing with a land use attorney from outside of Fort Collins acting as the decision-maker. The hearing officer reviews all project materials, including public comments, neighborhood meeting notes (if applicable) as well as staff’s recommendation based on the project meeting the parameters set forth in the Land Use Code.

The applicant and staff present the proposed project, followed by a public comment time. A decision is not made the night of the hearing for a Type 1 hearing. The decision-maker has 10 days to provide staff with written notice of the decision. Staff then communicates the decision to the applicant.

Type 1 hearings are almost always held at 281 N College Ave in a conference room. Projects expecting a high citizen turnout are sometimes moved to City Council Chambers for additional space.

TYPE 2 HEARING

A Type 2 Hearing has the Planning and Zoning Board (P&Z) acting as the decision-maker. The P&Z Board is made up of members of the public with experience in planning and development. The board is appointed by City Council and members are term-limited. The P&Z board reviews all project materials prior to the hearing, including public comments, neighborhood meeting notes, as well as staff’s recommendation based on the project meeting parameters set forth in the Land Use Code.

Type 2 hearings are held in City Council chambers. A Type 2 hearing operates in much the same way as a Type 1; the public can make comments about proposals, the applicant presents their proposal, and staff presents their findings. The P&Z Board either approves or denies a proposal the night of the hearing.

PUBLIC HEARING APPROVAL

This approval is also known as 'entitlement' or 'preliminary approval'. Most lending institutions look to see if you have this approval before approving any construction loans. There is a 10-day appeal period after the hearing when any party-in-interest may appeal the decision in accordance with the City Clerk's appeal guidelines. You may choose to proceed with final plan review at your own risk if there is little likelihood of appeal. You are officially ready to proceed with final plan review if no appeal is filed.
The applicant or a citizen at large can file an appeal regarding the decision made at a Type 1 or a Type 2 hearing. City Council hears all appeals. Please refer to the City Clerk’s office for appeal information.
STEP 7: FINAL PLANS

Note. Final Development Plan (FDP) only applies to projects going through the Project Development Plan (PDP) and Major Amendment (MJA) processes.

FINAL PLANS

Final Plans are the same set of plans you took to the hearing and a full utility plan set. The goal of final plan review is to get your plans 100% complete and ready for recording. Staff focuses on plan details including the final plat document, utility details, grading, public improvements and specific plant specifications during final plan review. Staff also reviews your responses to any remaining comments that you received prior to the hearing.

Create and assemble your submittal requirements using the final plan submittal and checklist. Each item on the submittal checklist is explained in detail in the submittal requirements. Please ensure you have the proper number of copies of each item and that all plans are folded properly. Your staff planner and engineer can customize a final plan routing sheet checklist for you or you may submit the standard number of copies listed on the submittal checklist. Some City staff and reviewing agencies have not seen your plans since you first submitted them. The final plan review submittal is bigger so all reviewers can see changes that occurred since the beginning.

Contact the Development Review Center at 970-221-6750 to schedule a submittal appointment. Bring your complete submittal package to the Development Review Center at 281 North College Avenue (southwest corner of College and Maple) including:

- signed application form;
- your response to any remaining conceptual review comments from before the hearing;
- complete full-sized set of plans, folded properly;
- any other applicable documents; and
- review fees (including TDRF and Final Plan Development Review fees).

Items must be submitted as separate documents because not all departments need to review all items. If you have questions about combining items or about whether a requirement applies, contact your staff planner before submitting. Incomplete submittals are not accepted. Your submittal is routed to all City departments and outside agencies to review it, just like during PDP. Final plans are discussed at staff review four weeks following the submittal date. Your staff planner or engineer can request a second round of final plan review or revisions if needed.

Final plans must be submitted within three years of preliminary approval. The proposal expires if final plans are not submitted within three years of approval. Proposals receive vested rights only after final plan approval.
STEP 8: FINAL PLAN REVIEW

FINAL PLAN REVIEW AND REVISIONS

City staff reviews final plans individually to determine if the designs meet applicable standards and codes, address any remaining comments, and resolve identified issues. The culmination of final review is a staff review meeting where we come together to share our comments with each other and with the applicant. You are invited and encouraged to attend the final review meeting. Final review will identify issues you need to address before plans are filed. Any remaining conflicting comments are resolved at final review.

Your planner will determine whether the plans are ready for recording at the end of final plan review. Most will need at least one round of revision review.

Your staff planner compiles all staff comments and redlines into a packet that you can pick up at the Development Review Center counter on the Friday afternoon or Monday morning following your staff review if it was determined that you need a revision round of review. The planner will also include a revision routing sheet indicating how many copies are required for resubmittal. Please arrange this with your staff planner. Comments from the revised final plans are discussed at a subsequent staff review meeting. This step repeats until staff determines the plans are ready to be filed.

Revisions are submitted at the Development Review Center by appointment. Contact the Development Review Center at 970-221-6750 to schedule a submittal appointment. Bring your complete submittal package to the Development Review Center at 281 North College Avenue (southwest corner of College and Maple) including:

- your response to the staff review comment letter;
- plans indicated on revision routing sheet provided after staff review;
- any redlines you received after staff review; and
- any other applicable documents.

Contact your project planner if you have any questions about combining items or about whether a requirement applies. Incomplete submittals are not accepted.

BUILDING PERMIT - PLAN REVIEW

Building Permit Plan Review can be happening concurrent to your Final Plan Review. Building permit review involves Building Services, Poudre Fire Authority, Stormwater, Engineering, and can include staff and agencies like Historic Preservation or Larimer County Health Department, Refer to our complete list of contacts.

Plan review times vary by application type. Minor residential construction/alteration permits generally have a 1-7-day turnaround time. Minor commercial projects generally take 2-4 weeks. All other permits requiring review generally have a 4-6-week turnaround time. Check the status of a building permit application online by searching for your project using your permit number. You can also call the Development Review Center at 970-221-6760.

There are no meetings for building permit plan review. Staff reviewers may contact you with concerns. Staff can indicate internally whether the project is okay to proceed or if it is awaiting revisions.
The project is released once all comments are addressed satisfactorily and you can pick up your plans and move to the next step. You have 90 days from when the project was submitted to pick up your redlined plans at the Development Review Center. You will then have a maximum of 180 days between picking up your plans and calling for your first inspection. Redlined plans are required for the inspector's use in the field.
STEP 9: SIGNING AND RECORDING

RECORD FINAL MYLARS

Your staff engineer or planner will let you know once all outstanding proposal issues are addressed and you are ready to print your final plans on mylar. You will need to make one copy of your planning set, one copy of the utility plan set and three copies of your plat, if applicable.

Mylars must be signed by the property owners and any off-site owners identified during staff review as signatories in the proposal (for example, neighbors for an off-site easement, ditch company representatives or railroad representatives) before they are submitted for final processing. The owner’s certification along with any other required signatures and notarizations must be made with a black or dark blue indelible pen such as a Staedtler Lumocolor or fine-point Sharpie. City staff will not sign the mylars until the owner’s certification is complete (this step verifies the owner is aware of the development proposal and agrees to abide by the conditions and restrictions described on the plans).

Mylars are delivered to your staff engineer for staff signatures after owner signatures are executed and notarized. The City Engineer and representatives from various utilities will sign the utility plans. The Planning Services Director will sign the planning set. If utility plans were not required and information was presented on a combined site, landscape, grading and detail plan, you will instead need to submit four paper copies of the signed site/landscape plan so each involved utility department will have a reference copy. This will eliminate potential problems with building permit issuance.

SIGN DEVELOPMENT AGREEMENT

Your staff engineer will draft the development agreement (DA) while the mylars are routed for City signatures. This agreement allows installation of all improvements in your development as required by the Land Use Code. The agreement will establish the extent to which both you and the City are to participate in construction costs for any public improvements. Final plan approval hinges on the complete execution of this document, so it is important that you work closely with your assigned staff engineer.

You begin the process by filling out the DA information sheet and return to your staff engineer. Drafting the document takes approximately two to three weeks, depending on the complexity of your proposal. You receive a copy for your review. Your staff engineer will make three copies and give them to you for original signatures if you approve everything. We will obtain all necessary City signatures after you have signed. An original signed copy is returned to you for your records.

We will return signed plans and the signed DA to you for copying. We will need one set of utility mylars for our files, in addition to seven wet stamped paper copies for routing to various departments.

VESTED RIGHTS

The project has vested rights to build once final plans are filed with the City and County Clerk’s offices for a period of three years. The applicant must undertake, install and complete all engineering improvements (water, sewer, streets, curb, gutter, street lights, fire hydrants and storm drainage) in accordance with City codes, rules and regulations within three years following final plan approval or site-specific DA conditions. The applicant must complete all public improvements for the project or forfeit vested rights. The Planning Services Director may grant extensions. Refer to Land Use Code Section 2.2.11(D) for further information.
STEP 10: SITE PERMITS AND INSPECTIONS

DEVELOPMENT CONSTRUCTION PERMIT

A Development Construction Permit (DCP) is required for all public infrastructure improvements that, upon completion, the City will own or maintain. The DCP facilitates the transition from development review completion into project construction. Your staff engineer coordinates this step.

You will submit paperwork, pay fees and attend a coordination meeting. You will also need to fill out a Project Quantities and Cost Estimate spreadsheet. This spreadsheet calculates two important numbers: the total public infrastructure cost for infrastructure security to be bonded or secured with a letter of credit (LOC) and the inspection fees, which you will pay with cash or check made out to the City of Fort Collins. A City Development Construction Inspector reviews and approves the spreadsheet.

Your staff engineer invites the City’s Chief Construction Inspector and representatives from all the public and private utilities involved in the project to a DCP meeting. You and/or your contractor and all the various utilities will ask questions about the upcoming construction and ensure both sides have a clear path forward.

Your staff engineer issues your DCP after we receive the bond/LOC, inspection fees, and other fees or security required by other city agencies such as erosion control security. All public infrastructure is constructed and in place prior to the issuance of a building permit.

SITE INSPECTION

The Development Inspector inspects underground utilities, curb and gutters, sidewalks, roadways, and storm facilities (anything the City will inherit) as they are constructed (first wet, then dry). Outside agencies like the utility districts, Xcel, Century Link and Comcast inspect their facilities concurrently. An Initial Letter of Acceptance is drafted and project is released for issuance of building permit after all work is improved.
STEP 12: BUILDING PERMIT REVIEW

SUBMITTAL REQUIREMENTS

Submittal requirements vary based on the type of project. Refer to Building Services for a list of requirements necessary for your project.

BUILDING CODES AND STANDARDS

All construction within the City of Fort Collins must comply with the most recent iterations the following building codes in addition to their local amendments:

- International Building Code;
- International Residential Code;
- International Energy Conservation Code;
- International Mechanical Code;
- International Fuel Gas Code;
- International Plumbing Code;
- National Electrical Code;
- International Property Maintenance Code;

Please refer to the list of Building Services codes and standards.

PERMIT APPLICATION AND FORMS

You will submit two complete sets on construction plans when you apply for a building permit. Plan Review fees are collected for any project valued over $3,000. Some permits can be issued “over-the-counter” for minor work which does not involve a formal plan review. See the “over-the-counter” permit application for work falling into this category. All permit applications are available in person at the Development Review Center at 281 N College Ave an online through Building Services.

Permits are also required for any commercial or residential demolition. Check with Historic Preservation prior to seeking a demolition permit if the building(s) proposed for demolition is 50+ years old.

PERMIT FEES

Permit fees vary on the type of work performed. You can estimate the cost of your permit fees on the Building services webpage.
ISSUANCE

You are ready to pick up your permit after your permit application has been approved by all reviewing departments and applicable outside agencies. You can check the status of your permit application approval online or by calling Development Review Center at 970-221-6750.

Come to the Development Review Center at 281 North College Avenue to pick up your permit. Any remaining fees are due now. Counter staff will also check if your intended contractors are licensed, insured, and in good standing.

You are given the original permit as well as an inspection card. You also get a copy of your plans with staff comments and any necessary changes clearly marked.

You should post the building permit on the premises, along with your set of plans, for your building inspection.

GREEN BUILDING

The City of Fort Collins adopted aggressive climate goals with the goal of becoming a climate-neutral community by 2050.

Green Building is always encouraged for new construction and redevelopments. A green built environment includes all components of a site, including buildings, site features, transportation, energy, water, green space, and sustainable development. The City has adopted local Green Building Code Amendments. You are encouraged to consider these in your design and site development. Residential and commercial projects each have their own set of amendments.

CONTRACTOR LICENSING

Please refer to Building Services Contractor Licensing webpage for the most up to date information.
STEP 13: BUILDING AND SITE INSPECTIONS

Building inspections are required as part of the building permit process. Inspections identify potential problems with construction. Inspectors will provide a knowledgeable and professional overview of the construction work and confirm all necessary changes are complete. This helps ensure the health, safety, and welfare of future occupants.

The inspections vary depending on the type of permit you obtain. Generally, inspections must be done within 180 days of receiving your permit. This ensures we can close out a permit that only requires a final inspection or to keep an existing permit active for those that require multiple inspections.

Over-the-counter permits only require a final inspection, except for basement finish permits which have multiple inspections. Permits for new construction, alteration, and remodel projects require multiple inspections, outlined on the permit.

Your structural engineer inspects footings and foundation work (including damp-proofing, soils, perimeter drain, etc.). City inspectors check water and sewer connections and electrical connections. Outside agencies inspect gas and other utility connections. See the full list of components that your inspector will review, if applicable to your project.

You will need to get your rough electrical, rough plumbing, rough mechanical and/or framing inspections (whichever apply to your project) within 180 days of permit issuance. You may then need to get an insulation inspection if this applies to your project. Final inspections are scheduled at the time when construction, as shown on the approved plans, is complete and all other required inspections are approved. Contact the Development Review Center at 970-221-2740 for more information.

Call 970-221-6769 to schedule an inspection the day before you want the inspection performed. You will get a voice recording asking you for your address, permit number and the type of inspection you are seeking. A homeowner may request a morning or afternoon inspection, as well as a two-hour block of time, where they can be home to meet with the inspector. The inspection will take place on the following business day. Any inspections requiring the inspector to enter a home or building must have someone 18 years or older present during the inspection. You can call 970-221-2740 if you have questions or need more information.

You are responsible for providing access for inspections, including:

- Ensuring that the components are readily visible and not concealed or permanently covered; and
- Ensuring that access is readily available by temporary stairs, ladder, or other necessary means to perform the inspection.

If an inspection is requested for a sprinkler permit and you pay your water bill to the City of Fort Collins, contact 970-416-2249 to schedule your inspection.

If you pay your water bill to ELCO Water District or Fort Collins-Loveland Water District, arrange to have a
backflow test done and then provide your backflow test results to Building Services. This will satisfy the inspection requirements for your permit so it can close.

**SITE AND LANDSCAPE INSPECTIONS**

Zoning, Engineering, and Stormwater will inspect the site and landscaping to determine if they were installed per the approved landscape plans and specifications before releasing any funds held in escrow.

Environmental Planning will also conduct landscape inspections once per year for three years if your project contained a natural habitat buffer zone.

**CERTIFICATE OF OCCUPANCY (CO)**

Your project will go through one last round of review and final inspection prior to the issuance of a Certificate of Occupancy (CO) or Letter of Completion. A CO is required prior to occupying the building for all new buildings. A Temporary Certificate of Occupancy (TCO) can be issued pending minor remaining items awaiting completion or where only portions of the building are complete in specific cases., A Letter of Completion is used for building alterations and projects which do not significantly add to the building space.

Once construction is substantially complete, Schedule times with City Inspectors to review final approved plans and a final inspection. Outside agencies also perform final inspections.

City Inspector Roles:
- **Building** - structure, plumbing, electrical, and mechanical finals
- **Engineering** - curb, gutter, sidewalks, utilities (check for construction damage)
- **Stormwater** - grading, floodplain, erosion, soil preparation
- **Water/Wastewater** - backflow, meters
- **Zoning** - parking, setbacks, landscaping

Non-City Inspectors:
- **Poudre Fire Authority**
- **Larimer County Health Department**

Once the final inspections and reviews are performed and approved, You may request your Certificate of Occupancy or Letter of Completion after final reviews and inspections are complete. **There are several documents you must submit as a final step for new construction.**