



# Development Construction Permit (DCP) Guide

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## FREQUENTLY ASKED QUESTIONS

### WHAT IS A DCP?

A Development Construction Permit (DCP) is required in order to coordinate the transition from completion of the development review process to the beginning of the construction process. It allows for the commencement of construction of an approved Development Plan.

### WHO NEEDS ONE?

A DCP is required for all development projects that are constructing public infrastructure improvements that, upon completion, will be owned or maintained by the City. Examples of public infrastructure include City water or sewer mains, public streets, public sidewalks, and public drainage facilities, among others. *Your Development Review Engineer will notify you during review of your Development Plan if your project requires a DCP.*

### WHEN WILL IT BE ISSUED?

A DCP will be issued after the project completes the Development Review Process, the plans are recorded, and all documents, escrows, and fees for the project are finalized, approved and paid.

### RESOURCES:

Development Review Engineering: <https://www.fcgov.com/engineering/devrev.php>,  
[EngDevRev@fcgov.com](mailto:EngDevRev@fcgov.com)

Development Review Coordination: [DRCoord@fcgov.com](mailto:DRCoord@fcgov.com), 970.221.6689

## STEP 1: APPLICATION

### HOW TO APPLY:

The DCP application can be found on the Engineering Development Review [webpage](#). It can also be provided directly by your Development Review Coordinator, at the request of the developer, during review of the Final Development Plan (FDP).

### WHEN TO APPLY:

You may submit the DCP application when your Development Plan is ready for final approval. You may also wait until after final approval, as long as you submit the DCP application, receive your DCP, and complete all work associated with the DCP before your project's three-year vesting period expires.

### COSTS:

Permit Fee of \$2,425 paid at the time of application/submittal for the DCP.

Payments can be made by check or credit card.

- **Check:** Make payable to **City of Fort Collins**. Mail to the Development Review Center, 281 N College Ave, Fort Collins, CO 80524, OR place in the blue drop box located at the west side of the building.
- **Credit Card:** Would be processed over the phone. Credit card payments include a convenience fee of 2% + \$0.25 added to all payments under \$2,500.00, and 2.75% added to all payments over \$2,500.00.

### SUBMITTAL:

- DCP application form and permit fee
- A copy of the approved utility plan
- A proposed project schedule (when you plan to begin grading and installation of public infrastructure)
- Project quantities and cost estimates for all public improvements to be constructed, as well as all private improvements that are required to be inspected by the City
- Additional items as required by the Development Review Engineer. *If you have any questions about the submittal requirements, please reach out to your Development Review Engineer. All application materials should be electronic.*

## STEP 2: DCP MEETING

### SCHEDULING:

A DCP meeting (coordination prior to on-site pre-construction meeting) is required for all projects that will be issued a DCP. Before scheduling the meeting, please work with your Development Review Coordinator to ensure that all materials for your Development Plan and DCP Application have been finalized. All DCP meetings are held on Wednesday afternoons. In order to schedule a meeting, the [Submittal Package](#) needs to be received by your Development Review Coordinator by noon on Tuesday, at least one week prior to the anticipated meeting date (eight calendar days).

A complete application does not guarantee a specific meeting date, as there may be previously scheduled meetings. Your Development Review Engineer will schedule the meeting for you, based on the meeting dates that are available.

If the meeting was held more than six months in advance of the issuance of the DCP, another meeting may be required, at the City's discretion.

### ATTENDANCE:

The following people from the applicant team are required to attend:

- Project Manager
- Project Engineer
- Developer
- Architect/Land Planner
- General Contractor (or if there is no General Contractor, representatives for each contractor)

City staff and utility representatives will also attend.

## MEETING AGENDA:

Your Development Review Engineer will facilitate the DCP meeting. The applicant team will have an opportunity to introduce themselves and summarize the project, and then City staff from various departments will explain their requirements for the construction process. This will include best practices and inspection schedules for erosion control, LID features, materials recycling, and more. All attendees will provide their contact information, and after the meeting, the Development Review Engineer will send out a list with everyone's contact information. At that point, the applicant team (in particular, the contractor) will schedule an on-site pre-construction meeting with any City staff and utility representatives who would like to attend. *Please note that the Building Permit process is completely separate from the DCP process. If your project requires a DCP, you will not receive Building Permits until after you have completed all work associated with your DCP. If you have questions about Building Permits, please contact Building Services at [buildingservices@fcgov.com](mailto:buildingservices@fcgov.com) or visit their [webpage](#).*

## STEP 3: PERMIT ISSUANCE & EXPIRATION

### COSTS:

#### Construction Inspection Fee

- This fee is for the inspection of improvements that will be constructed in the public right-of-way or within easements, as shown on the approved utility plans. Any revisions to the plans that create additional items of inspection will require fees to be paid at the time the revisions are approved.
- The fee is determined from the "Project Quantities and Cost Estimate" spreadsheet provided by the applicant with the DCP application. The format for this is provided on the Engineering Development Review [webpage](#).

#### Development Security for Maintenance and Repair Guarantees

- Prior to issuance of the DCP, the developer shall provide a development bond, letter of credit, performance bond, or other security to assure that the infrastructure will be completed as planned and maintained/repaired as required. Newly constructed streets and related infrastructure will carry a two-year (2) Maintenance Guarantee and a five-year (5) Repair Guarantee covering design or construction defects. City of Fort Collins required bond and letter of credit templates are available on the Engineering Development Review [webpage](#). The City only accepts bonds and letters of credit that follow these templates.

## Other Fees and Escrows

- Departments other than Engineering may also require inspection fees and/or escrows. Your Development Review Coordinator can help you determine which departments will require additional fees and escrows.

## ISSUANCE:

The following must be delivered to the Development Review Coordinator prior to the DCP being issued:

- Utility plans signed and two (2) paper copies received by the Engineering Department
- Development Agreement signed by the applicant
- Plat signed and ready for recording with Larimer County
- Larimer County Recording Fees for Plat, Development Agreement, and any other documents needing to be recorded with the County
- Construction Inspection fees paid
- Development Bond and/or Security for Maintenance and Repair Guarantees provided and approved
  - \*Any other escrows and fees required by other departments are due at this time.*
- Any other requirements of the permit
- Applicant(s) signature on the permit

## EXPIRATION:

60 days from the date of issuance, the permit shall expire if construction has not commenced and is not ongoing per the schedule. **The permit fee will be forfeited** upon expiration, at which time a new DCP application must be submitted. Contact the Development Review Engineer for a new application. All requirements for a new application shall be met as if it were a new permit.

One year from the date of issuance, if the infrastructure is not completed, an extension of the DCP of up to 6 months may be granted. Application for an extension must be applied for at least two weeks prior to the expiration of the DCP. The Renewal Application fee is \$100. If the permit expires and infrastructure improvements remain, construction work must stop and you must apply for a new permit. The new permit is subject to all submittal requirements and permit fees.