

Development Review

Final Recordation Phase

Final Recordation Phase approval is the final review to ensure compliance with the City's requirements. At the conclusion of this review the City will record the Mylar drawings which have been submitted and the applicant will be finished with the Development Review – Site Plan Review permitting process.

The Final Recordation Plan may be submitted once all of the Formal Phase comments have been addressed and resolved. Final phase plans will be checked against the Recordation Submittal Requirements by the Case Manager immediately upon receipt. If the plans do not meet the expectations for submittal, they will be returned, un-reviewed.

Project Submittal –

All Final Recordation Plans must be submitted directly to the Case Manager. There is no additional fee for submittal of the final plan.

Review – Final Recordation Plans are distributed to the appropriate City reviewing agencies. Approval sheets are circulated to appropriate reviewing agencies for signatures. There are two approval sheets, one for the Department of Public Works (Engineering, Survey, Construction, Transportation and Wastewater Management Divisions) and one for all other reviewing agencies. The approval sheet for the Public Works Department is circulated by the Engineering Division. The approval sheet for all other reviewing agencies is circulated by the Community Planning Department.

The Public Works approval sheet can not be completed until the fees required by the DES fees have been paid. (Contact the Public Works Plan Review Services Counter at 720-865-2782 for additional information concerning these fees). In addition, the following documents, if required, are signed by the owner and returned to and approved by the appropriate Public Works divisions:

1. Transportation Engineering Plan (TEP).
2. Storm and Sanitary Sewer Construction Plans (if required).
3. Right-of-Way Dedications (if required).
4. Street or Alley Vacations (if required).
5. Declaration or relinquishment of easements (if required).
6. Other approvals as determined by Public Works at the Conceptual Review meeting.