



Location and Extent Review Application Guide & Checklist

Economic & Community Development Department
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PURPOSE

The Location and Extent review process affords the City an opportunity to review projects proposed by public or quasi-public entities. This includes publicly or privately-owned utilities, charter and public schools, transportation districts, and special districts where funding is provided by taxpayers and considered to be political subdivisions of the state.

The purpose of the Location and Extent review is to evaluate the proposed project in relation to applicable goals and policies of the adopted Glenwood Springs Comprehensive Plan, and to discuss the City's reasonable expectations for land use and development within the city.

REVIEW PROCESS

All Location and Extent reviews require an application and public hearing before the Planning and Zoning Commission following the process outlined below. In reviewing your proposed project, the Planning Commission considers whether your project –

- a. Is consistent with the Comprehensive Plan and other City plans and policies;
- b. Is consistent with the general purpose and intent of this Code; and
- c. Minimizes adverse impacts to the health, safety, and welfare of the inhabitants of the surrounding areas and of the city.

1. Pre-application Conference. Contact one of the planners in the Community Development Department prior to submitting your Location and Extent application. We will discuss the review procedures, application requirements, application deadlines, and the City's goals, policies, and development standards as they relate to your proposed project.

At least 10 days prior to your scheduled conference, please submit one electronic copy of the following items:

- a. A completed Planning Application. The application is available [here](#), or on the City's website at www.cogs.us. It is in "Forms, Permits & Applications" on the Community Development Department page.
- b. A written description of the proposed project.
- c. Conceptual drawings showing the location, layout, and primary elements of the proposal.

d. Proposed uses, location of uses, and densities.

- 2. Prepare Your Application.** During the pre-application conference you will receive a checklist of information that we will need to process your request. This information constitutes your application and may include any, or all the information found on page 5 of this guide.

Please be aware that City staff and the Planning and Zoning Commission will evaluate your application based on how well it demonstrates compliance with the City's goals, policies, and plans. Additionally, staff will also evaluate your project for compliance with the City's Engineering Standards if your project involves grading/excavation or building construction.

You may review the Comprehensive Plan on the City's website by clicking [this link](#). The Engineering Standards are located [here](#), or on the Engineering home page at www.cogs.us. Other approved plans also can be found on the City's website under the individual department pages. Community Development staff will help guide you to plans and policies that may be applicable to your project.

- 3. Submit Your Application.** Submit an electronic copy of your completed application to the Community Development Department at least 6 weeks prior to the date that you want your item heard before the Planning and Zoning Commission. Within 5 business days of your submission, Community Development Department staff will review your application to determine whether it is complete. If it is incomplete, we will contact you with a list of the information needed to complete your application. You are encouraged to submit your application well in advance of the deadline to allow you time to supply any missing information. Submissions of missing information after the deadline may result in your application being delayed to a future Planning and Zoning Commission agenda.
- 4. Provide Additional Copies.** After Community Development Department staff deems it complete, you will be asked to supply a final, complete electronic set of your application materials as well as paper copies for distribution to the City's reviewing departments and outside agencies. The number of paper copies can vary depending upon the scope of your application. The paper format of your submission may vary. If your application includes any full-sized plan sheets, we may request submission on 11" x 17" or 24" x 36" size paper.
- 5. Complete Public Notices.** Your application requires that you formally notify the public of the time, date and purpose of your hearing before the Planning and Zoning Commission. You are required to post your property with a placard, submit a legal notice for publication in the local newspaper, and mail your notice to property owners within 300 feet of the outside boundary of your development parcel. Staff will review these requirements and will provide you with a packet of information that includes the deadlines for completing each form of public notice. This is a time-sensitive process. Deficient public noticing may delay your hearing.

- 6. Agency Referral and Review.** During the 6-week period between your application submittal and your hearing, staff will distribute copies of your application to our “reviewing agencies” which consists of various City departments, City boards and commissions, and outside agencies such as the Colorado Department of Transportation, and gas and telephone companies. Community Development Department staff relies on these agencies to review your application and comment on any issues or concerns that they may have relating to your project. You will receive copies of agency comments and will have an opportunity to respond, if need be. In some instances, agency comments may cause you to revise your project. Staff will include these comments in the packet of information that is distributed to the Planning and Zoning Commission.
- 7. City Department/Applicant Development Review Committee Meeting.** Generally, three weeks prior to your public hearing you will meet with City Departments, and planning staff to review and discuss their preliminary comments about your project. Following this meeting, you may be required to revise your plans to respond to specific requests or suggestions made by staff. If significant, substantive changes are necessary you will be required to submit a new application in which case your hearing will be postponed.
- 8. Staff Review & Report.** Toward the end of the 6-week review of your application materials, Community Development Department staff will prepare a report for the Planning and Zoning Commission meeting that analyzes how your project meets the Municipal Code, the City’s goals, policies, and plans, and any other pertinent information. The report will include a staff recommendation of approval, denial, or continuance of your application. If staff recommends approval, usually there also will be a list of recommended conditions. Staff will complete the report no later than the Friday afternoon prior to the hearing. You will receive a copy, usually via email. Make sure that you read the report and review the listed conditions, if there are any. Staff will also distribute the report, a complete copy of your application, and agency comments to the Planning and Zoning Commission for its review.
- 9. Requesting a Continuance.** If, after reading the staff report, you wish to continue your application to the next month’s Planning and Zoning Commission meeting to correct deficiencies or clear up issues in the application, you will need to submit a letter to Community Development Department staff requesting continuance of your hearing. If you do this, you will not need to appear at the meeting or redo your public noticing, and no comments will be made by the City or public regarding your application at the hearing.
- 10. Planning and Zoning Commission Hearing.** Staff will provide you with a copy of the meeting agenda no later than the Friday before your hearing. Applications are scheduled on the agenda based on the order in which they are received. You or your representative are required to attend your public hearing.
- 11. Post-approval.** After you have satisfied any applicable conditions of your project’s approval, Community Development Department staff will work with the City’s Legal

Department to prepare a Development Agreement which memorializes your project approval. You will receive the draft Agreement for your review and signature after which your staff planner will collect the required city signatures. Once the document is fully executed, you will receive a copy for your records.

12. Post-approval Plan Modifications. Please make sure that your plans reflect how you intend to use or develop your property. After your application has been approved, if you want to make significant changes you may be required to formally amend your application which involves additional hearings before the Planning & Zoning Commission.

PUBLIC MEETING PROCEDURES

The public hearing format is as follows:

1. Staff Presentation. Staff will provide the Commission with a summary of your project and an analysis of how it meets or differs from the Municipal Code and other city plans and standards.
2. Questions of staff by the Planning and Zoning Commission.
3. Applicant Presentation. This is your opportunity to present any additional information about your project to the Commission. You can mention points where you disagree with staff, present anything important that you felt that planning staff left out, present any new information that you have, or present any other information directly pertinent to the application. Out of respect for the Commission and other applicants, please keep presentations very brief. If you have no additional important information to add to staff's presentation, you may state this.
4. Questions of the applicant by the Commission.
5. Public Comment. The Commission Chair will open the meeting to public comment.
6. Applicant response to public comment. After hearing from all members of the public, the Chair will close the public portion of the meeting and allow you the opportunity to refute or address any statements provided. At this time, the Commission may also ask staff for clarification of any points of fact.
7. Motion for action on the application, discussion among the Commissioners, and a decision.

Display of documents at the meeting. You may use the Council Chambers computer to display any documents or to provide the Commission and Council with a prepared presentation. We recommend that you bring your materials on a flash drive.



Location & Extent Review Application Checklist

For office use:
 Pre-application Meeting Date: _____ Planning File #: _____
 Applicant: _____ Lead Planner: _____

This checklist notes the materials that the City will need to process your location & extent application. This information constitutes your application. Failure to provide the required materials on or before the application deadline will delay your application.

Materials to be Provided by Applicant								
Submittal Requirements		Paper Copy – number and format			PDF	Notes	Required Submission (√)	Submitted by Applicant (√)
		8 ½ x11	11 x 17	24 x 36				
1	Planning Application – completed in full and signed by applicant and all property owners of record	√			√			
2	Ownership - provide proof of ownership such as Deed of Trust, Warranty Deed or Quit Claim Deed. Title commitment will not suffice	√			√			
3	Public Noticing – signed and notarized affidavit proof of public notice including mineral estate owner notification	√						
5	Project Description – narrative describing the project and addressing how the application meets the Location & Extent approval criteria in 070.060.050(d)	√			√			
6	Site Improvement Survey	√		√	√			

Materials to be Provided by Applicant								
Submittal Requirements		Paper Copy – number and format			PDF	Notes	Required Submission (√)	Submitted by Applicant (√)
		8 ½ x11	11 x 17	24 x 36				
7	Utility Can & Will Serve Letters – provide letters submitted from public and/or private utility companies that will serve the proposed development.	√			√			
8	Complete Plan Set including:	0	1	1	√			
	Cover Sheet							
	Site Plan							
	Preliminary Grading Plan							
	Conceptual Architectural Plans							
	Preliminary Landscape Plan							
	Sample materials board							
	Lighting Plan							
9	Engineering Reports including:	2	0	0	√			
	Preliminary Traffic Impact Analysis or Letter – the level of documentation required depends on the location of the property and the type of development proposed							
	Preliminary Soils & Geotechnical Report							
	Drainage Letter or Study – level of information required depends on the project location, size and type of development. Refer to Engineering Standards							
10	Fee	\$ _____				Cash, check or credit card. Check payable to the City of Glenwood Springs		

Materials to be Provided by Applicant								
Submittal Requirements		Paper Copy – number and format			PDF	Notes	Required Submission (√)	Submitted by Applicant (√)
		8 ½ x11	11 x 17	24 x 36				
11	Other Materials (list other materials that will be required)							