



Pre-Application Summary

Project Name:	Summit Pointe Duplexes – PRE24-0008
Date:	Wednesday, March 13, 2024
Project Planner:	Jacob Kasza, Senior Planner (jpkasza@westminsterco.gov)
Staff Contacts:	Stephanie Ashmann, Landscape Review (sashmann@westminsterco.gov) Mikele Wright, Engineering Review (mwright@westminsterco.gov) Heath Klein, Transportation/Traffic Review (hklein@westminsterco.gov) Alexander Gan, Public Works Review (agan@westminsterco.gov) Drew Beckwith, Tap Fees (dbeckwit@westminsterco.gov) Lynn Tennant, Building Review (ltennant@westminsterco.gov) Hilarie Watters, ODP Inspector/LPIA (hwatters@westminsterco.gov) Heather Otterstetter, Environmental/Erosion Control (hotterst@westminsterco.gov)

Dear Development Team:

Thank you for introducing your project to our staff and allowing us to provide you with initial feedback on your project proposal. Below you will find important information, comments, and suggestions intended to help successfully guide your project through the review process. The information contained in this document is intended to supplement redlined comments embedded in your submittal documents by our Review Team and supporting documents uploaded to e-Trakit.

Please note that Pre-Application reviews automatically expire 6 months after the date of the Pre-Application Meeting if a formal application request is not submitted. If a concept plan review is required, this step must be completed prior to submittal of your development application(s). A formal submittal must be made within 6 months of the concept plan review meeting date. Please don't hesitate to contact your Project Planner with any additional questions or concerns.



Process and Planning Fees

Review Timing:	See Development Review Resources page for detailed timeline
Plan Submittals Needed:	Preliminary Development Plan and Official Development Plan
Concept Review Required:	Yes
Neighborhood Meeting Required:	Yes
Public Hearing(s) Required:	Yes - Planning Commission and City Council
Planning Review Fee:	PDP - 1st Submittal - \$350.00 x sq rt of acres ODP - 1st Submittal - \$400.00 x sq rt of acres
Public Land Dedication Fee:	Not Required - Land was previously dedicated or cash-in-lieu fee was paid
School Land Development Fee:	Required - School district will advise the City on preference of physical land or a cash-in-lieu fee - See WMC 11-6-8(F)
Public Art Fee:	Not required
Park Development Fee:	Required - A cash-in-lieu fee is due per WMC Section 11-6-8(B)

General Site Information

Comprehensive Plan Designation:	Residential Medium Density
Zoning:	PUD - Planned Unit Development
Subdivision Name:	Summit Pointe at Briar Heights Subdivision – Filing No. 2
Urban Renewal Area:	No - site not located in urban renewal district.

Additional Comments

Applicable Design Standards: (see links below)	Single-Family Attached Residential Design Standards
	Landscape Regulations
Landscape and Private Improvements Agreement (LPIA) Required:	Yes, LPIA is required. See Section XV of the WMC - Landscape Regulations and Section 11-6-4 (A) WMC.
Engineering Recoveries Required:	No - Recovery fees are not required at this time.
Utility Undergrounding Required:	N/A
Public Improvements Agreement Required:	Yes - Public improvements will be required. See Section 11-6-4 WMC.
Surety Required:	Yes - Surety will be required as part of this project. See Section 11-6-4 WMC.
Separate Irrigation Tap Required:	Yes - separate irrigation tap will be required.



Reclaimed Waterline Required?	N/A
Sufficient information provided to calculate water tap fees?	Yes - Sufficient information provided. Please see estimates on redlines.

Building Division Comments

- 1) Use 2021 IBC.
- 2) Use 2023 NEC.
- 3) Use 2009 ANSI.
- 4) Submit an envelope comcheck as part of the building permit submittal.
- 5) Look [online for any City amendments to building codes.](#)

OTHER RESOURCES:
(Links from the City's Website)

[Concept Plan Review](#)

[Develop in Westminster Webpage](#)

[Development Review Resources](#)

[Landscape Regulations](#)

[Water and Sewer Tap Fees](#)

[Neighborhood Meeting and Mailer Information](#)

Project Submittal Tutorials

[eTRAKiT login video tutorial](#)

[eTRAKiT applying for projects tutorial](#)

Online Permit Manager User Manual

[eTRAKiT user manual](#)