



Pre-Application Summary

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| Project Name: | Uplands Parcel C-1: Comprehensive Plan and PDP Amendment (PRE24-0010) |
| Date: | Wednesday, March 27, 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) Andie Murtha, City Open Space/Parks Review (amurtha@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

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| Review Timing: | See Development Review Resources page for detailed timeline |
| Plan Submittals Needed: | Comprehensive Plan Amendment and Preliminary Development Plan Amendment |
| Concept Review Required: | Yes |
| Neighborhood Meeting Required: | Yes |
| Public Hearing(s) Required: | Yes - Planning Commission and City Council |
| Planning Review Fee: | Comprehensive Plan Amendment - \$500.00 PDP - 1st Submittal - \$350.00 x sq ft of acres |
| Public Land Dedication Fee: | Not Required |
| School Land Development Fee: | Not Required |
| Public Art Fee: | Not required |
| Park Development Fee: | Not Required |

General Site Information

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|---------------------------------|--|
| Comprehensive Plan Designation: | Commercial Mixed Use |
| Zoning: | PUD - Planned Unit Development |
| Subdivision Name: | Uplands Filing No. 3 |
| Urban Renewal Area: | No - site not located in urban renewal district. |



Additional Comments

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| Applicable Design Standards: (see links below) | Retail Commercial Design Guidelines |
| | Landscape Regulations |
| Landscape and Private Improvements Agreement (LPIA) Required: | N/A |
| Engineering Recoveries Required: | N/A |
| Utility Undergrounding Required: | N/A |
| Public Improvements Agreement Required: | N/A |
| Surety Required: | Other |
| Separate Irrigation Tap Required: | N/A |
| Reclaimed Waterline Required? | N/A |
| Sufficient information provided to calculate water tap fees? | N/A |

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](#)