

## Site Development Review Process

### STEP 1 – PRELIMINARY CONCEPT REVIEW:

- Development Plan Review Pre-Application Conference
  - This conference is an informal review of the proposed project intended to introduce the project, identify possible significant issues and existing conditions ahead of the plan submittal.
  - Planning, Public Works, and Building department staff will participate and review the site plan or preliminary plans of the project to identify impacts and/or conflicts with City utilities (water, sewer, electric, stormwater), City rights-of-way, and existing adjacent developments.
  - The City can hold additional pre-application meetings as needed to provide input as documents are being generated.

### STEP 2 – PERMIT APPLICATION:

- Upon completion of Preliminary Concept Review the applicant shall submit the following for City review:
  - Permit Application Package Submittal will include:
    - ✓ Building Permit Application
    - ✓ Authorization of Agent Form –(if applicant is not property owner)
    - ✓ Site plan including structures, parking and access, snow storage, roads, utility connections, stormwater, and all easements.
    - ✓ Existing and proposed topography shown at 1' contour intervals
    - ✓ Civil Drawings, that includes:
      - Existing Conditions;
      - Overall Utility Map and detailed plans for water, sewer and electric;
      - Stormwater Plan, including a table of assumptions and calculations sizing mitigation measures;
      - Grading Plans; and,
      - Road Plans and Profiles.
    - ✓ Narrative describing utility impacts including flow calculations, electric demand, and wastewater volume.
    - ✓ Written narrative describing the project, if necessary to explain project.
    - ✓ Landscape plan.
    - ✓ Building Plans including exterior elevations and materials of buildings planned for the site.
    - ✓ Mechanical, Electric, and Plumbing Engineered Drawings (if applicable)
    - ✓ Fire Suppression and Fire Alarm Plans – shall be submitted directly to the City of Gunnison Fire Department for review and approval. These plans shall be considered deferred submittals and may be accomplished after final Plan Submittal and issuance of a Building Permit.
    - ✓ State or federal agency approval (if applicable). CDOT or other agencies.

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- ✓ Right-Of-Way Work Permit (if applicable). A Right-of-Way Work Permit is required for any work within the City Right-of Way (ROW) that does not change the function or use of the ROW.

### **STEP 3 – PLAN SUBMITTAL COMPLETENESS REVIEW:**

- The City will review the submittal and notify, in writing of any missing information required.

### **STEP 4 – PLAN REVIEW (Applicable Building, Land Use, Utility, Technical Code Compliance):**

- The City will review and respond to the Plan Submittal. If necessary, the response will include a comprehensive list of comments and questions for clarification as well as a list of deficiencies with justification.

### **STEP 5 – FINAL PERMIT PACKAGE FOR APPROVAL:**

- Submit a revised Plan Submittal with a document indicating all changes made to address items that were previously identified by the City in the plan review process.

### **STEP 6: PERMIT ISSUANCE:**

- The City will respond to the revised submittal with issuance of a building permit or justification for rejection. Building permit fees are due at issuance of Building Permit.