

Chapter I- Overview

Development Process

The Town of Castle Rock's land use and development is guided by the Vision 2020 and the Comprehensive Master Plan. The Town's zoning and land uses are regulated either by individual Planned Developments and their associated Zoning Regulations (see PD Zoning Map) or by straight zoning in the central portion (see Zoning Map). If a property is straight zoned, the land uses and development standards are outlined in Chapters 17.18 through 17.30 of Title 17 of the Town's Municipal Code. If a property is currently in unincorporated Douglas County, but adjacent to the Town's boundary, the owner may submit a petition for annexation. Planned Development or Straight Zoning occurs concurrently with annexation.

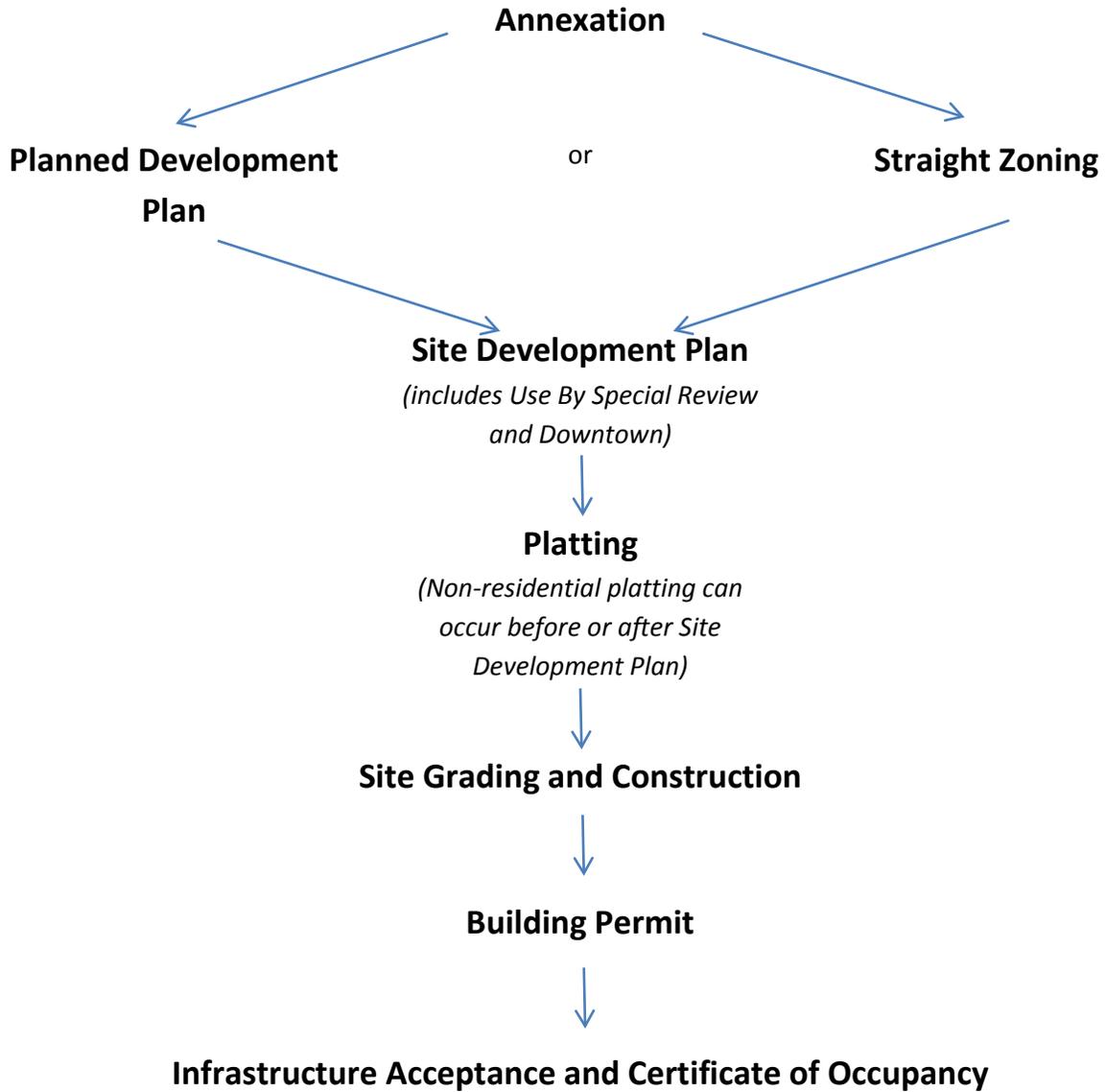
The Town's annexation procedures are in Title 20 of the Municipal Code. The zoning and development plan procedures are in Title 17 of the Code, and the subdivision platting regulations are in Title 16. The Land Development General Design Principles (Chapter 17.10) apply to all stages of development within the Town.

Properties that are already in the Town must be developed consistent with their zoning or Planned Development, or an Amendment to the Planned Development Plan or Zoning Regulations must be proposed and approved. Site Development Plans must be approved prior to any commercial or residential development. An Amendment to a Site Development Plan is required for redevelopment, new buildings, building additions, or site improvements. Unplatted properties must have a Plat approved prior to any Building Permits or infrastructure Construction Permits. Prior to building permits for properties in Downtown Castle Rock or the Craig and Gould neighborhood proposals must go through approval with the Historic Preservation Board and/or Design Review Board.

Concurrent processing of applications at all stages of the development review process are allowed. This is at the property owner/developer risk in terms of preparing construction level documents in advance of public hearings, for example. However, concurrent processing shortens the review timelines and works particularly well for small projects. Often times, developers will opt to process a PD Plan Amendment concurrent with a Site Development Plan and then once the public hearing process is completed or nearing completion, submit their infrastructure construction plans and building permit plans for staff review. *(Note: Staff cannot issue any construction or building permits prior to Council, Commission or staff approval of development plans.)*

The following flow chart outlines the entire development review process:

Development Process Flowchart



The following matrix summarizes the review and decision making authority for the different development application types:

Application Type	Decision Making Authority				
	Administrative	Planning Commission	Other Board	Town Council	Quasi-Judicial
Sketch Plan	Review and Input	Input		Input	No
Annexation	Review and Recommendation	Recommendation		Approval	No
Zoning/Rezoning	Review and Recommendation	Recommendation		Approval	Yes
Planned Development Plan (including Interchange Overlay)	Review and Recommendation	Recommendation		Approval	Yes
Planned Development Plan –Major Amendment	Review and Recommendation	Recommendation		Approval	Yes
Planned Development Minor Amendment (Non-Interface)	Review and Approval			Appeal	No
Site Development Plan or Major Amendment <i>(Residential, Interface, or Commercial over 10 acres/100,000 sq. ft.)</i>	Review and Recommendation	Recommendation		Approval	Yes
Site Development Plan-Administrative <i>(Non-Interface, Commercial under 10 acres and 100,000 sq. ft.)</i> or Minor Amendment	Review and Approval			Appeal	No
Downtown: Site Development Plan and Major Amendment	Review and Recommendation		Design Review Board	Appeal	Yes
Use by Special Review: Site Development Plan	Review and Recommendation	Recommendation		Approval	Yes
Use by Special Review-Tenant Finish: Site Development Plan <i>(commercial tenant finish)</i>	Review and Recommendation	Approval		Appeal	Yes
Plat/Amended Plat	Review and Approval			Appeal	No
Historic Preservation (Landmarking, DeLandmarking, Demolition, Relocation)	Review and Recommendation		Historic Preservation Board Recommendation	Approval	Yes

	Decision Making Authority				
Application Type	Administrative	Planning Commission	Other Board	Town Council	Quasi-Judicial
Historic Preservation (Major Alteration)	Review and Recommendation		Historic Preservation Board Approval	Appeal	Yes
Historic Preservation-Administrative (<i>Minor Alteration, Demolition of buildings constructed after 1945</i>)	Review and Approval		Appeals to Historic Preservation Board		No
Historic District Formation	Review and Recommendation		Historic Preservation Board Recommendation	Approval	Yes
Wireless Facility –New	Review and Recommendation	Recommendation		Approval	Yes
Wireless Facility -Co-location	Review and Approval			Appeal	No
Skyline/Ridgeline Variance	Review and Recommendation	Approval		Appeal	Yes
Zoning Variance	Review and Recommendation		Board of Adjustment / Appeals to District Court		Yes
Downtown Variance	Review and Recommendation		Design Review Board Approval	Appeal	No
Building Code Appeal	Review and Approval		Board of Building Appeals / Appeals to District Court		No
Infrastructure Construction Plans	Review and Approval			Appeal	No
Technical Criteria Variance	Review and Approval			Appeal	No

Development Procedures Manual

The Town of Castle Rock Development Procedures Manual is intended to describe the development review, permitting, and inspection process from start to finish. This Manual outlines the steps and processes to be followed at each stage of the development process, providing links to the submittal checklists, standard notes, sheet layout specifications, and technical specifications.

The Town Manager or designee shall be responsible for the administration of all matters relating to development and construction in the Town. The Town Manager or designee is responsible for adopting

this Development Procedures Manual, related submittal checklists, applications, permits, and handouts for the effective administration of development and construction matters.

The Development Procedures Manual works in conjunction with the Municipal Code and covers all aspects of development planning, design and construction. The “legislative-public hearing” process includes annexation, zoning and development plans that are reviewed by the Planning Commission and approved by Town Council. The “administrative-staff approval” process includes platting, easement and land dedication, as well as commercial development plan review for properties that are not adjacent to residential properties, are 10 acres in size or less, and have a proposed building area that is 100,000 sq. ft. or less.

Public and private infrastructure requires approval of engineered Construction Documents and associated reports. This Manual explains the infrastructure plan review, permitting, inspection, acceptance, and warranty processes as well as the grading, erosion, and sediment control (GESC) permitting process. Finally, this Manual explains the Building and Fire plan review, permitting, and inspection process as well as Sign and Temporary Use permits.

The codes and standards are intended to be comprehensive and user-friendly. The Municipal Code outlines provisions that must be codified, while the Development Procedures Manual is a process guide for property owners, applicants, consultants and contractors. The Technical Manuals provide detailed engineering and landscape design requirements and specifications. The Technical Manuals are intentionally broken out by subject areas so that design professionals can focus on their specific area.

Technical Manuals and Regulations

The technical design specifications contained in the Technical Manuals are adopted by reference in Title 15 of the Municipal Code and include:

- Landscaping and Irrigation Performance Standards and Criteria Manual
- Transportation Design Criteria Manual
- Water System Design Criteria Manual
- Wastewater Collection System Design Criteria Manual
- Storm Drainage Design and Technical Criteria Manual
- Grading, Erosion and Sediment Control (GESC & DESC) Manual
- Construction Methodology and Materials Manual
- International Building and Fire Codes (adopted by reference in Title 15)

The Technical Manuals govern over all Public and Private Improvements that are within, or are to be incorporated within, the corporate limits of the Town of Castle Rock, as well as any Public Improvements that may be outside of the Town's corporate limits but are integral to the planned infrastructure systems of the Town. These Manuals will be reviewed annually and updated accordingly based on new standards, technology, or procedural changes.

Project Manager Role

The Town of Castle Rock employs a Project Manager model. The submission procedures, and review timeframes expedite efficient reviews of plan sets and reports, providing consistency and predictability to the property owner/applicant. The Project Manager’s role is to ensure communication between the

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applicant's team, the staff review team, and management team. The Project Manager is responsible for ensuring submissions are complete and, plan sets and reports are routed to the appropriate technical review staff. Review comments are organized and communicated to the applicant's team within the outlined review timeframes.

Development Application and Construction Plan Review Process

The Administrative (staff) component of the development review process typically consists of:

1. Pre-submittal meeting
2. Submittal meeting and application completeness check
3. Review of the plan sets and reports
4. Comments provided to applicant
5. Applicant makes necessary revisions
6. Re-submittals and reviews (as necessary) until the plan sets and reports meet the codes

If the application requires public hearings, the hearings are scheduled after the administrative review of the application is completed. Appropriate notice must be provided to adjacent property owners and the public.

Pre-submittal/Submittal: The pre-submittal meeting with the Project Manager is an important step to review the applicable procedures, submittal requirements and anticipated timeframes specific for the proposed project. The Project Manager will provide the applicant with a detailed submittal checklist and formatting requirements related to their project for use in preparing the application. At the submittal meeting, the Project Manager reviews the submitted items against this same checklist to ensure that all items are completed, and then reviews the project timeframes and date that comments will be returned to the applicant. All applications will be submitted with one hard-copy of each item, along with one electronic copy (.pdf recommended) of the application materials.

Review Timeframes: The Development Services Department has target review timeframes as described below:

- For planned developments, larger site development plans, and infrastructure construction documents, the review process includes: first review of 5 ½ weeks, second review of 3 ½ weeks, and a third and final review typically occurs at the weekly TRC meeting with immediate action. This equates to a total of 10 weeks in staff hands.
- For smaller projects and site development plans, the review process includes: first review of 3 ½ weeks, second review 2 ½ weeks, and a third and final review to occur at the weekly TRC meeting with immediate action. This equates to a total of 7 weeks in staff hands.

Review/Comments: For the review, the Project Manager routes the application materials to the internal Town reviewers in various departments, such as Planning, Utilities, Parks, Public Works, Fire, and Building. Some applications are also routed to applicable external review agencies, such as Douglas County, Colorado Dept. of Transportation (CDOT), and utility providers. The Project Manager compiles all of the various comments, and provides these to the applicant in an electronic format. Town comments are referred to as "redlines" as they typically consist of red text boxes of comments directly on the plan set, report or other submitted item. In addition, some comments may be provided in a

separate written document from the Town. Often a meeting is set up with the applicant to go through the Town comments, or a meeting is set up after the applicant has had a chance to review the items. The intent of this meeting is to go through the comments together and make sure the applicant has a clear understanding of the comments and what changes need to be made for the next submittal.

Revisions/Re-submittal: Once the applicant has made revisions to their application, the Project Manager schedules a re-submittal meeting. At this meeting, the applicant brings their revised application packet, along with written responses to the Town or external review agencies comments. For responses to Town comments, the applicant needs to provide a response to the “redline” comment right next to the Town’s original comment. This can be achieved by using a colored pen to write the response and then scanning the document or inserting a .pdf text box into the document. The intent is to provide a written response that is easily distinguishable from the Town’s comments on the original document; therefore “red” responses are discouraged. Responses such as “don’t agree” or “not changed” are not acceptable, and will result in the submittal not being accepted. The fast review timeframes are made possible because the applicant works with the Project Manager and specific reviewer to resolve issues or comments prior to resubmitting revised documents. Fully addressing all comments ensures that both the applicant’s and Town staff’s time are used in the most efficient manner.

Subsequent Reviews: For the second review, the Project Manager routes the application to the relevant internal departments and external review agencies. Comments are compiled and provided back to the applicant. If there are any revisions still necessary, the applicant goes through the revision and response to comment process again. Typically, projects only need two reviews, plus a special review to resolve remaining issues. If there are minor edits that need to be made, then a “special review” is scheduled and comments are returned at a meeting. If the applicant has made design changes that would require a third or more full reviews, additional review fees are required, per the Development Services Fee Schedule.

Public Hearings: After staff review, if a project requires public hearings, the Project Manager will work with the applicant to schedule public hearings before the Planning Commission, appropriate Board/Commission, and Town Council. Public Notice provided via mailings to adjacent property owners, posting of a sign, and notice on the Town’s web site are required prior to the hearing. (*Note: Notice of subdivision applications occurs at the time of submittal.*)

Land use applications that go to public hearings are considered quasi-judicial, which means that communication with the decision makers cannot occur outside of the public hearing. Board and Commission members are residents appointed by the Town Council and Town Council members are residents elected, one from each of 7 Council Districts.

Staff prepares a report to accompany the applicant’s plan set, which is assembled and distributed in an agenda packet and posted on the Town’s web site in advance of the meeting. Each land use item is considered a distinct public hearing, which begins with the staff presentation, then the applicant’s presentation of the request, and finally the public has an opportunity to speak regarding the issue. The Planning Commission is a recommending body on most land use applications, meaning it will hear the request and then forward a recommendation to Town Council. The Design Review Board reviews Downtown applications and the Historic Preservation Board reviews applications related to historic preservation and design review in the Craig and Gould neighborhood. Town Council is the final decision

maker or appeal body in most land use applications. Following approval by a Commission, Board or Council, the applicant complies with any conditions of approval and submits mylars of the plan sets for recordation at the County.

Fees

Application Fees: Application fees are listed in the Development Services Fee Schedule. Development application fees should be made payable to the Town of Castle Rock and submitted with the application form and required submittal documents.

Recording Fees: Fees for the recording of documents must be paid by the applicant and should be made payable to the Douglas County Clerk and Recorder. Recording fees are:

24" x 36" Size Documents = \$ 11 for the first page and \$10 for each additional page

Letter or Legal Size Documents = \$11 for the first page and \$5 for the each additional page

Construction Permit Fees: Infrastructure Construction and GESC Permit fees are detailed in the Development Services Fee Schedule. The Inspection fees are based on either the Town approved Engineer's Cost Estimate of items to be inspected that goes with the Construction Plan set, or based on the acreage of disturbed areas. Unless otherwise specified by a Franchise Agreement with the Town, Use Tax is due with each Permit and is charged in accordance with the Municipal Code, Title 3, Article III. For Infrastructure Construction, it is calculated as ½ the Total Site Costs (which include labor and materials) multiplied by 5%.

Building Permit Fees: The Building permit fee schedule is from Table 1A in the 1997 Uniform Building Code. Use tax is ½ the valuation (materials and labor, or calculated from square footage) multiplied by 5%. Plan review fees are due for custom home, commercial (new and tenant finish), and sign permits when the application is submitted. The remaining tap fees and impact fees for these permits and the total fees for the other types of permits are paid when the permit is picked up. See the Development Services Fee Schedule. *(Note: There is a deferral option available for the impact fees on new residential construction; if the deferral option is used, the balance of fees is paid before the final inspections are scheduled.)*