

Development Processes

Quick Reference Guide

For information about any of these processes, or to set up a pre-application meeting, please **contact the City Planner at 276-5294**. Link here to Title 17 – **Zoning Regulations** and the **Subdivision and Development Regulations**.

Development fees and agreements with the City for off-site improvements may apply to your application. The storm water impact fee of \$750/acre and future improvements agreements with the City for curb, gutter and sidewalk are the most typical requirements for development.

BUILDING ON RESIDENTIAL PROPERTY	Generally, if you are building a single-family home in a residential zone district all you will need is a building permit. See the Building Department section for building permit applications (with site plan). See Title 17, Zoning Regulations, Chapter 17.12 for yard and bulk requirements in specific zone districts. For a water tap, contact the City Engineer at 269-9011. For a <u>sewer tap</u> , contact the Fremont County Sanitation District at 269-9050.
BUILDING ON COMMERCIAL OR INDUSTRIAL PROPERTY (see also Site Plan)	Your project will most likely require some level of site planning and a building permit(s). The purpose of the site plan review is to ensure compliance with the City's standards. In Cañon City there are 4 levels of site plan review: exemption, waiver, minor and major site plan. After a pre-application meeting, the Planning and Engineering staff will determine what level is right for your project. Subdivision and Development Regulations – Chapter 4.12 Site Plan.
SITE PLAN	The site plan depicts how a lot or parcel will be developed so that the City may ensure that the site design will be in compliance with all applicable City regulations. Most types of commercial, industrial and high density residential development require some level of site planning. In Cañon City there are 4 levels of site plan review: exemption, waiver, minor and major site plan. Site plans are reviewed and approved* at the staff level. After a pre-application meeting, the Planning and Engineering staff will determine what level is right for your project. Subdivision and Development Regulations – Chapter 4.12 Site Plan.
SUBDIVISION EXEMPTION	Under certain circumstances you may be able to create an additional lot, adjust lot lines, combine lots, or condominiumize a building through the Subdivision Exemption process. Subdivision Exemption plats are reviewed and approved* at the staff level. After a pre-application meeting, the Planning and Engineering Department staff will determine what form of subdivision is right for your project. Subdivision and Development Regulations – Chapter 4.19 Subdivision Exemption.

MINOR and MAJOR SUBDIVISIONS	Generally, creating between 2 and 5 lots is a minor subdivision; more than that is a major subdivision. Dedication of roadway requires major subdivision also. Major subdivisions involve the Sketch Plan, Preliminary Plan and Final Plat processes. These subdivision processes require review and recommendation by the Planning Commission and approval* by the City Council. After a pre-application meeting, the Planning and Engineering Department staff will determine what form of subdivision is appropriate for your project. Subdivision and Development Regulations – Chapter 4.10 for Minor Subdivision and Chapter 4.6 Sketch Plan, Chapter 4.7 Preliminary Plat and 4.8 Final Plat for Major Subdivision.
PUD (Planned Unit Development) and PDD (Planned Development District)	These are similar processes but in Cañon City, the PUD is generally used to create smaller developments with non-standard setbacks and the PDD is used for larger mixed use developments with a multi-year build-out. Both of these development processes require review and recommendation by the Planning Commission and approval* by the City Council. The PDD is a multi-step process involving preliminary plan and final plan approval; after that, multiple subdivisions. After a pre-application meeting, the Planning and Engineering Department staff will determine what process of subdivision is right for your project. Title 17 – Zoning Regulations, Chapter 17.16 – Planned Unit Developments or Title 17 - Zoning Regulations, Chapter 17.17, Planned Development Districts.
SPECIAL REVIEW USE	Some uses may or may not be appropriate for particular zone districts depending on location, nature of the use, traffic and potential environmental impacts. These uses are found in Title 17 – Zoning Regulations, Chapter 17.12 for each zone district. Application requirements are located in Chapter 17.24, Special Review Uses. Applications are reviewed and recommended by the Planning Commission and approved* by the City Council, usually with specific use conditions. Pre-application meetings are required. Sometimes separate site planning is required.
CONDITIONAL USE	Conditional uses are similar to special review uses but generally will have lesser impacts on the surrounding neighborhood. Conditional uses are listed in Chapter 17.12 for each zone district in Title 17 – Zoning Regulations. Application requirements are located in Chapter 17.23, Conditional Uses. Applications are reviewed and approved* at the staff level usually with specific use conditions. Pre-application meetings are required. Sometimes separate site planning is required.
ZONE CHANGE	This is a process where the zoning on a particular property is changed to a different zoning and is usually requested in order to use the property differently than what the existing zoning allows. These applications are reviewed and recommended by the Planning Commission and are approved* by the City Council. A pre-application meeting is required.
*Submittal of an application does not guarantee approval.	