

Development Review Process

APPLY

If application is incomplete, then talk with staff and provide additional information

STEP 1: Pre-Application Preparation

Perform necessary due diligence related to property under development, including review of Mead Municipal Code Articles II, III and IV and staff-provided check list. Discuss application process and code requirements with Development Review Committee (DRC) prior to submittal. – ***DRC meets Thursdays**

STEP 2: Submit Application

Applications accepted Mondays and reviewed for completeness for Thursday distribution. – **3 days**

STEP 3: Development Review Committee (DRC)

Complete applications/resubmittals reviewed by the following entities: *Legal, Engineering, Planning, Little Thompson Water, St. Vrain Sanitation, Mt. View Fire, utilities, etc.* – **21 days**

Discuss comments with DRC, revise application and re-submit for additional review and comment

STEP 4: Staff Comments

Staff compiles comments from reviewing entities and provides DRC report to applicant. – **7-14 days**

***DRC meets Thursdays**

STEP 5: Approval Process

When all required revisions have been made, proceed through the appropriate approval process according to application type. Site plans, admin plats and final plats are approved by staff and ratified by the Board of Trustees. Annexations, prelim plats and zoning amendments require recommendation by the Planning Commission (PC) and approval by the Board of Trustees.

***Board of Trustees meets 2nd and last Monday of each month and Planning Commission meets 3rd Wednesday of each month**

Staff approval and ratification by Board of Trustees

STEP 6: Recordation

Conditions of approval established by Board, PC or staff are addressed and signed documents delivered to staff for execution and delivery to Weld County for recordation.

Public Hearings before Planning Commission and Board of Trustees

***Published, mailed and on-site notice required.**

REVIEW

APPROVE