City of Wheat Ridge
Community Development

Special Use Permit Standard Schedule – January to June 2017

	Action	Jan	Jan	Feb	Feb	Mar	Mar	Apr	Apr	May	May	June	June
Pre	Pre-application Meeting	Required – Scheduled at least 2 weeks in advance – Refer to City website for scheduling and submittal docs											
	Neighborhood Meeting	Required – Meeting notice mailed at least 2 weeks in advance											
Review	Submit complete application – appointment required *Dates represent the last day to submit for hearing dates below*	1/9/17	1/23/17	2/6/17	2/17/17	3/6/17	3/20/17	4/10/17	4/24/17	5/8/17	5/22/17	6/9/17	6/26/17
	Referral out for 1st review *Sent within 3 days of submittal*	1/11/17	1/25/17	2/8/17	2/22/17	3/8/17	3/22/17	4/12/17	4/26/17	5/10/17	5/24/17	6/13/17	6/28/17
	Referral comments due from agencies to staff *15-day referral period*	1/25/17	2/8/17	2/22/17	3/8/17	3/22/17	4/5/17	4/26/17	5/10/17	5/24/17	6/7/17	6/27/17	7/12/17
	Return 1st review comments to applicant *Sent within 3 days of referral period ending*	1/27/17	2/10/17	2/24/17	3/10/17	3/24/17	4/7/17	4/28/17	5/12/17	5/26/17	6/9/17	6/29/17	7/14/17
	In the event a site plan has been submitted with the SUP request, additional submittals and reviews may be required and public hearings could be delayed.												
Posting	Begin 10-day public comment period	1/31/17	2/14/17	2/28/17	3/14/17	3/28/17	4/11/17	5/2/17	5/16/17	5/30/17	6/13/17	7/3/17	7/18/17
	End 10-day public comment period	2/9/17	2/23/17	3/9/17	3/23/17	4/6/17	4/20/17	5/11/17	5/25/17	6/8/17	6/22/17	7/12/17	7/27/17
	Director review and decision *Decision within 1 week of public comment period*	**2/15/17**	**3/1/17**	**3/15/17**	**3/29/17**	**4/12/17**	**4/26/17**	**5/17/17**	**5/31/17**	**6/14/17**	**6/28/17**	**7/19/17**	**8/2/17**
City Council	Publish request for CC public hearing *3 weeks before public hearing date – staff responsibility*	2/17/17	3/3/17	3/17/17	3/31/17	4/14/17	4/28/17	5/19/17	6/2/17	6/16/17	6/30/17	7/21/17	8/4/17
	Post property for CC public hearing *2 weeks before hearing date – applicant responsibility*	2/27/17	3/13/17	3/27/17	4/10/17	4/24/17	5/8/17	5/26/17	6/12/17	6/26/17	7/10/17	7/31/17	8/14/17
	Staff report for CC public hearing *Due 2 Wednesdays before public hearing date*	3/1/17	3/15/17	3/29/17	4/12/17	4/26/17	5/10/17	5/31/17	6/14/17	6/28/17	7/12/17	8/2/17	8/16/17
	City Council public hearing/decision *2nd and 4th Mondays of each month*	**3/13/17**	**3/27/17**	**4/10/17**	**4/24/17**	**5/8/17**	**5/22/17**	**6/12/17**	**6/26/17**	**7/10/17**	**7/24/17**	**8/14/17**	**8/28/17**

Please note that the above standard schedule represents the optimal review process and assumes no delays which may become necessary depending on staff workload, quality and timeliness of the application submittal(s), complexity of the project, and cancellation of public hearing dates.

Relevant Applications:

- Special Use Permit (with or without site plan)

Acronyms:

SUP = Special Use Permit
CC = City Council

Community Development Department
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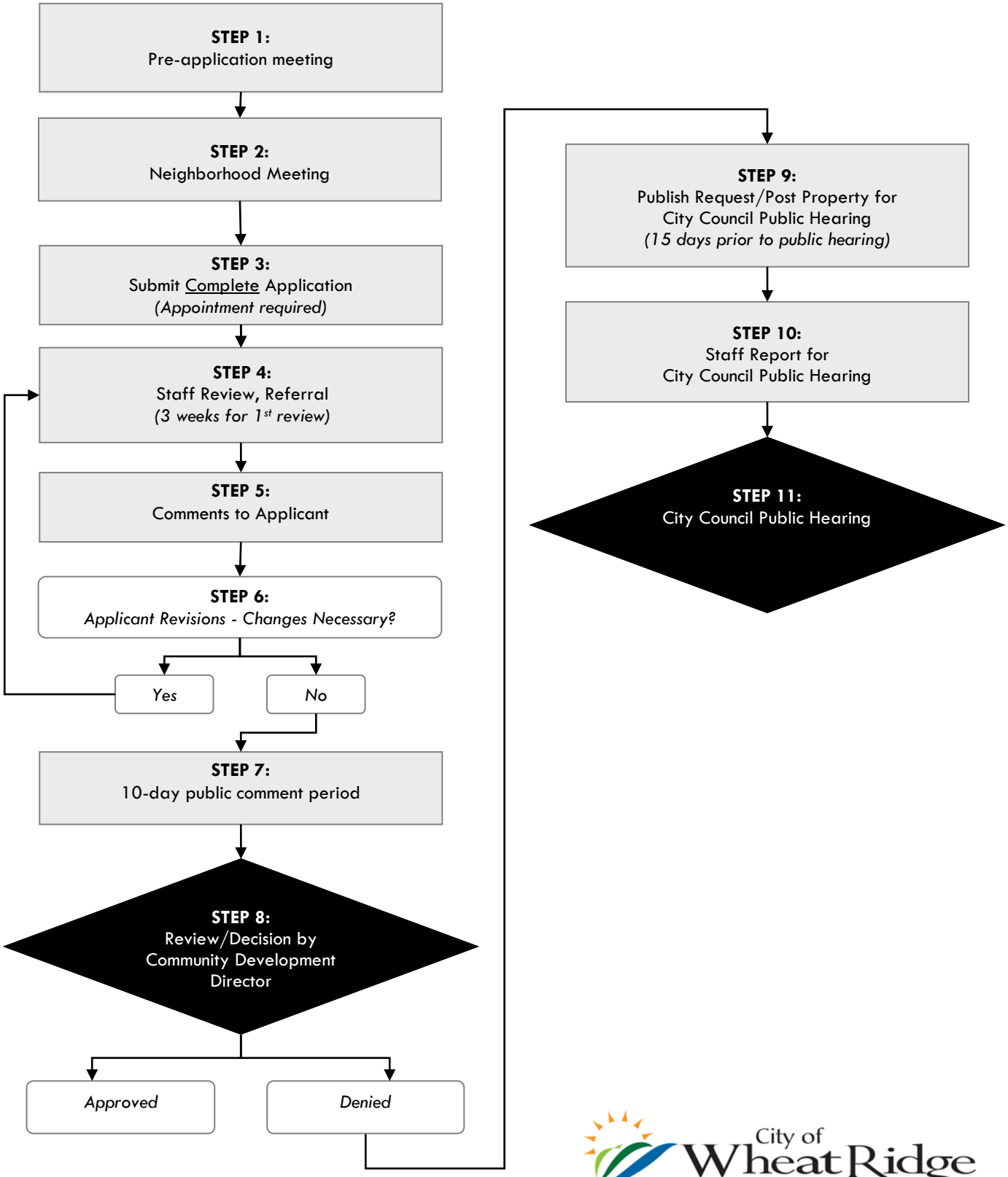
www.ci.wheatridge.co.us

SPECIAL USE PERMIT REVIEW PROCESS



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