City of Wheat Ridge
COMMUNITY DEVELOPMENT

Subdivision 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											
Review	Submit complete application – appointment required *Dates represent the last day to submit for hearing dates below*	1/3/17	1/23/17	2/6/17	2/21/17	3/6/17	3/20/17	4/3/17	4/24/17	5/8/17	5/22/17	6/5/17	6/26/17
	Referral out for 1st review *Sent within 3 days of submittal*	1/4/17	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	6/28/17
	Referral comments due from agencies to staff *15-day referral period*	1/18/17	2/8/17	2/22/17	3/8/17	3/22/17	4/5/17	4/19/17	5/10/17	5/24/17	6/7/17	6/21/17	7/12/17
	Return 1st review comments to applicant *Sent within 3 days of referral period ending*	1/20/17	2/10/17	2/24/17	3/10/17	3/24/17	4/7/17	4/21/17	5/12/17	5/26/17	6/9/17	6/23/17	7/14/17
	Applicant resubmits for 2nd review *Assumes 2 weeks for revisions*	2/3/17	2/24/17	3/10/17	3/24/17	4/7/17	4/21/17	5/5/17	5/26/17	6/9/17	6/23/17	7/7/17	7/28/17
	Referral out for 2nd review *Sent within 1 day of resubmittal*	2/6/17	2/27/17	3/13/17	3/27/17	4/10/17	4/24/17	5/8/17	5/30/17	6/12/17	6/26/17	7/10/17	7/31/17
	Referral comments due from agencies to staff *15-day referral period*	2/21/17	3/13/17	3/27/17	4/10/17	4/24/17	5/8/17	5/22/17	6/13/17	6/26/17	7/10/17	7/24/17	8/14/17
	Return 2nd review comments to applicant *Sent within 1 day of referral period ending*	2/22/17	3/14/17	3/28/17	4/11/17	4/25/17	5/9/17	5/23/17	6/14/17	6/27/17	7/11/17	7/25/17	8/15/17
		In the event additional submittals and reviews are required, public hearings may be delayed until comments have been appropriately addressed.											
Planning Commission	Publish request for PC public hearing *Friday before posting date – staff responsibility*	2/24/17	3/17/17	3/31/17	4/14/17	4/28/17	5/12/17	5/26/17	6/16/17	6/30/17	7/14/17	7/28/17	8/18/17
	Post property for PC public hearing *2 weeks before hearing date – applicant responsibility*	3/2/17	3/23/17	4/6/17	4/20/17	5/4/17	5/18/17	6/1/17	6/22/17	7/6/17	7/20/17	8/3/17	8/24/17
	Submit final/relevant documents for PC packet *Due Monday before staff report deadline*	3/6/17	3/27/17	4/10/17	4/24/17	5/8/17	5/22/17	6/5/17	6/26/17	7/10/17	7/24/17	8/7/17	8/28/17
	Staff report for PC public hearing *Due Thursday before hearing date*	3/9/17	3/30/17	4/13/17	4/27/17	5/11/17	5/25/17	6/8/17	6/29/17	7/13/17	7/27/17	8/10/17	8/31/17
	PC public hearing/recommendation *1st and 3rd Thursday of each month*	**3/16/17**	**4/6/17**	**4/20/17**	**5/4/17**	**5/18/17**	**6/1/17**	**6/15/17**	**7/6/17**	**7/20/17**	**8/3/17**	**8/17/17**	**9/7/17**
City Council	Publish request for CC public hearing *3 weeks before public hearing date – staff responsibility*	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	8/18/17	9/1/17
	Post property for CC public hearing *2 weeks before hearing date – applicant responsibility*	3/27/17	4/10/17	4/24/17	5/8/17	5/29/17	6/12/17	6/26/17	7/10/17	7/31/17	8/14/17	8/28/17	9/11/17
	Staff report for CC public hearing *Due 2 Wednesdays before public hearing date*	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	8/30/17	9/13/17
	City Council public hearing/decision *2nd and 4th Mondays of each month*	**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**	**9/11/17**	**9/25/17**

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:

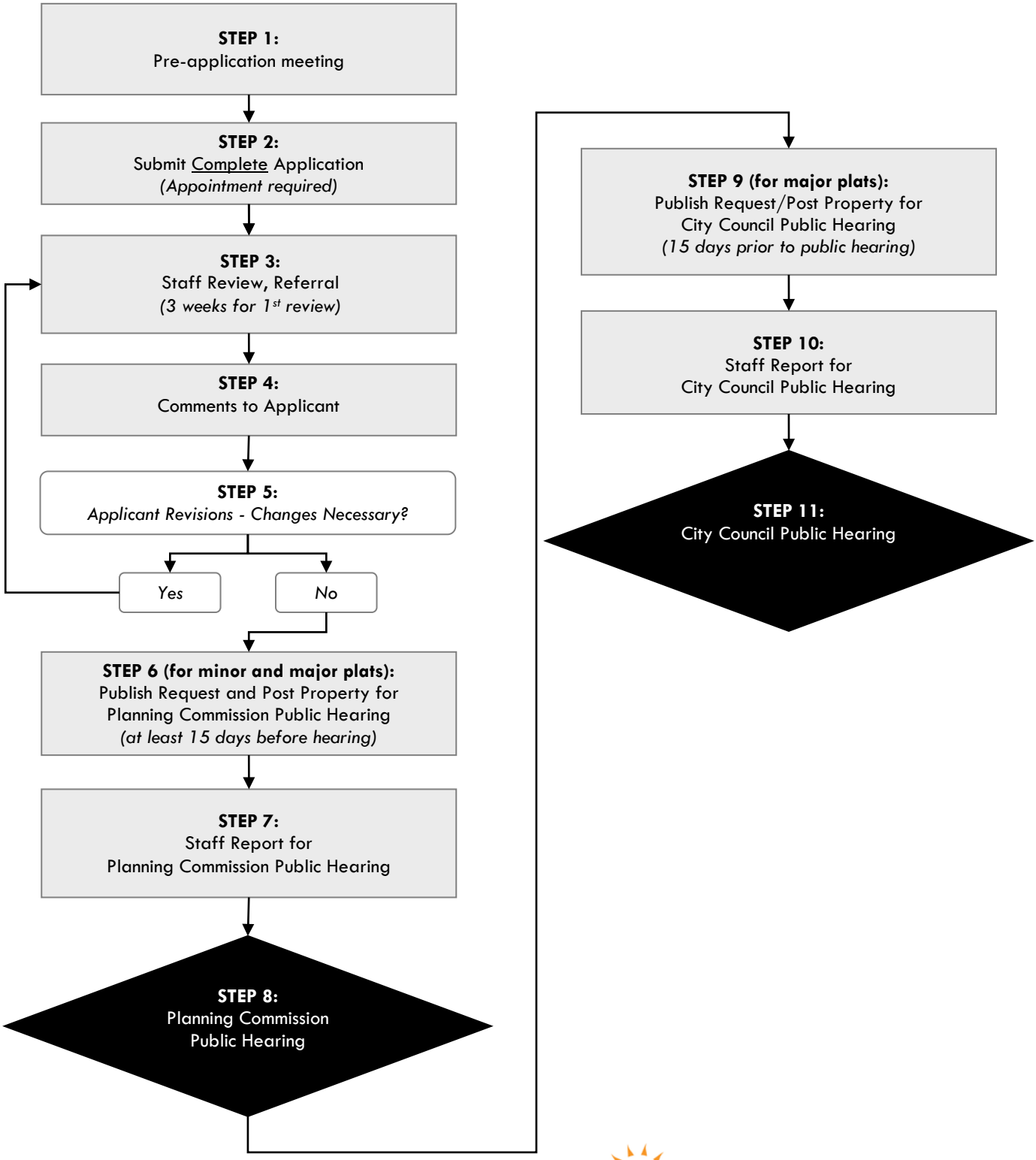
- Administrative Plat
- Minor Plat
- Major Plat

Acronyms:

PC = Planning Commission
CC = City Council

Community Development Department
Ph: 303-235-2846 Fax: 303-235-2857
www.ci.wheatridge.co.us

SUBDIVISION PLAT REVIEW PROCESS



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Community Development

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