

## Planned Development Standard Schedule – January to June 2017

Action	Jan	Jan	Feb	Feb	Mar	Mar	Apr	Apr	May	May	June	June	
<b>Pre</b>	Pre-application Meeting Required – Scheduled at least 2 weeks in advance – Refer to City website for scheduling and submittal docs												
	Neighborhood Meeting Required for ODP – Meeting notice mailed at least 2 weeks in advance												
<b>Review</b>	Submit complete application – appointment required <i>Dates represent the last day to submit for hearing dates below</i>	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 <i>Sent within 3 days of submittal</i>	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 <i>15-day referral period</i>	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 <i>Sent within 3 days of referral period ending</i>	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 2 <sup>nd</sup> review <i>Assumes 2 weeks for revisions</i>	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 2 <sup>nd</sup> review <i>Sent within 1 day of resubmittal</i>	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 <i>15-day referral period</i>	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 2 <sup>nd</sup> review comments to applicant <i>Sent within 1 day of referral period ending</i>	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
<i>In the event additional submittals and reviews are required, public hearings may be delayed until comments have been appropriately addressed.</i>													
<b>Planning Commission</b>	Publish request for PC public hearing <i>Friday before posting date – staff responsibility</i>	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 <i>2 weeks before hearing date – applicant responsibility</i>	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 <i>Due Monday before staff report deadline</i>	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 <i>Due Thursday before hearing date</i>	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
	<b>PC public hearing/recommendation</b> <i>1<sup>st</sup> and 3<sup>rd</sup> Thursday of each month</i>	<b>3/16/17</b>	<b>4/6/17</b>	<b>4/20/17</b>	<b>5/4/17</b>	<b>5/18/17</b>	<b>6/1/17</b>	<b>6/15/17</b>	<b>7/6/17</b>	<b>7/20/17</b>	<b>8/3/17</b>	<b>8/17/17</b>	<b>9/7/17</b>
<b>City Council</b>	Packet to CC for first reading <i>Due 2 Wednesdays before 1<sup>st</sup> reading date</i>	3/15/17	4/12/17	4/26/17	5/10/17	5/31/17	5/31/17	6/14/17	7/12/17	8/2/17	8/2/17	8/16/17	9/13/17
	<b>CC first reading</b> <i>2<sup>nd</sup> and 4<sup>th</sup> Mondays of each month</i>	<b>3/27/17</b>	<b>4/24/17</b>	<b>5/8/17</b>	<b>5/22/17</b>	<b>6/12/17</b>	<b>6/12/17</b>	<b>6/26/17</b>	<b>7/24/17</b>	<b>8/14/17</b>	<b>8/14/17</b>	<b>8/28/17</b>	<b>9/25/17</b>
	Publish request for CC public hearing <i>Thursday after 1<sup>st</sup> reading – City Clerk responsibility</i>	3/30/17	4/27/17	5/11/17	5/25/17	6/15/17	6/15/17	6/29/17	7/27/17	8/17/17	8/17/17	8/31/17	9/28/17
	Post property for CC public hearing <i>2 weeks before hearing date – applicant responsibility</i>	4/10/17	5/8/17	5/26/17	6/12/17	6/26/17	6/26/17	7/10/17	8/14/17	8/28/17	8/28/17	9/11/17	10/9/17
	Staff report for CC public hearing <i>Due 2 Wednesdays before public hearing date</i>	4/12/17	5/10/17	5/31/17	6/14/17	6/28/17	6/28/17	7/12/17	8/16/17	8/30/17	8/30/17	9/13/17	10/11/17
	<b>City Council public hearing/decision</b> <i>2<sup>nd</sup> and 4<sup>th</sup> Mondays of each month</i>	<b>4/24/17</b>	<b>5/22/17</b>	<b>6/12/17</b>	<b>6/26/17</b>	<b>7/10/17</b>	<b>7/10/17</b>	<b>7/24/17</b>	<b>8/28/17</b>	<b>9/11/17</b>	<b>9/11/17</b>	<b>9/25/17</b>	<b>10/23/17</b>

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:**

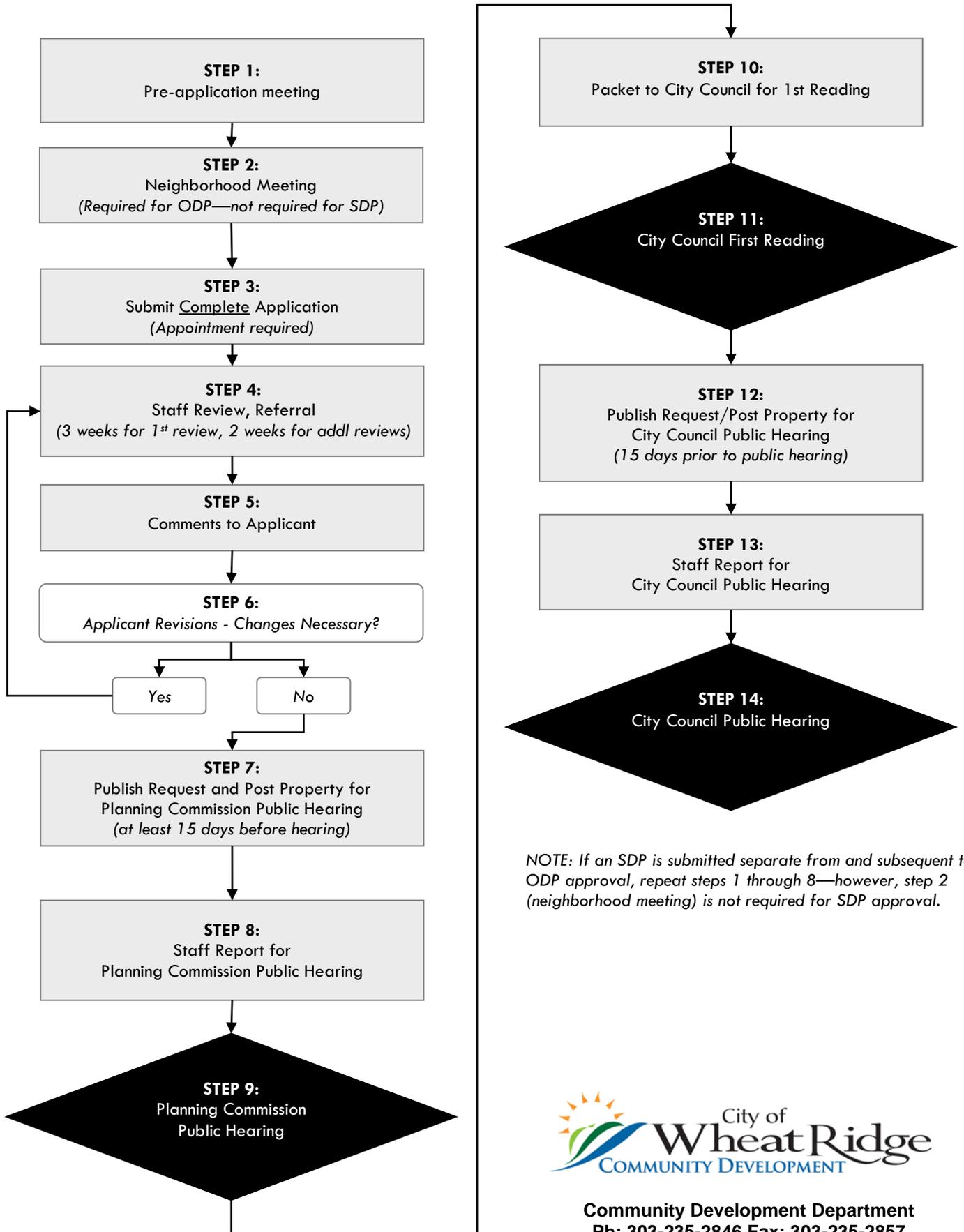
- Planned Development ODP
- Planned Development SDP

**Acronyms:**

- |                                 |                          |
|---------------------------------|--------------------------|
| ODP = Outline Development Plan  | PC = Planning Commission |
| SDP = Specific Development Plan | CC = City Council        |

**Community Development Department**  
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# PLANNED DEVELOPMENT REVIEW PROCESS



*NOTE: If an SDP is submitted separate from and subsequent to ODP approval, repeat steps 1 through 8—however, step 2 (neighborhood meeting) is not required for SDP approval.*



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