

## Subdivision Standard Schedule – July to December 2020

	Action	July	July	Aug	Aug	Sept	Sept	Oct	Oct	Nov	Nov	Dec	Dec
<b>Pre</b>	Pre-application Meeting	Required – Scheduled at least 2 weeks in advance – Refer to City website for scheduling and submittal docs											
<b>Review</b>	Submit complete application – appointment required <i>Dates represent the last day to submit for hearing dates below</i>	7/13/20	7/27/20	8/10/20	8/24/20	9/14/20	9/21/20	10/12/20	10/26/20	11/9/20	11/23/20	12/7/20	12/17/20
	Return 1st review comments to applicant <i>Assumes 3 weeks for review</i>	8/3/20	8/17/20	8/31/20	9/14/20	10/5/20	10/12/20	11/2/20	11/16/20	11/30/20	12/14/20	12/28/20	1/11/21
	Applicant resubmits for 2 <sup>nd</sup> review <i>Assumes 2.5 weeks for revisions</i>	8/19/20	9/2/20	9/16/20	9/30/20	10/21/20	10/28/20	11/18/20	12/2/20	12/16/20	12/30/20	1/13/21	1/27/21
	Return 2nd review comments to applicant <i>Assumes 2.5 weeks for review</i>	9/4/20	9/21/20	10/5/20	10/19/20	11/9/20	11/16/20	12/7/20	12/21/20	1/4/21	1/15/21	2/1/21	2/12/21
	Applicant resubmits for 3 <sup>rd</sup> review <i>Assumes 2.5 weeks for revisions</i>	9/23/20	10/7/20	10/21/20	11/4/20	11/25/20	12/2/20	12/23/20	1/6/21	1/20/21	2/3/21	2/17/21	3/3/21
	Return 3 <sup>rd</sup> review comments to applicant <i>Assumes 2.5 weeks for review</i>	10/9/20	10/23/20	11/6/20	11/20/20	12/11/20	12/18/20	1/8/21	1/22/21	2/5/21	2/19/21	3/5/21	3/19/21
<i>Some projects may require additional review or longer review/revision periods; public hearings will be delayed until comments have been appropriately addressed; confirm schedule with assigned case manager</i>													
<b>Planning Commission</b>	Publish request for PC public hearing / final docs due <i>Friday before posting date – publish is staff responsibility</i>	10/16/20	10/30/20	11/13/20	11/27/20	12/18/20	12/30/20	1/15/21	1/29/21	2/12/21	2/26/21	3/12/21	3/26/21
	Post property for hearing / applicant presentation due <i>Friday before hearing date – applicant responsibility</i>	10/22/20	11/5/20	11/19/20	12/3/20	12/22/20	1/7/21	1/21/21	2/4/21	2/18/21	3/4/21	3/18/21	4/1/21
	Staff report and presentation(s) published on WRS <i>By close of business 2 Fridays before hearing</i>	10/23/20	11/6/20	11/20/20	12/4/20	12/23/20	1/8/21	1/22/21	2/5/21	2/19/21	3/5/21	3/19/21	4/2/21
	Public comment closes on WRS <i>Tuesday before hearing at noon</i>	11/3/20	11/17/20	12/1/20	12/15/20	1/5/21	1/19/21	2/2/21	2/16/21	3/2/21	3/16/21	3/30/21	4/13/21
	<b>PC public hearing/recommendation</b> <i>1<sup>st</sup> and 3<sup>rd</sup> Thursday of each month</i>	<b>11/5/20</b>	<b>11/19/20</b>	<b>12/3/20</b>	<b>12/17/20</b>	<b>1/7/21</b>	<b>1/21/21</b>	<b>2/4/21</b>	<b>2/18/21</b>	<b>3/4/21</b>	<b>3/18/21</b>	<b>4/1/21</b>	<b>4/15/21</b>
<b>City Council</b>	Publish request for CC public hearing <i>Thursday after 1<sup>st</sup> reading – City Clerk responsibility</i>	10/30/20	11/20/20	12/4/20	12/18/20	1/4/21	1/15/21	1/29/21	2/12/21	2/26/21	3/19/21	4/2/21	4/16/21
	Final application documents due <i>Needed to finalize staff report/presentation – applicant responsibility</i>	11/3/20	11/24/20	12/8/20	12/22/20	1/5/21	1/19/21	2/2/21	2/16/21	3/2/21	3/23/21	4/6/21	4/20/21
	Post property for CC public hearing <i>2 weeks before hearing date – applicant responsibility</i>	11/9/20	11/30/20	12/14/20	12/28/20	1/11/21	1/25/21	2/8/21	2/22/21	3/8/21	3/29/21	4/12/21	4/26/21
	Applicant presentation due for WRS <i>Refer to WRS Applicant Guide – applicant responsibility</i>	11/12/20	12/3/20	12/17/20	12/30/20	1/14/21	1/28/21	2/11/21	2/25/21	3/11/21	4/1/21	4/15/21	4/29/21
	Staff report and presentation(s) published on WRS <i>By close of business 2 Fridays before hearing</i>	11/13/20	12/4/20	12/18/20	12/31/20	1/15/21	1/29/21	2/12/21	2/26/21	3/12/21	4/2/21	4/16/21	4/30/21
	Public comment closes on WRS <i>Saturday before hearing at 11:59pm</i>	11/21/20	12/12/20	12/26/20	1/9/21	1/23/21	2/6/21	2/20/21	3/6/21	3/20/21	4/10/21	4/24/21	5/8/21
	<b>City Council public hearing/decision</b> <i>2<sup>nd</sup> and 4<sup>th</sup> Mondays of each month</i>	<b>11/23/20</b>	<b>12/14/20</b>	<b>12/28/20</b>	<b>1/11/21</b>	<b>1/25/21</b>	<b>2/8/21</b>	<b>2/22/21</b>	<b>3/8/21</b>	<b>3/22/21</b>	<b>4/12/21</b>	<b>4/26/21</b>	<b>5/10/21</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:**

- Administrative Plat
- Minor Plat
- Major Plat

**Acronyms:**

PC = Planning Commission  
CC = City Council

WRS = Wheat Ridge Speaks ([www.wheatridgespeaks.org](http://www.wheatridgespeaks.org))  
also refer to WRS Applicant Guide)

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# SUBDIVISION REVIEW PROCESS

