DEVELOPMENT REVIEW
ELECTRONIC SUBMITTAL REQUIREMENTS

FILE TYPE

All files submitted to the Town for review within an application shall:

- be Adobe Acrobat (PDF) file type*;
- not contain color or dark hatching/shading

**Other file types will not be accepted including, but not limited to, compressed files (i.e. .zip)*

FILE NAMING

All files submitted to the Town for review within an application shall be named in accordance with the Town of Windsor Electronic File Naming Conventions.

FILE TRANSMISSION/SUBMITTAL

The applicant can submit a complete application to the Town by the following methods:

(1) As a registered eTRAKiT user, via http://community.windsorgov.com/eTRAKiT3/
   a. *If your application contains multiple parcels, please send the Planning Department your eTRAKiT Form prior to applying for a new project.

(2) Emailing the application and the associated files to the designated Town of Windsor email at: planning@windsorgov.com.
   a. Emails of any initial submittal or resubmittal shall be limited to a single email.
   b. A separate email is required per application submittal type. *(i.e. Site Plan, Subdivision, etc.)*
   c. Emails shall be limited to 15 MB in size.

(3) Burning the application and associated files to a disc and submitting the disc to the Planning Department.

All applicable fees shall be paid in full within 72 hours of submittal or the application will be rejected and you will need to re-submit. The Town accepts Cash, Check and Credit Cards. For Credit Card transactions, please contact the Planning Department first at (970) 674-2415.

CHECK-IN & COMPLETENESS REVIEW

Applications submitted after 5:00 p.m. will be considered to be received the next business day, subject to application completeness review.

If an application or submittal fails check-in, the applicant will receive an application rejection notification from the Planning Department. It is then the applicants' responsibility to correct the application as required and resubmit a complete application for check-in and completeness review. Partial or piecemeal applications will not be accepted. Once an application passes check-in and completeness review the applicant will be notified of acceptance.

ROUTING TO EXTERNAL AGENCIES

The Town will route the application and applicable materials to external agencies for referral comment. It is the applicant's responsibility to provide any additional items required by external agencies for their review and approval. All coordination, fees, etc. required by any external agency shall be the applicant's responsibility.

RESUBMITTALS

If revisions are required, the applicant will be notified when comments are available and given instructions regarding access to comments and next steps via email. It is the applicants' responsibility to retrieve and address comments. Please review all comments and redlines. Any questions should be directed to the respective reviewer.

The resubmittal shall include the entire document that was revised. For example, if several pages of a report or drawing set required revisions, then the entire report or drawing set shall be resubmitted. Please note that this is not a requirement that all of the initial application materials require resubmittal; rather, if any individual item in the submittal requires revision, then that individual item shall be submitted in whole. Partial submittals or individual pages within a set will not be accepted, resulting in rejection of the resubmittal.

Each resubmittal shall include an applicant response document. This document may be either a written form or comments inserted directly on the Town's redlined drawings. This document shall provide responses to the Town's review comments.

***Note**: A mandatory Development Review Committee (DRC) meeting will be scheduled if the application has gone through three rounds of review and still has 'substantial comments' remaining. The applicant will be notified of a mandatory DRC meeting by the Planning Technician.

FINAL DRAWINGS

Once the applicant has been notified that final mylar and electronic copies of drawings and final supplemental documents may be submitted, it is the applicant's responsibility to submit the required copies of such drawings in accordance with the Municipal Code. It is the applicant's responsibility to obtain all external agency signatures on the mylar drawings. Copies of final supplemental documents include, but are not limited to, drainage plans, flood studies, narrative PUD and/or master plan documents, etc.