

ETRAKIT INSTRUCTION MANUAL

**Town of Windsor
Online Development Review Software**

GENERAL INFORMATION

ETRAKiT LINK:

- <http://community.windsorgov.com/eTRAKiT3/>
- Internet Explorer works best.

NEW MUNICIPAL CODE LINK AND LOOK:

- <http://www.windsorgov.com/municipalcode>

APPLICATIONS, FORMS & HANDOUTS:

- <http://www.windsorgov.com/index.aspx?nid=133>
- Applications will be updated by Fall 2015.

NEW SUBMITTAL REQUIREMENTS AND STANDARDS:

- Will be available on the 'Applications, Forms & Handouts' Planning webpage.

COMMUNITY PORTAL

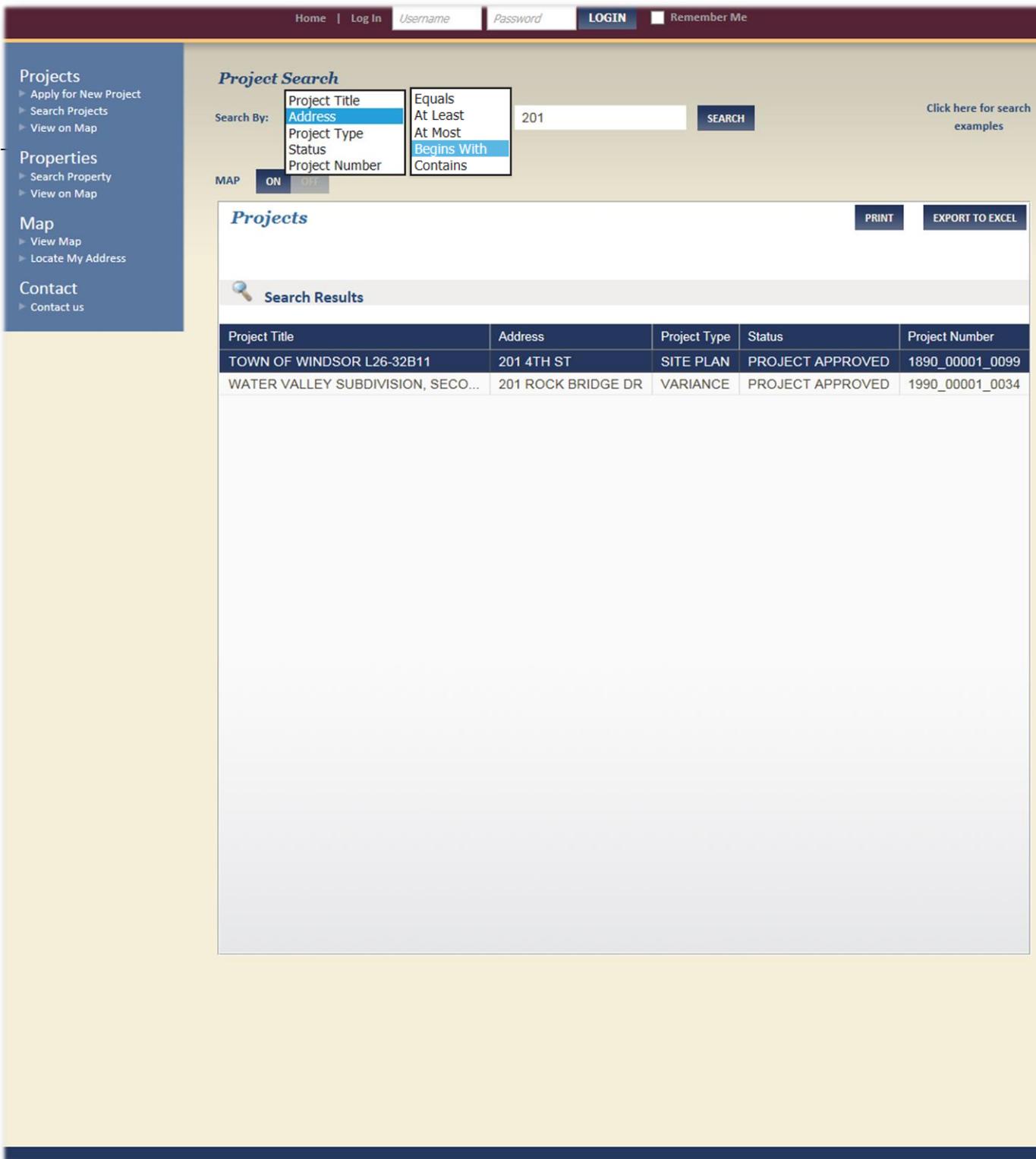
NO LOGIN REQUIRED:

- Search for Project
- Review Basic Project Information
- Search for Property Information (*based on Assessor records*)
- View Project and/or Property on GIS Map

LOGIN REQUIRED:

- To Apply for a New Project or to View your firm's Applications/ Projects as a 'Contractor'
- *Note: The Town establishes permissions. Your firm will receive a unique username and temporary password. There will only be one login per firm, not by individual.*

The screenshot shows the Town of Windsor Colorado Community Portal. At the top, there is a navigation bar with links for Home, Log In, Username, Password, LOGIN, and Remember Me. Below this is a large banner with the text "Town of WINDSOR Colorado" over a sunset background. The main content area features three primary navigation buttons: "Projects" (with sub-links for Apply, Search, and View on Map), "Properties" (with sub-links for Search and View on Map), and "Contact" (with a sub-link for Contact Us). Below these is a "View Map" button with sub-links for Locate My Address and Agency Map. A dark blue footer contains a disclaimer: "The Town of Windsor makes no warranties or guarantees, either expressed or implied, as to the completeness, accuracy, functionality or correctness of this system; nor does the Town accept any liability arising from any information submitted or contained therein. By accessing this website and/or data contained within the databases, you hereby release the Town of Windsor, its employees, agents, contractors, and suppliers from any and all responsibility and liability associated with its use." At the bottom, it states "POWERED BY CRW SYSTEMS" and provides the address "301 WALNUT STREET, WINDSOR, COLORADO 80550" along with "HOME | CONTACT" links.



PROJECT SEARCH

SEARCH BY:

- Project Title
- Address
- Project Type
- Status
- Project Number

SEARCH PARAMETERS:

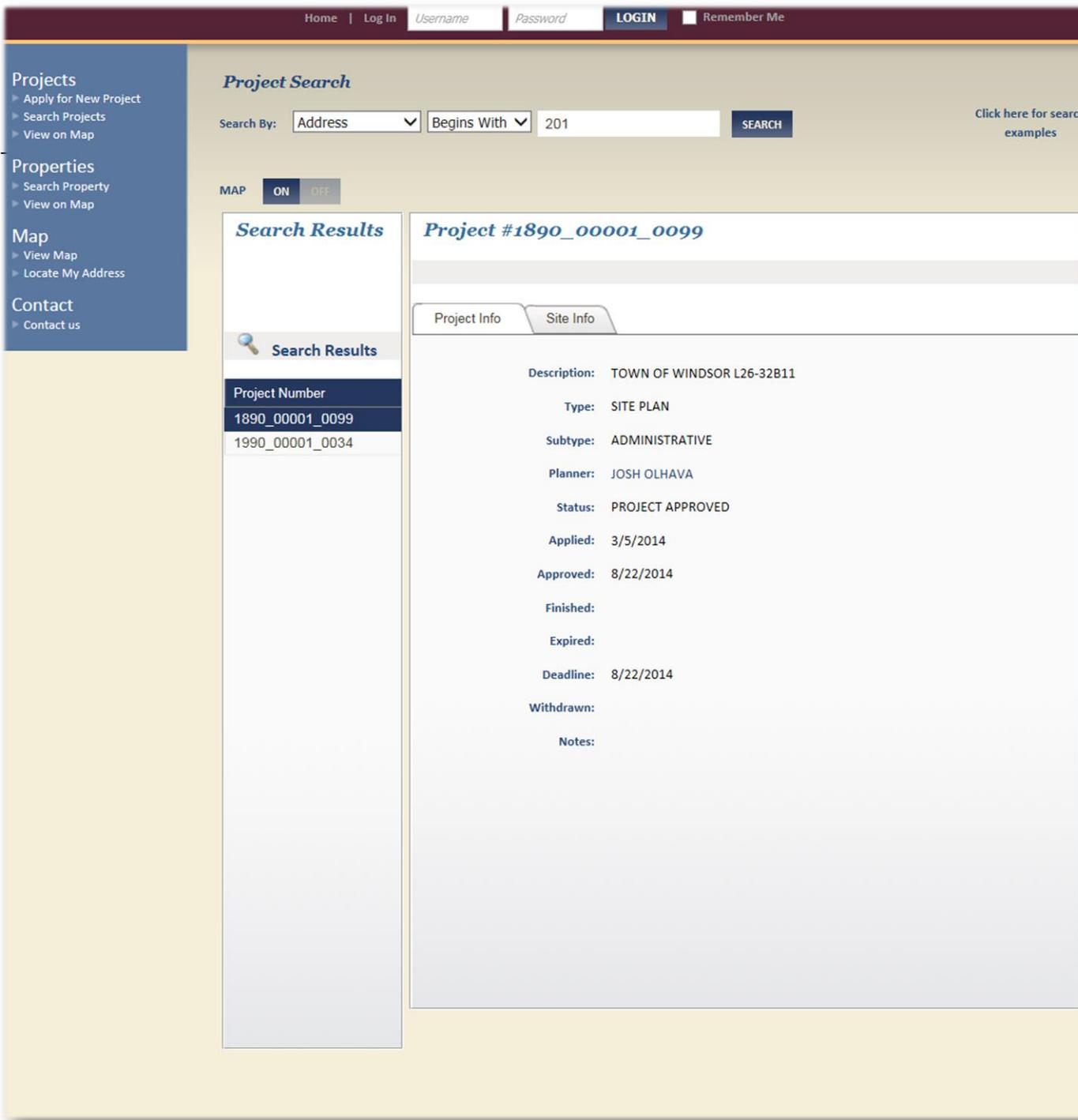
- Used to narrow the search results and/or include a broad range of search results.

MAP (ON/OFF):

- View contextual GIS map of search query.

SEARCH RESULTS:

- Shows general project overview.
- Click on project to view additional Project Information.



PROJECT INFORMATION

PROJECT INFO TAB:

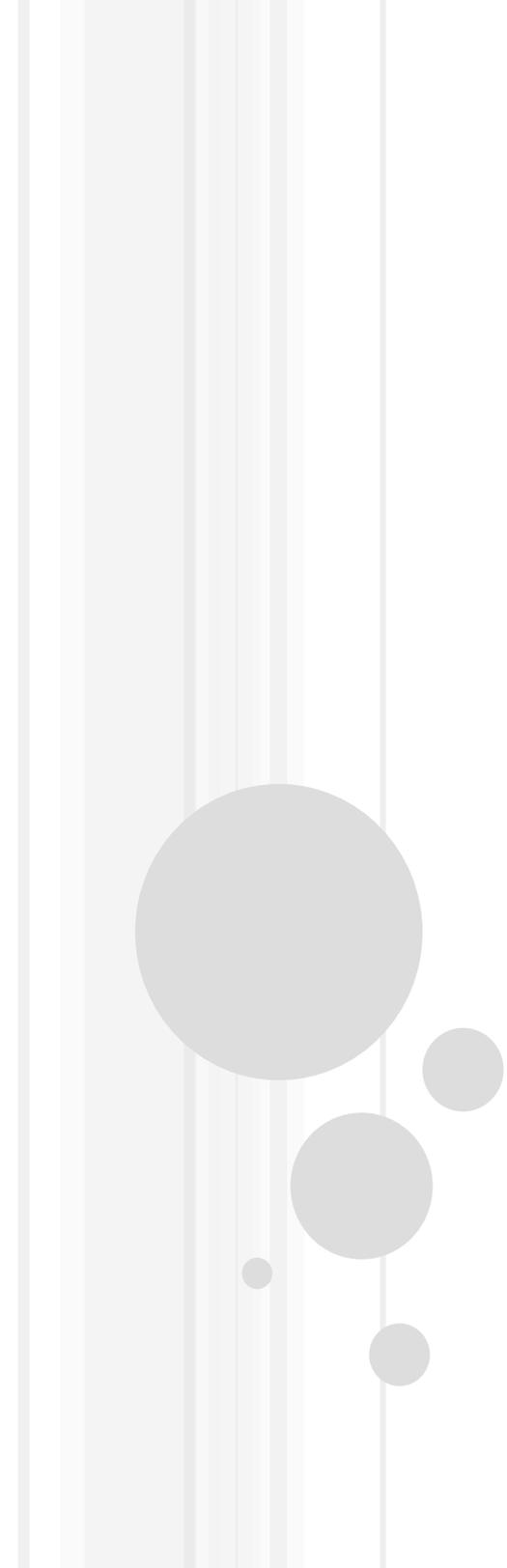
- General Project information including: Type and Subtype, Planner, Status and specific project dates.

SITE INFO TAB:

- GIS based site information from Assessor data, if available.

SEARCH RESULTS PANE:

- Remains along the left side for quick reference and to select another search result from your original search parameters.



APPLYING FOR A NEW PROJECT

BEFORE YOU BEGIN... INITIAL PROJECT SETUP

MY PROJECT INCLUDES MORE THAN FIVE (5) PARCELS:

- Email the Planning Technician a completed Pre-Submittal Form (*found in the Applications, Forms & Handouts page on the Planning Department website*).
- Within one (1) business day, the Planning Technician will set up your project in eTRAKiT.
- You will receive notification that the project has been set up with the assigned project number.
- Login to eTRAKiT to view your dashboard.
- The project now shows up on your “My Active Projects” dashboard with a status of “Pending”.
- You must now complete the application process by uploading the required application materials and paying the application fee, per Town standards. All fees are to be paid at Town Hall. Credit Card payments may be paid over the phone.

MY PROJECT INCLUDES FIVE OR FEWER PARCELS:

- Login to eTRAKiT.
- There are two (2) places in eTRAKiT where you can apply for a new project:
 - the ‘HOME’ screen; or
 - your ‘DASHBOARD’.

Town of WINDSOR Colorado

 **Projects**

[Apply](#) [Search](#)
[View on Map](#)

 **Properties**

[Search](#) [View on Map](#)

 **Contact**

[Contact Us](#)

 **View Map**

[Locate My Address](#) [Agency Map](#)

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HOME SCREEN

DASHBOARD

My Dashboard

Projects

- ▶ Apply for New Project
- ▶ Search Projects
- ▶ View on Map

Properties

- ▶ Search Property
- ▶ View on Map

Map

- ▶ View Map
- ▶ Locate My Address

Contact

- ▶ Contact us

*Hello JO Enterprises.
Below is a Dashboard of your current activities.*



My Active Projects

1 total record(s).

PROJECT NO.	ADDRESS	TYPE	STATUS	FEES DUE		
AMND15-001	609 MAIN S...	AMENDMENT	UNDER REVIEW	\$0.00		

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APPLICATION INTERFACE

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT LOGGED IN AS: JO ENTERPRISES

My Dashboard

Projects

- ▶ Apply for New Project
- ▶ Search Projects
- ▶ View on Map

Properties

- ▶ Search Property
- ▶ View on Map

Map

- ▶ View Map
- ▶ Locate My Address

Contact

- ▶ Contact us

By its use of the Town's digital development review system, the applicant acknowledges that all communication issued by the Town will be sent only to the owner's authorized representative as identified by the applicant. The owner's authorized representative shall be solely responsible for distribution of all Town-issued communication to the owner and any third parties, i.e. engineers, architects, surveyors, attorneys, consultants, etc.

By its use of the Town's digital development review system, the applicant hereby states under the penalty of perjury that all submittals contain no material misrepresentations, are true and correct, and are intended to be relied upon by the Town in the determination of development approvals.

All applicable fees shall be paid in full within 72 hours of submittal or application will be rejected and you will need to re-submit.

- I Agree
 I Disagree

CONTINUE

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My Dashboard

Projects

- Apply for New Project
- Search Projects
- View on Map

Properties

- Search Property
- View on Map

Map

- View Map
- Locate My Address

Contact

- Contact us

Project Application

STEP 1 ENTER PROJECT INFORMATION

STEP 2

STEP 3

STEP 4

Project Type Information

Project Declarations

PROJECT Type: MINOR SUBDIVISION [Instructions for online MINOR SUBDIVISION applications.](#)

*Short Description: Town of Windsor

Location

Enter all or part of the Parcel PIN and press search

Address
Parcel PIN

080721205013

SEARCH

Select address below

080721205013 - 609 MAIN ST - PARCEL

Your Relation to this Project

Property Owner
Check this box if you are the Property Owner

Attachments

Filename: Select

Description:

UPLOAD

CANCEL

NEXT STEP

APPLICATION INTERFACE (STEP 1)

PROJECT:

- Select Project Type
- Short Description = Subdivision name and filing. Do not use the word 'subdivision' in the description. *ex. TOWN OF WINDSOR 5TH*
- Use parcel or address to select your one property.

ATTACHMENTS:

- All documents shall be uploaded via attachments, using the "Development Review – Electronic File Naming Conventions" as the Description.
- *Note: Incomplete or piecemealed submittals will be rejected.*

My Dashboard

- Projects
 - Apply for New Project
 - Search Projects
 - View on Map

- Properties
 - Search Property
 - View on Map

- Map
 - View Map
 - Locate My Address

- Contact
 - Contact us

Project Application



Application for a MINOR SUBDIVISION Project

Applicant Information

*Name	<input type="text" value="JO Enterprises"/>	*Phone	<input type="text" value="(970) 674-2409"/>
*Address	<input type="text" value="301 Walnut Street"/>	*Email Address	<input type="text" value="johlava@windsorgov.com"/>
*City	<input type="text" value="Windsor"/>		
*State	<input type="text" value="CO"/>	*Zip	<input type="text" value="80550"/> - <input type="text"/>

Owner Information

*Name	<input type="text"/>	*Phone	<input type="text" value="() -"/>
*Address	<input type="text"/>	*Email Address	<input type="text"/>
*City	<input type="text"/>		
*State	<input type="text"/>	*Zip	<input type="text"/> - <input type="text"/>

Ap Rep Information

Name	<input type="text"/>	Phone	<input type="text" value="() -"/>
Address	<input type="text"/>	Email Address	<input type="text"/>
City	<input type="text"/>		
State	<input type="text"/>	Zip	<input type="text"/> - <input type="text"/>

APPLICATION INTERFACE (STEP 2)

APPLICATION INTERFACE (STEP 3)

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: JO ENTERPRISES

My Dashboard

- Projects
 - Apply for New Project
 - Search Projects
 - View on Map
- Properties
 - Search Property
 - View on Map
- Map
 - View Map
 - Locate My Address
- Contact
 - Contact us

Project Application

STEP 1 → STEP 2 → **STEP 3 REVIEW AND SUBMIT** → STEP 4

Application for a MINOR SUBDIVISION Project

Review the information below prior to submitting the application

<h4>Project Information</h4> <table><tr><td>Type</td><td>MINOR SUBDIVISION</td></tr><tr><td>Subtype</td><td></td></tr><tr><td>Description</td><td>Town of Windsor</td></tr></table> <p>EDIT</p>	Type	MINOR SUBDIVISION	Subtype		Description	Town of Windsor	<h4>Location</h4> <table><tr><td>609 MAIN ST</td></tr><tr><td>WINDSOR, CO 80550</td></tr></table> <p>EDIT</p>	609 MAIN ST	WINDSOR, CO 80550												
Type	MINOR SUBDIVISION																				
Subtype																					
Description	Town of Windsor																				
609 MAIN ST																					
WINDSOR, CO 80550																					
<h4>Contacts</h4> <p>Applicant Information</p> <table><tr><td>JO Enterprises</td><td>(970) 674-2409</td></tr><tr><td>301 Walnut Street</td><td>jolhava@windsorgov.com</td></tr><tr><td>Windsor, CO 80550</td><td></td></tr></table> <p>Owner Information</p> <table><tr><td>John Doe</td><td>(999) 999-9999</td></tr><tr><td>1234 5th Street</td><td>johndoe@email.com</td></tr><tr><td>Windsor, CO 80550</td><td></td></tr></table> <p>Ap Rep Information</p>	JO Enterprises	(970) 674-2409	301 Walnut Street	jolhava@windsorgov.com	Windsor, CO 80550		John Doe	(999) 999-9999	1234 5th Street	johndoe@email.com	Windsor, CO 80550		<h4>Fee Information</h4> <table><tr><td>Type</td><td>MINOR SUBDIVISION - APPLICATION FEE</td></tr><tr><td>Amount</td><td>\$624.00</td></tr><tr><td colspan="2"><hr/></td></tr><tr><td>Total Fees</td><td>\$624.00</td></tr></table> <h4>Attachments</h4> <p>To upload additional attachments click Here</p>	Type	MINOR SUBDIVISION - APPLICATION FEE	Amount	\$624.00	<hr/>		Total Fees	\$624.00
JO Enterprises	(970) 674-2409																				
301 Walnut Street	jolhava@windsorgov.com																				
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Type	MINOR SUBDIVISION - APPLICATION FEE																				
Amount	\$624.00																				
<hr/>																					
Total Fees	\$624.00																				

[CANCEL](#) [PREVIOUS STEP](#) [NEXT STEP](#)

APPLICATION INTERFACE (STEP 3)

The screenshot displays a web application interface with a dark red navigation bar at the top containing links for HOME, DASHBOARD, VIEW/EDIT PROFILE, VIEW CART, LOG OUT, and LOGGED IN AS: JO ENTERPRISES. A blue sidebar on the left lists navigation options under categories: My Dashboard, Projects (Apply for New Project, Search Projects, View on Map), Properties (Search Property, View on Map), Map (View Map, Locate My Address), and Contact (Contact us). The main content area has a light beige background and features a 'Confirmation' section with the text: 'Your project has been successfully submitted. All applicable fees need to be paid in full within 72 hours of submittal or the application will be rejected and you will need to re-submit. Fees can be paid at the front desk at Town Hall or by calling Customer Service at (970) 674-2400. Please have your project number and fee amount ready.' A dark blue button labeled 'VIEW PROJECT' is positioned below the text. At the bottom of the page, a dark blue footer contains a disclaimer: 'The Town of Windsor makes no warranties or guarantees, either expressed or implied, as to the completeness, accuracy, functionality or correctness of this system; nor does the Town accept any liability arising from any information submitted or contained therein. By accessing this website and/or data contained within the databases, you hereby release the Town of Windsor, its employees, agents, contractors, and suppliers from any and all responsibility and liability associated with its use.' The footer also includes 'POWERED BY CRW SYSTEMS' on the left, '301 WALNUT STREET WINDSOR, COLORADO 80550' on the right, and navigation links 'HOME | DASHBOARD | CONTACT' at the bottom right.

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: JO ENTERPRISES

My Dashboard

Projects

- ▶ Apply for New Project
- ▶ Search Projects
- ▶ View on Map

Properties

- ▶ Search Property
- ▶ View on Map

Map

- ▶ View Map
- ▶ Locate My Address

Contact

- ▶ Contact us

Confirmation

Your project has been successfully submitted.

All applicable fees need to be paid in full within 72 hours of submittal or the application will be rejected and you will need to re-submit.

Fees can be paid at the front desk at Town Hall or by calling Customer Service at (970) 674-2400. Please have your project number and fee amount ready.

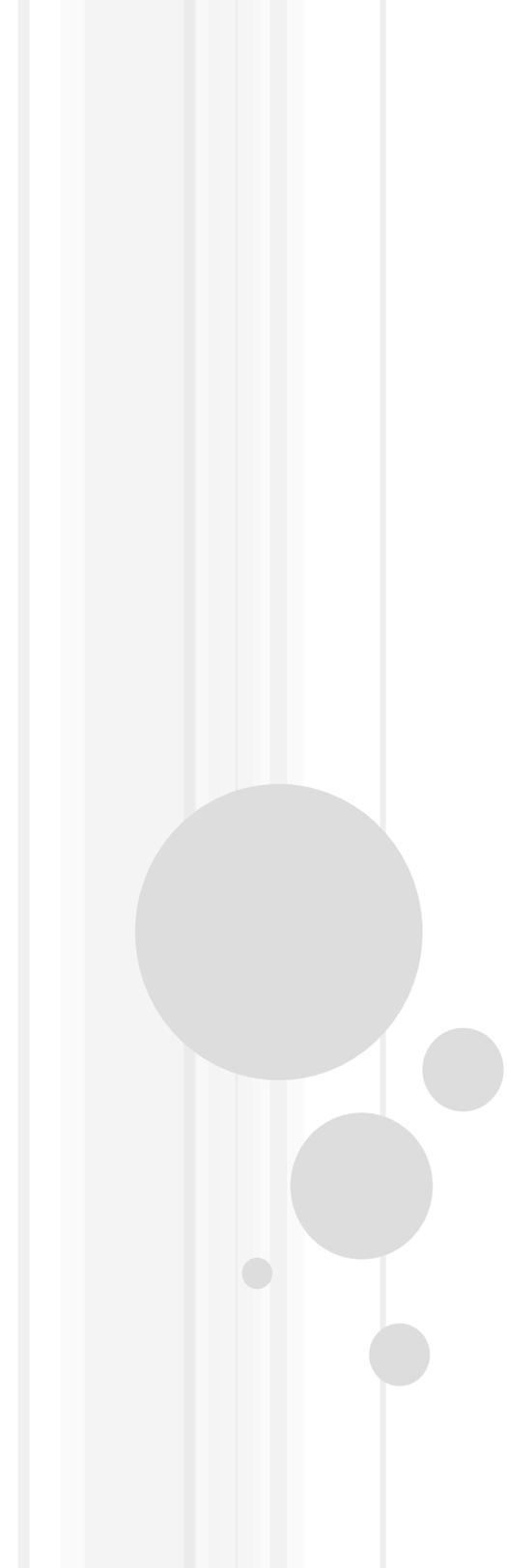
[VIEW PROJECT](#)

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POWERED BY **CRW** SYSTEMS

301 WALNUT STREET WINDSOR, COLORADO 80550

HOME | DASHBOARD | CONTACT

The left side of the slide features a decorative vertical bar composed of several overlapping, semi-transparent light gray rectangles. To the right of these bars, there are five gray circles of varying sizes arranged in a cluster, with the largest circle at the top left and smaller ones scattered below and to the right.

YOUR DASHBOARD INTERFACE

MY DASHBOARD OVERVIEW

HOME | **DASHBOARD** | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: JO ENTERPRISES

My Dashboard

- Projects
 - Apply for New Project
 - Search Projects
 - View on Map
- Properties
 - Search Property
 - View on Map
- Map
 - View Map
 - Locate My Address
- Contact
 - Contact us

Hello JO Enterprises.
Below is a Dashboard of your current activities.

 **My Active Projects** 4 total record(s)

PROJECT NO.	ADDRESS	TYPE	STATUS	FEES DUE		
AMND15-001	609 MAIN S...	AMENDMENT	UNDER REVIEW	\$0.00		
APL15-001	609 MAIN S...	APPEAL	PENDING	\$0.00		
MINS15-001	609 MAIN S...	MINOR SUBDIVISION	PENDING	\$624.00		
SP15-001	609 MAIN S...	SITE PLAN	PENDING	\$2,174.00		

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POWERED BY **CRW** SYSTEMS 301 WALNUT STREET WINDSOR, COLORADO 80550

HOME | DASHBOARD | CONTACT

VIEW/EDIT PROFILE

My Dashboard

Projects

- ▶ Apply for New Project
- ▶ Search Projects
- ▶ View on Map

Properties

- ▶ Search Property
- ▶ View on Map

Map

- ▶ View Map
- ▶ Locate My Address

Contact

- ▶ Contact us

Edit Contractor Information

* Required fields

Profile

Company Name: **JO Enterprises**

State License #: **A1002**

* Address: 301 Walnut Street

* City: Windsor

* State: Colorado

* Zip: 80550 -

* Email: jolhava@windsorgov.com

* Phone: (970) 674-2409

Cell Phone(2): () -

Fax: () -

Change Password

Password:

(6 to 15 letters/numbers only)

Confirm Password:

SAVE

VIEW CART

HOME | DASHBOARD | VIEW/EDIT PROFILE | **VIEW CART** | LOG OUT | LOGGED IN AS: JO ENTERPRISES

My Dashboard

Projects

- ▶ Apply for New Project
- ▶ Search Projects
- ▶ View on Map

Properties

- ▶ Search Property
- ▶ View on Map

Map

- ▶ View Map
- ▶ Locate My Address

Contact

- ▶ Contact us

There are no items in your cart.

All payments for project fees may be made at Windsor Town Hall at 301 Walnut Street from 8am-5pm, Monday-Friday. The Town accepts cash, check or credit card.

MY ACTIVE PROJECTS IN MY DASHBOARD

The screenshot shows a web dashboard for 'JO ENTERPRISES'. The top navigation bar includes links for HOME, DASHBOARD, VIEW/EDIT PROFILE, VIEW CART, and LOG OUT. The user is logged in as 'JO ENTERPRISES'. The main content area features a greeting 'Hello JO Enterprises.' and a sub-header 'My Active Projects' with a note 'Below is a Dashboard of your current activities.' A table displays 4 total records. The table columns are PROJECT NO., ADDRESS, TYPE, STATUS, FEES DUE, and two columns with icons (paperclip and location pin). The table data is as follows:

PROJECT NO.	ADDRESS	TYPE	STATUS	FEES DUE		
AMND15-001	609 MAIN S...	AMENDMENT	UNDER REVIEW	\$0.00		
APL15-001	609 MAIN S...	APPEAL	PENDING	\$0.00		
MINS15-001	609 MAIN S...	MINOR SUBDIVISION	PENDING	\$624.00		
SP15-001	609 MAIN S...	SITE PLAN	PENDING	\$2,174.00		

PROJECT NO.

- Your unique Project Number – used for referencing, searching and archiving.

ADDRESS

- Represents the address linked to your project. Staff can fix or update.

TYPE

- Type of project. Does not reflect 'SUBTYPE', which would be Prelim., Final, Qualified, etc.

STATUS

- The current status of your project.

FEES DUE

- Shows application fees due on your project.

FILES & MAP ICONS

- Paperclip Icon represents attachments; Location Icon represents system map feature.

My Dashboard

Projects

- ▶ Apply for New Project
- ▶ Search Projects
- ▶ View on Map

Properties

- ▶ Search Property
- ▶ View on Map

Map

- ▶ View Map
- ▶ Locate My Address

Contact

- ▶ Contact us

Project Search

Search By:

[Click here for search examples](#)

MAP



Project #AMND15-001

- Project Info
- Site Info
- Contacts
- Fees \$0.00

Description: TOWN OF WINDSOR L5,B2
 Type: AMENDMENT
 Subtype: SITE PLAN
 Planner: Scott Ballstadt
 Status: UNDER REVIEW
 Applied: 3/27/2015
 Approved:
 Finished:
 Expired:
 Deadline: 4/24/2015
 Withdrawn:
 Notes:

Linked Activities:

Parent Project(s): 1890_00001_0008 SITE PLAN PROJECT APPROVED

Sub Project(s): APL15-001 APPEAL PENDING

Attachments:

Koala.jpg Koala.jpg

PROJECT NO.

PROJECT INFO TAB

- General project information
- Linked Activities includes other projects linked to this site or project record (*ex. waiver tied to a site plan; final sub. tied to a prelim. sub.; etc.*)
- Attachments are all documents linked to this project record for all submittals

SITE INFO TAB

- Assessor and parcel info., if available

CONTACTS TAB

- Owner, Applicant & Ap. Rep.

FEES TAB

- Fee info.

My Dashboard

Projects

- Apply for New Project
- Search Projects
- View on Map

Properties

- Search Property
- View on Map

Map

- View Map
- Locate My Address

Contact

- Contact us

Property Search

Search By:

[Click here for search examples](#)

MAP ON OFF



Parcel #080721205013

- Parcel Info
- Contacts
- Restriction Details
- Land Use
- Building
- Legal Desc
- Inspections

Address: 609 MAIN ST

City/State/Zip: WINDSOR, CO, 80550

Property Type: PARCEL

PIN: 080721205013

SubName: TOWN OF WINDSOR (ORIGINAL PLAT)

Tract:

Block: 08

Lot: 006

TRS: T6N R67W S21

Lot SQFT: 9500

Linked Activities:

Sub Project(s)	Activity	Status
APL15-001	APPEAL	PENDING
SP15-001	SITE PLAN	PENDING
MINS15-001	MINOR SUBDIVISION	PENDING
AMND15-001	AMENDMENT	UNDER REVIEW
1890_00001_0008	SITE PLAN	PROJECT APPROVED

ADDRESS

- Provides general parcel and address information.
- Information is derived from the Assessor and Town's GIS layers.
- Shows any projects linked to that parcel or address.

STATUS

THE STATUS OF YOUR PROJECT WITH THE TOWN:

- Pending – The Town is awaiting a complete application/submittal and/or the Planning Technician is checking for Completeness.
- Rejected Application – Your application is not complete per Town requirements. An email will be sent notifying you as to why your application was rejected and how to fix.
- Under Review – Your project is being reviewed by Town staff.
- Review Complete – The project is in the applicant's court to address staff's comments. A resubmittal is deemed incomplete and must be corrected by the applicant.
- Project Approved – The project has been approved by the Board and/or staff has requested mylars on administratively approved projects.
- Project Denied – The project has been denied by the Board.
- Project Finished – The project has been completed, inspected and/or received Final Acceptance.
- Withdrawn – The project has been withdrawn by the applicant by formal email or letter.
- Inactive – The project has been inactive for more than one (1) year.
- Expired – The project has expired due to Board conditions or per the Municipal Code.

UPLOADING AND DOWNLOADING FILES

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: JO ENTERPRISES

My Dashboard

Projects

- Apply for New Project
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APL15-001	609 MAIN S...	APPEAL	PENDING	\$0.00		
MINS15-001	609 MAIN S...	MINOR SUBDIVISION	PENDING	\$624.00		
SP15-001	609 MAIN S...	SITE PLAN	PENDING	\$2,174.00		

eTRAKiT Attachment Upload

Upload Project Attachment:

Description:

Attachments:

Koala.jpg Koala.jpg

- Reference: 'Development Review – File Naming Conventions' standards
- Correct naming conventions must be used for all attachments as the "Description"

VIEWING ON eTRAKIT MAP

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: JO ENTERPRISES

My Dashboard

Hello JO Enterprises.
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SP15-001	609 MAIN S...	SITE PLAN	PENDING	\$2,174.00		

eTRAKit Map - Microsoft Virtual Earth

Map controls: Automatic

68 392 Main St 68 392 6th St

100 feet 29 m

© 2015 Microsoft Corporation Pictometry Bird's Eye © 2015 Pictometry International Corp

- Interactive bing map using Bird's Eye view.

The Town of Windsor does not warrant the accuracy or correctness of this system; nor does it warrant the accuracy or correctness of the data contained within this system and all liability associated with the use of this system.

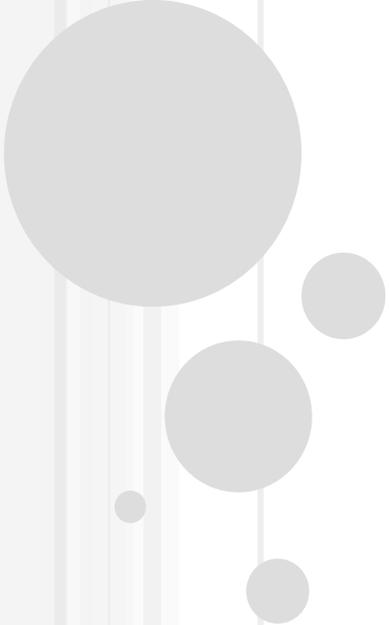
WINDSOR, COLORADO 80550
DASHBOARD | CONTACT

POWERED BY **CRW**

WINDSOR, COLORADO 80550
DASHBOARD | CONTACT

MOVING FORWARD...

- All applications and submittals shall follow the Town’s new “Development Review – Electronic Submittal Requirements” and “Development Review – Electronic File Naming Conventions”.
- Staff is using TRAKiT to review all submittals, with all review comments being on one set of plans:
 - Planning – red
 - Engineering – magenta
 - Parks – green
 - SAFEbuilt & WSFR – separate document or comments on Transmittal Letter
- The Transmittal Letter, sent via email, will advise of any additional requests from staff or general comments and next steps for the applicant and applicant’s representative.
- All staff redline comments will be available through eTRAKiT, via the file attachments for your project.
- All resubmittals require an applicant response form stating that a staff comment has been addressed and/or the reason why a comment has not been addressed. *Please reference “Development Review – Electronic Submittal Requirements”.*



QUESTIONS?

**Please contact the Town of Windsor Planning
Department at (970) 674-2400**