

Development Review Guide

Minor Subdivision and Lot Line Adjustment



1

Preliminary Research

Introduce yourself to how the Town's development review works.

- Review this guide, Windsor Municipal Code, and applicable corridor plans;
- Contact Planning staff to answer questions about processes, zoning, land use and design requirements.

Then

Submit a Concept Review Application

(Optional, but highly recommended)

Meet with DRC staff to review your proposal. This step will help you prepare your formal development review submittal.

2

Submit New Application

- A complete application
- Application fees
- All required plans and documents

**Plans are reviewed by Town staff and outside referral agencies.*

Or

Submit Revisions

- All requested plans and documents

**Revised plans and documents are reviewed by Town staff.*

3

Attend DRC Meeting *(as necessary)*

Following the first round of review, staff meets with the applicant to discuss staff comments and questions the applicant may have. Staff will also discuss next steps and help to outline the remaining processes.

Then

Make Revisions

Revise your project to address comments from staff. Go back to Step 2: Submit Revisions. Once directed by staff, proceed to the next step.

4

Building Permit Application *(if processing a site plan concurrently)*

Per staff's direction, you may submit your building permit application and drawings for review by Fire and Building.

**Note: Permits will not be accepted for developments with over one-acre of earth disturbance until a GESCP (Grading, Erosion, Sediment Control Plan) permit has been obtained and security posted.*

*** Note: Permits will not be issued until all development documents are executed.*

5

Submit Final Plans for Recordation

Submit final plans with completed signatures in PDF format for subdivisions in Weld County / mylars for subdivisions in Larimer County. Planning staff collects all internal staff signatures, the mayor's signature and records in applicable county.

Congratulations!

Your project has completed Development Review.

**Note: For building permit requirements, please see the [Building Permit webpage](#)*

Acronyms:

DRC – Development Review Committee (staff from Planning, Engineering, Parks, Fire, Building and Economic Development)