CITY OF CAÑON CITY
COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING & ZONING DIVISION

SITE PLAN PROCESS

PER SUBDIVISION AND DEVELOPMENT REGULATIONS SECTION 4.12 (APPENDIX TO TITLE 16)

1 PRE-APPLICATION

A pre-application meeting occurs with applicant, their representative(s) and staff.

2 SUBMIT APPLICATION

Applicant submits site plan application. Applicant may submit a building permit application at the same time for a simultaneous review.

3 DETERMINE COMPLETENESS

Staff determines whether the application is complete (i.e. does it contain all of the elements required?)

If application is not complete, deficiencies are provided to the applicant by the City. No further processing of the application occurs until the application is complete.

4 REFERRAL & REVIEW

Once the application is complete, staff refers (sends) the application to necessary agencies and utilities as needed (15 business days/3 week period) for their review.

Application is reviewed by Planning and Engineering staff to determine if all of the elements of the project meet the requirements of the Cañon City Municipal Code.

5 REFERRAL AGENCY COMMENTS

Planning and Engineering Department reviews any comments from required referral agencies and utilities.

6 COMMENTS TO APPLICANT

Staff sends all comments to the applicant

7 APPLICANT CORRECTIONS

Applicant provides to staff any modified/ updated information on the project, addressing comments received in #6.

8 SECOND REVIEW

Steps 4, 5, 6, and 7 are repeated until all comments have been addressed, with the provision that referral period is now 10 business days/2 weeks.

9 SITE PLAN IS APPROVED

When no deficiencies remain, the Site Plan is approved. (A typical next step is to apply for necessary building permits through the Building Division.)

APPLICANT & CITY | APPLICANT | CITY

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