



DEVELOPMENT SERVICES Current Planning

500 East Third Street, Suite 310 • Loveland, CO 80537
(970) 962-2523 • Fax (970) 962-2945 • TDD (970) 962-2620
www.cityofloveland.org

To: Planning Commission

From: Kerri Burchett, Current Planning Division

Date: August 27, 2012

RE: Process Flowcharts for site development, subdivisions, infrastructure construction and building permits

I. Description:

The attached process flowcharts were created by multiple City departments with input from the Title 18 Committee. The flowcharts were created in an effort to better understand the City's process for the timing and construction of infrastructure improvements, provisions for financial securities and the relationship between infrastructure construction and the building permit process. This process had never before been mapped and navigating through the procedures was difficult for first time applicants.

The goal of the City's Development Review Team (DRT) was to create a flowchart that can be provided to applicants to help them understand the various sequencing of the construction and building permit process, providing clear benchmarks for the timing of site improvements, financial securities, and building permit submittals. In doing so, the DRT was also able to identify areas that could be more efficient, clarify responsibilities of each coordinating City division and evaluate the financial security component to determine what items required financial security and when that security was truly needed.

Through the mapping of the process flowcharts, the DRT identified areas where the process could be more streamlined by accepting building permits at an earlier juncture and the timing for financial securities could be modified to better serve the development community. Mapping of the process was the first step in beginning to develop an amendment to Chapter 16.40 of the Municipal Code. This chapter outlines the process and requirements for infrastructure improvements, building permits and financial securities. The DRT has presented draft code language to the Title 18 Committee. The primary components of the amendment would include the following:

- Modify the timing for financial security to more closely reflect the sequencing of improvements as opposed to requiring all of the security in the beginning of the project.
- Clarify what securities are acceptable to the City
- Provide definitions for terms used in the Chapter

II. Request for Comments and Direction

Staff is presenting the process flowcharts to the Planning Commission for informational purposes at this time. Any direction or comments received at the meeting will be forwarded to the Title 18 Committee for consideration along with comments received from the public during the City's outreach component. The formal amendment will be scheduled for a Planning Commission hearing later this year.

III. Attachments

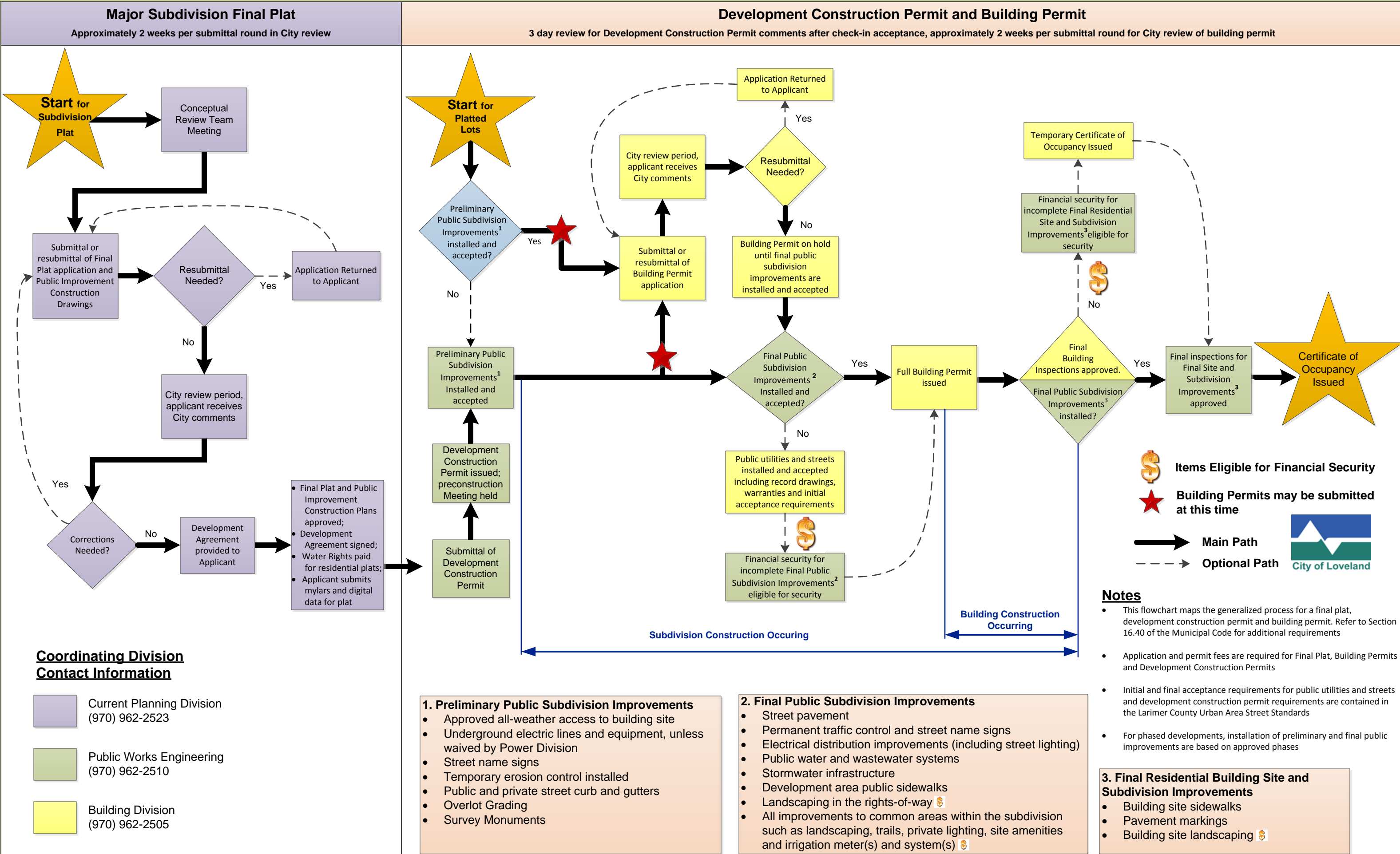
1. Site Development Plan, Site Work Permit and Building Permit Process Flowchart
2. Residential Subdivision Process Flowchart

IV. Participating Reviewers

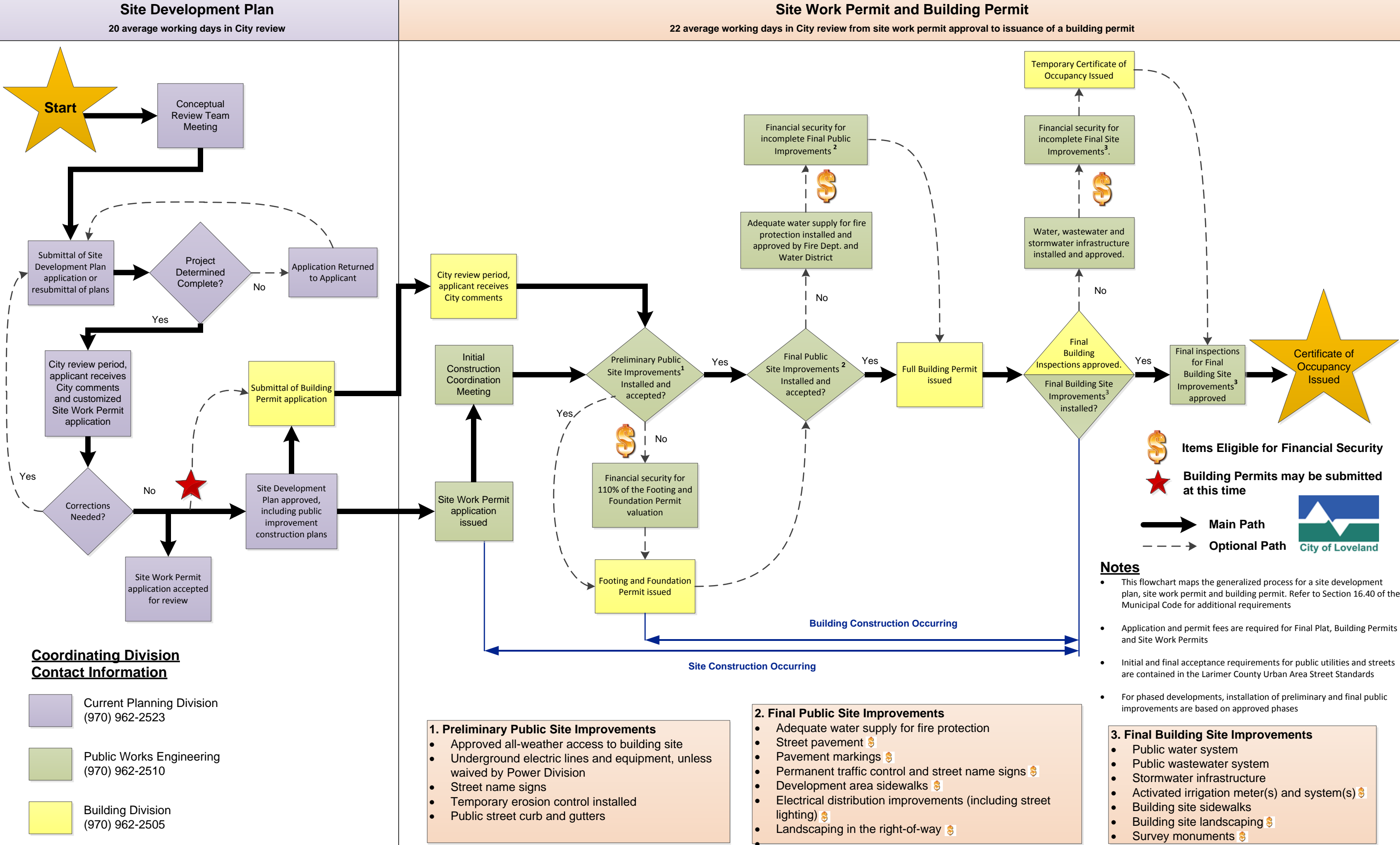
The process flowcharts and subsequent code amendment to Chapter 16.40 were created by multiple City Divisions including Development Services, Public Works, Water and Power, Fire and Rescue Authority and the City Attorney's office. The following members of the City participated in the drafting and review of the amendment:

Development Services	City Attorney	Fire and Rescue Authority	Public Works	Water and Power
<u>Development Services:</u> Greg George <u>Planning:</u> Bob Paulsen Kerri Burchett Brian Burson Jeff McKee <u>Building:</u> Tom Hawkinson Amanda Dwight Dave Sprague	Judy Schmidt.	Carie Dann	<u>Engineering:</u> Jeff Bailey Rich Becker Sean Keller Dave DeBaere <u>Stormwater:</u> Kevin Gingery	<u>Water/Wastewater:</u> Melissa Morin <u>Power:</u> Kathleen Porter

Final Plat, Development Construction Permit and Building Permit Process Flowchart
For One-Family Detached, Attached and Two-Family Dwellings



Site Development Plan, Site Work Permit & Building Permit Process Flowchart
For Nonresidential, Multifamily & Three-family Dwellings



August 2012