



DEVELOPMENT REVIEW PROCESS

200 Eagle Ave. PO Box 358 Kremmling, CO 970-724-3249 www.townofkremmling.colorado.gov

This flowchart is intended to provide an overview of the general steps which should be expected by all Applicants requesting land use approvals pursuant to the Kremmling Municipal Code (KMC).

Application Intake

The application intake process is the Applicant's opportunity to gain both a full understanding of their proposal and all Town regulations that will apply to it.

Applicants are encouraged to engage in a process where preparation and communication with staff is priority.

STEP 1

Pre-Application Meeting

A pre-application meeting may be held between staff and the applicant to understand objectives, goals, and process of the project.

STEP 2

Application Submittal

Applicant formally submits application and submittal items including completed application form and checklists.

STEP 3

Completeness Review

Staff reviews all submitted materials and determines if application is complete. If found to not be complete, application goes back to Step 1.

Application Review

The application review period is not designed to be a passive step. Questions and corrections will likely need to be addressed, and applicant's are encouraged to have open lines of communication with staff. In doing so, time can be saved as the review period will be efficient.

STEP 4

Internal Review

Town staff will forward application to other Town departments and external agencies who need to review for compliance with all applicable rules, regulations, and standards.

STEP 5

Comment Letter

Staff drafts letter identifying all reviewer comments that need to be addressed by Applicant. Applicant may request meeting with staff to discuss comment.

STEP 6

Application Resubmittal

Once resubmitted, application starts over at Step 4. When Town departments no longer have review comments application can move forward to Step 7.

STEP 7

Schedule Public Hearing(s)

Once all review comments are addressed adequately, public hearings may be scheduled and noticed as required by the KMC.

Public Hearing

Prior to hearings with the Planning Commission and/or Town Council, the application needs to be properly noticed based on the KMC requirements. Notice may include posting of the property, legal notice in the newspaper, and adjacent property owners.

Town staff drafts a staff report for all hearings and sends them to the reviewing body the Friday before hearing date.

STEP 8

Planning Commission

Meetings are held the third Monday of each month at 6:00pm in the Town Hall Board Room. The Commission makes recommendations to Town Council.

STEP 9

Town Council

Meetings are held the third Wednesday of each month at 6:00pm in the Town Hall Board Room. Town Council makes final approval.

STEP 10

Post Approval

Coordination of post-approval requirements and actions such as meeting conditions of approval, recording documents, and execution of agreements.