



Development Assistance Packet

Site Plan Amendment

Guide to the Town of Parker's eTRAKiT Electronic Development Review System

eTRAKiT is a state-of-the-art online tool utilized to facilitate the land development review process. eTRAKiT's online system provides access to land use applications, plan reviews, code inspections, projects, permits and licenses. Contractors and homeowners are able to apply and pay for permits, submit plans, view and respond to plan review comments, schedule and see inspection results all electronically. Access is available 24 hours a day, 7 days a week.

Applicants will be assigned a login and password during a pre-application meeting, by Town Staff. For additional questions about the eTRAKiT system, please contact the Town of Parker's Community Development Department at 303.841.2332.

eTRAKiT is located at: <https://lms.parkeronline.org/etrakit3/>

Please Note:

Development Assistance Packets are prepared to facilitate land use applicants in the review procedures, submittal requirements and overall process for evaluation of land use applications in the Town of Parker, Colorado.

Applicants should be advised that although this Assistance Packet contains information regarding the land use review process, it is not a complete summary of the Town's Land Development Ordinance, nor is it intended to be. Applicants for land use projects in the Town of Parker are highly encouraged to familiarize themselves with the requirements of the Town's Land Development Code and all amendments thereto.

Date Released: 1/13/2017

Prepared By:

The Town of Parker Community Development Department

Town Hall / 20120 East Mainstreet

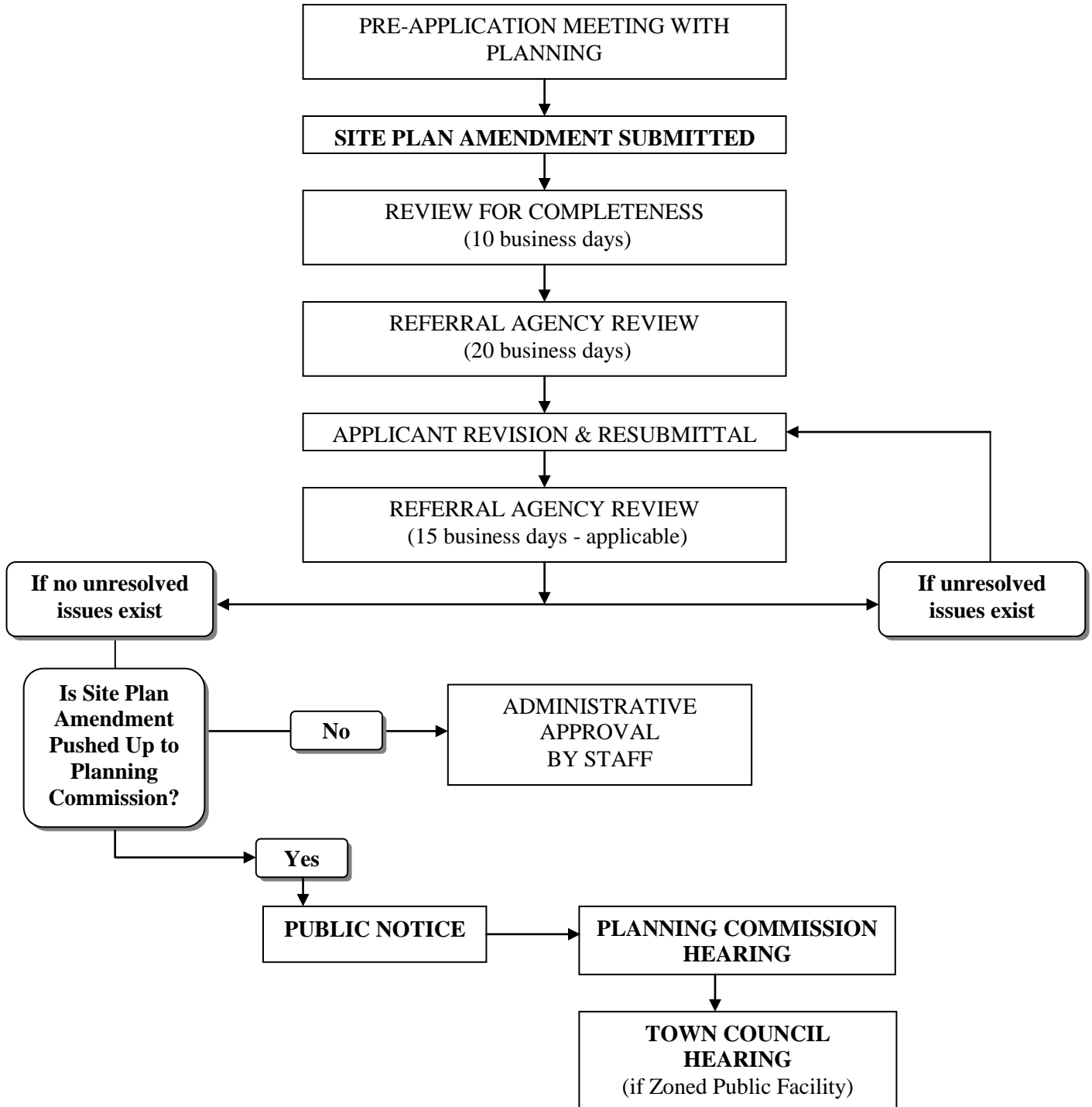
Parker, CO 80138

303/841.2332 [phone]

<http://www.parkeronline.org> [internet]



Site Plan Amendment Process



Town of Parker Community Development Department

Town Hall / 20120 East Mainstreet, Parker, CO 80138



Application Submittal Checklist - Site Plan Amendment

Submittal Item	Checklist	Applicable?	
Notes: Trakit located online at: https://lms.parkeronline.org/etrakit3/			
General Submittal Requirements - Electronic Submittals to be uploaded into Trakit			
Application (see note1)			Form enclosed; completed and signed; electronic PDF
Submittal Fees Paid			Refer to Fee Schedule
Legal Description of Property (see note 2)			Electronic PDF Document (Exhibit A)
Title Commitment/Policy			Current to within 30 days (Exhibit B)
Notarized Letter of Authorization			Exhibit C enclosed; completed, signed. Electronic PDF
Disclosure Letter			Exhibit D enclosed; completed, signed. Electronic PDF
Vicinity Map of Project Site			Electronic format in JPEG - 1MB max (Exhibit E)
Charge Back Agreement			Form enclosed; completed and signed; electronic PDF
Public Notice Requirements Apply			Refer to Public Notice Matrix
Specific Submittal Requirements - Section 13.06.030 - Electronic Submittals to be uploaded into Trakit			
Project Narrative			8 1/2" x 11" PDF Document
Site Plan Exhibits:			(See note 3)
<i>Cover Sheet</i>			Reference 13.06.030(c)(1) for formatting requirements
<i>Site Plan</i>			Reference 13.06.030(c)(1) for formatting requirements
<i>Landscape Plan</i>			Reference 13.06.030(c)(5) for formatting requirements
<i>Building Elevations</i>			Reference 13.06.030(c)(6) for formatting requirements - include rooftop mechanical structures
<i>Photometric Plan</i>			Include cut sheets on Photometric Plan
<i>Existing Conditions Map</i>			Electronic PDF Document
<i>Tree Conservation Plan</i>			Reference 13.10.110(c)(3) for formatting requirements
Civil Construction Documents			Refer to Construction Plan Requirements (see note 4)
Public Improvement Cost Estimates			Not required at this time. If required at a later date, refer to Town for direction.
Colors and Material Board			9" x 12" maximum size to be submitted to the Planning Department
Other			If other documents are required at later date, refer to Town for direction.
For Approval - To be submitted upon staff's request			
Final Site Plan Set			
Electronic Deliverables - CD's			See Roadway Design and Construction Criteria Manual Appendix TOC Revised 2015 - Section 3.0 Submittal Requirements for Construction Plans

Notes:

- 1: Application must include all exhibit attachments.
- 2: Legal descriptions are required to be attached to signed authorization and disclosure letters.
- 3: Provide (1) 24"x36" and (1) 11"x17" PDF document sets with consistent page orientation.
- 4: Roadway Design and Construction Criteria Manual, Appendix B, Plan Sheet Submittal List



PARKER COLORADO

TOWN OF PARKER COMMUNITY DEVELOPMENT DEPARTMENT LAND USE AND DEVELOPMENT APPLICATION

20120 E. Mainstreet, Parker, CO 80138

303/841.2332 (Phone) 303/841.3223 (Fax) <http://www.parkeronline.org> (internet)

Instructions:

1. All applications must be typed or printed. Illegible applications may be rejected at the discretion of the Community Development Department.
2. All applicable sections must be completed, and the application signed by ALL parties of interest. Unsigned applications *WILL NOT* be processed.
3. All requisite Exhibit Attachments must be included if the application is to be deemed complete.

Type of Application:		OFFICIAL USE ONLY	Case # _____
<i>(Check All that Apply)</i>		Trakit #:	
<input type="checkbox"/> Amendment to Comprehensive Plan	<input type="checkbox"/> Vacation of Lot Line or Easement	Application Accepted by:	
<input type="checkbox"/> Annexation & Rezoning	<input type="checkbox"/> Use by Special Review	Date:	
<input type="checkbox"/> Rezoning or PD Amendment	<input type="checkbox"/> Variance	Fees:	
<input type="checkbox"/> Sketch Plan	<input type="checkbox"/> Site Plan	Receipt No.:	
<input type="checkbox"/> Preliminary Plan	<input type="checkbox"/> Site Plan Amendment	Application Reviewed by:	
<input type="checkbox"/> Final Plat	<input type="checkbox"/> Condo Plat	Date:	
<input type="checkbox"/> Minor Development Plat	<input type="checkbox"/> Amendment to SIA or Recorded Plat	Application Assigned to:	
<input type="checkbox"/> Re-Plat	<input type="checkbox"/> Other: _____	Date:	

Project Name:			
Address or General Location:			
Section <input type="text"/>	<input type="checkbox"/> NW <input type="checkbox"/> NE <input type="checkbox"/> SW <input type="checkbox"/> SE	Lot <input type="text"/>	
Township <input type="text"/>		Block <input type="text"/>	
Range <input type="text"/>		Filing No. <input type="text"/>	
Total Acres: Gross <input type="text"/>	Net <input type="text"/>		
Requested Application in Detail:			

Property Owner of Record:		Applicant (if different from Property Owner):	
Name:		Name:	
Company:		Company:	
Address:		Address:	
Phone:	Fax:	Phone:	Fax:
Email:		Email:	
Project Representative or Consultant:		For Subject Property, List Utility Providers	
Name:		Water:	
Company:		Sanitary Sewer:	
Address:		Electricity:	
Phone:	Fax:	Gas:	
Email:		Telephone:	
<i>Note: Unless otherwise specified, all correspondence from the Town will be directed to the project representative.</i>		Cable:	
		Fire Protection:	

Current Property Zoning & Use:		Proposed Property Zoning & Use:	
Zoning:		Requested Zoning:	
IF PD, Specify Use:		If Applicable PD Name:	
Current Use:		If Rezoning Total Acreage:	
Subdivision:		Proposed Use:	

Proposals For Construction of New Residential, Commercial, or Industrial Buildings or Space			
Has prior residential project been approved for all or part of this project		Yes <input type="checkbox"/> No <input type="checkbox"/>	Total residential dwelling units requested: _____
Indicate total number of units: _____	Single Family Detached: _____	Single Family Attached: _____	
Multi-Family/Condominiums/Townhomes: _____			

COMMERCIAL/INDUSTRIAL

Indicate the type of commercial/industrial development proposed (Check all that applies)

- Retail
 Other Commercial
 Medical/Dental Office
 High Tech Office
 Business/Professional Office
 Light Industrial
 Warehouse
 Other

Please provide additional descriptions as appropriate:

What type of gross leasable square footage for each category indicated above?

Type	No. of Buildings	Gross Square Footage	Leasable Square Footage

By signing below, the Land Owner of Record, Applicant and Project representative are indicating that each understands and agrees to the following terms:

- Authorized personnel from the Town of Parker, and its consultants, are hereby granted the right to enter the subject property for the purposes of reviewing and processing the application.
- The Property Owner of Record acknowledges and agrees that the Town of Parker may file liens against the subject property for any unpaid financial obligation owed to the Town related to reviewing and processing the application.
- There are no known geologic, physical or biologic hazards, or vicious animals present on the subject property except as indicated in the attached Exhibit D.
- All requirements for submission of this application for reviewing and processing by Town of Parker Community Development Department made in accordance with the Town's Land Development Code, and any and all applicable Town of Parker Ordinances and Resolutions.
- All requisite fees have been paid to the Town of Parker.
- All information contained in this application, the attached Exhibits, and other materials submitted in connection with this application are true and accurate to the best knowledge of the Applicant, Land Owner of Record and Project Representative. It is clearly understood and agreed to that false or untruthful information may be grounds for the Town to stop processing this application or withdrawing any approval granted based upon such false or untruthful information.
- The Town of Parker is under no obligation to approve the request contained in the application. No promises of approval are conveyed with the acceptance of this application.
- The schedule of Exhibit attachments, as described below, accompanies this application:
 - Exhibit A: Legal Description of Property.
 - Exhibit B: Title Policy, current to within thirty (30) days of the date of signatures below.
 - Exhibit C: Letter of Authorization from the Property Owner of Record, allowing Applicant and Project Representative to act on their behalf, and accepting ultimate financial obligation for expenses incurred by the Town of Parker as a result of the evaluation of this request.
 - Exhibit D: Disclosure of any Geologic, Physical or Biologic Hazard present on site, or any vicious animals in residence on property.
 - Exhibit E: Vicinity Map of Project Site.

Property Owner of Record:

Print Name:			
Signature:		Date:	

Applicant, if different from Property Owner:

Print Name:			
Signature:		Date:	

Project Representative or Consultant

Print Name:			
Signature:		Date:	

TOWN OF PARKER DEVELOPMENT REVIEW FEE SCHEDULE

MAKE CHECKS PAYABLE TO: TOWN OF PARKER

Adopted by Resolution No. 03-070

ZONING	FEE	SUBDIVISION	FEE	MISCELLANEOUS	FEE		
ANNEXATION	See Rezoning	SKETCH PLAN	Base Fee 400.00 plus 25.00/gross acre	SITE PLAN ➤ Residential ➤ Non Residential ➤ Amendment requiring PC Approval ➤ Amendment/requiring Administrative Approval	Base Fee 500.00 10.00/du 50.00/gross acre 250.00 150.00		
ANNEXATION AGREEMENT AMENDMENT	400.00	PRELIMINARY PLAN PRELIMINARY PLAN AMENDMENT	Base Fee 400.00 plus 10.00/residential lot or unit or 25.00/gross acre for non residential Base Fee 350.00				
REZONING ➤ To a Residential Zone District (excluding Planned Development) ➤ To Non Residential Zone District (excluding Planned Development) ➤ To a Planned Development Zone District	Base Fee 350.00 plus 0-99 acre 10.00/gross acre 100-320 acre 15.00/gross acre 321 + acres 20.00/gross acre	FINAL PLAT FINAL PLAT AMENDMENT (Replat)	Base Fee 500.00 plus 10.00/residential lot or unit or 30.00/gross acre for non residential Base Fee 350.00	BUILDING PERMIT** ➤ Site Plans ➤ New residential ➤ Tenant Finish ➤ Administrative Review Additions and minor revisions	85.00 50.00 10.00 10.00 10.00		
	Base Fee 400.00 plus 75.00/gross acre	MINOR DEVELOPMENT	Base Fee 500.00 plus 10.00/residential lot or unit or 30.00/gross acre for non residential				
	Base Fee 400.00 plus 0-99 acre: 10.00/gross acre 100-320 acres: 15.00/gross acre 321 + acres: 20.00/gross acre plus 5.00 per dwelling unit	CONDO PLAT	Base Fee 300.00 plus 5.00/residential lot or unit or 20.00/gross acre for non residential			VARIANCE ➤ Land Use ➤ Sign	200.00 150.00
		VACATION OF PLAT, ROW OR EASEMENT	150.00			WAIVER ➤ Land Development Code	100.00
PLANNED DEVELOPMENT ➤ Amendment to Development Guide ➤ Amendment to Development Map ➤ Minor Amendment ➤ Major Amendment <i>NOTE:</i> Amendments requiring a Development Guide and a Development Map Amendment will be charged both fees	350.00 Per Application	EASEMENT REQUEST (Town grants easement)	300.00	APPEALS ➤ To Town Council	100.00		
	Base Fee 350.00 plus Base Fee 350.00 plus 0-99 acres 4.00/gross acre 100-320 acres 6.00/gross acre 321+acres 8.00/gross acre	TIME EXTENSION FOR SUBDIVISION APPROVAL	150.00	TEMPORARY USE/VENDOR PERMIT ➤ Extension if applicable	50.00 15.00		
		SUBDIVISION AGREEMENT AMENDMENT	400.00	SIGN PERMIT ➤ New ➤ Planned Sign Program ➤ Planned Sign Program Amendment	75.00 200.00 75.00		
USE BY SPECIAL REVIEW ➤ General ➤ CMRS (Commercial Mobile Radio Service) ➤ CMRS Administrative Approval (per 13.12.040(e))	350.00 Base Fee plus 15.00/gross acre			RESIDENTIAL DESIGN MINIMUMS ➤ Subdivision ➤ Changes	250.00 100.00		

LANDSCAPE, DRAINAGE AND ROAD CONSTRUCTION PLANS: Town consultants charge a plan review on an hourly basis. These costs are charged to the Town and are then charged to the applicant plus 15% to cover administrative costs. Site inspections for construction and erosion control observations are charged on the same basis.

PUBLIC NOTICE FEE: The applicant shall be charged back the cost of publishing any public notices required for an annexation request. The Town shall bill this cost plus a 15% administration fee.

****BUILDING PERMITS SITE PLAN REVIEW:** For attached units, review will be based on each bldg. Fee includes building permit review & Certificate of Occupancy inspection. Amendments to existing commercial projects will be assessed the site plan administrative review fee. *New Residential:* Includes plot plan, Improvement Location Certificate review, & Grading Certificate submittal. *Administrative Review:* Minor changes include: room or building additions, decks, patios and driveway additions, enclosures, & accessory structures.

Exhibit C to Town of Parker Land Use Application

Letter of Authorization from Property Owner

[Date _____]

Community Development Department
Town of Parker
20120 East Mainstreet
Parker, CO 80138

Regarding: Property Owner Letter of Authorization
[Name of Project: _____]

I, (*Name of Property Owner*), hereby certify that I am the legal owner of record of the land described in the attached Legal Description (See Exhibit A to this Land Use Application), and do hereby authorize (*Name of Applicant/Applicant's Representative*) to process this land use application on behalf of the subject property.

I understand that in the review of this project, by providing this authorization, I will allow Town of Parker Staff to enter the subject property for purposes of evaluating this land use request, as the specifics of this application may require.

I also understand that as part of the review of this project, the Town may find it necessary to outsource certain aspects of the review. Although there is a Charge Back Agreement submitted by the applicant for payment of those outsourced review fees which specifies that the applicant shall pay such fees, ultimately, it is the subject property, itself, which encumbers the ultimate responsibility for repayment of those fees in the event of default of payment by the applicant. Should this occur, I understand that the Town has, as part of its remedies under the Charge Back Agreement and Land Use Application, the imposition of liens against the property, should such become necessary.

Signature of Property Owner

Print Name: _____

Address: _____

Phone Number: _____

STATE OF COLORADO)
)ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 20____,
by _____, as _____ of _____.

My commission expires: _____

(S E A L)

Notary Public

Exhibit D to Town of Parker Land Use Application

Disclosure Letter

[Date _____]

Community Development Department
Town of Parker
20120 East Mainstreet
Parker, CO 80138

Regarding: Disclosure Letter of Known Hazards on Site
[Name of Project: _____]

As applicant for the above referenced project, we understand that Town staff and its consultants may need to visit the subject property for the purpose of observation, assessment, measurement or analysis of the property related to the land development request we have submitted. Consistent with the Town's Risk Management policies, the purpose of this disclosure letter is to advise the Town of any know Geologic, Biologic, or Physical Hazards on site, or of vicious animals present on site.

(Choose the applicable paragraph from the next two paragraphs)

We are therefore advising the Town of the following known hazards (list in bullet point form below)

We are therefore advising the Town that to the best of our knowledge and understanding regarding the subject property, there are no known hazards on site for which Town staff would need to take precautions before entering the property.

Should you have any questions or require clarification of the above referenced information, you may contact us using the information below.

Signature of Applicant

Print Name/Title: _____

Company: _____

Address: _____

Phone Number: _____

CHARGE BACK AGREEMENT

THIS CHARGE BACK AGREEMENT is made and entered into this ____ day of _____ 20__, by and between the TOWN OF PARKER, a Colorado municipal corporation (the "Town"), and _____ (the "Owner").

WHEREAS, Section 13.01.080 of the Town of Parker Municipal Code requires that the Town be reimbursed for the cost of the time spent for engineering, planning, surveying, inspection, hydrological and legal services in reviewing development proposals and construction, plus fifteen percent (15%) for administrative costs (hereafter "Consultants' Time").

WHEREAS, this obligation to reimburse the Town for Consultants' Time exists regardless of whether the project is approved, completed, and/or regardless of whether the Owner chooses to complete the Town's land review process as a whole; and

WHEREAS, this Agreement memorializes the obligation by the Owner to the Town to reimburse the Town for all Consultants' Time as set forth in Section 13.01.080(c) of the Parker Municipal Code for the project described under TRAKiT#_____.

NOW, THEREFORE, in consideration of the recitals and mutual covenants herein contained, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Town and the Owner agree as follows:

1. Reimbursement. Owner agrees to reimburse the Town, regardless of completion of the Owner's project, regardless of approval of the Owner's project, and/or regardless of whether the Town's land review process as a whole is completed, for all Consultants' Time, as set forth in Section 13.01.080(c) of the Town of Parker Municipal Code, for all such costs incurred by the Town which are incurred as a result of, or which are otherwise related to, Owner's land use submission and its subsequent review.

2. Deposit. At the time of the execution of this Agreement, the Owner shall deposit with the Town the sum of \$_____. The deposit, and any additional amounts deposited with the Town pursuant to this Agreement, shall be used to reimburse the Town for the amounts described in Paragraph 1 of this Agreement. If the deposit is depleted prior to the completion of the project, the Owner shall promptly deposit additional monies with the Town in an amount specified by the Town, but not to exceed the amount of the original deposit less any remaining deposit held by the Town. The parties understand and agree that the amount deposited with the Town is an estimate of the costs only, and that the Owner shall pay the amounts provided for in Paragraph 1 of this Agreement through the initial deposit and additional deposits, if necessary. If such additional amounts are not deposited when necessary, the Town may suspend or terminate the work described in Paragraph 1 of this Agreement, until such additional amounts are deposited with the Town, as provided herein. Additional amounts shall be deposited as determined by the Town to cover outstanding balances prior to recommencement of any work described herein. Any remaining deposit monies will be returned to the Owner.

3. Remedies. In the event Owner fails to reimburse the Town for all Consultants' Time as set forth in Section 13.01.080(c), the Town shall have the following remedies:

(a) The Town may impose the remedies provided by Section 13.01.80(c), as required, including the following:

i. The termination of the review process, including any and all inspections, if payment is not made in full within thirty (30) days of the issuance of the statement indicating the actual cost of Consultants' Time;

ii. The application being deemed withdrawn if the statement is not paid in full within thirty (30) days of the date of the issuance of the statement indicating the actual cost of Consultants' Time;

iii. The imposition of interest on the amount due and outstanding at the rate of one and one-half of one percent (1.5%) per month from the date when due.

iv. The initiation of an enforcement action for nonpayment of Consultants' Time to collect unpaid fees.

v. Certify that delinquent amounts, including interest to the Douglas County Treasurer, to be collected and paid over by the Douglas County Treasurer in the same manner as taxes, as provided by C.R.S. § 31-20-105.

(b) The Town may also impose any or all of the following remedies, at its sole discretion:

i. The filing of a lien on the property which is or was the subject of the proposed development upon which the Town has not been reimbursed for Consultants' Time; and/or

ii. The refusal to issue a building permit for any portion of the proposed development upon which the Town has not been reimbursed; and/or

iii. The refusal to issue a certificate of occupancy for any portion of the proposed development upon which the Town has not been reimbursed; and/or

iv. The refusal to accept any further land use applications from any Owner which has failed to reimburse the Town for Consultants' Time for any project.

4. Attorney Fees. Should this Agreement become the subject of litigation to resolve a claim of default of performance by the Owner and a court of competent jurisdiction determines that the Owner was in default in the performance of the Agreement, the Owner shall pay the attorney fees, expenses and court costs of the Town.

5. Severability. If any provision of this Agreement is invalid, illegal or unenforceable, such provision shall be severable from the rest of this Agreement, and the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.

6. Governing Law. This Agreement shall be governed by and construed in all respects according to the laws of the State at Colorado.

7. Headings. Headings of the sections of this Agreement are inserted for convenience only and shall not be deemed to constitute a part hereof.

8. Modifications. No amendments to or modifications of this Agreement shall be made or be deemed to have been made, unless such amendments or modifications are made in writing and executed by the party to be bound thereby.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date first above written.

TOWN OF PARKER, COLORADO

Community Development Director

OWNER: _____

[Company name, not signer's name↑]

[Please sign on line↑]

[Signer's name and title↑]

Company: _____

Address: _____

Phone No.: _____

Witnessed by:

[Please sign on line↑]

[Signer's name and title↑]



PARKER
C O L O R A D O

Town of Parker Sales Tax Administration

Mailing Address:
20120 E Mainstreet
Parker, CO 80138

Website: www.ParkerOnline.org/SalesTax
Email: salestax@parkeronline.org
Phone: 303.805.3228 **Fax:** 303.805.3219

Use Tax Due on Construction Projects Requiring a Building Permit

Calculation of the Building Permit Use Tax

An estimated prepayment of use tax is paid on 50% of the contract price provided when the permit application is received. If no contract price is provided or appears undervalued, the project valuation as determined by the Building Department will be used. This payment is due at the time a permit is issued, and is paid by the general contractor, building owner, or lessee.

The Town of Parker collects estimated use tax for both the Town of Parker and Douglas County up front in lieu of Town or County sales tax being charged by vendors when materials are purchased. The building permit must be presented to vendors when purchasing construction materials for the project to avoid paying the tax twice.

Construction Project Cost Report Use Tax Return

Upon completion of a construction project, a Construction Project Cost Report Use Tax Return must be filed with the Town of Parker to reconcile the estimated prepayment of use tax with the actual use tax due. This return is due 60 days after the issuance of a Certificate of Occupancy or, if no Certificate of Occupancy will be issued, the final inspection. A one-time extension of 30 days will be granted only if a request for extension is made by the contractor, owner or lessee prior to the 60 day due date.

The Construction Project Cost Report will be uploaded to all building permits prior to the permit being issued and are also available on the Town's website at www.ParkerOnline.org/SalesTax.

Audits

All Construction Project Cost Reports are subject to audit by the Sales Tax Division. All invoices and project cost reports pertaining to the construction project must be kept for at least three years after the later of either the (a) the final Certificate of Occupancy for buildings, or (b) final inspection. If an audit reveals that use tax was underpaid, the tax, along with the associated interest and penalty, will be assessed to the General Contractor, Owner or Lessee.

A complete audit is performed on all Construction Project Cost Reports resulting in a refund request.

Purchases other than Construction Materials

Use tax paid on a building permit is only for construction materials used on a project. Construction materials means tangible personal property which, when combined with other tangible personal property, loses its identity to become an integral and inseparable part of a completed structure or project, including public and private improvements. Construction materials include, but are not limited to, such things as: asphalt, bricks, builder's hardware, caulking material, cement, concrete, conduit, electric wiring and connections, glass, gravel, insulation, lath, lead, lime, lumber, macadam, millwork, mortar, oil, paint, piping, pipe valves and pipe fittings, plaster, plumbing fixtures, putty, reinforcing mesh, road base, roofing, sand, sanitary sewer pipe, sheet metal, site lighting, steel, stone, stucco, tile, trees, shrubs and other landscaping materials, wall board, wall coping, wallpaper, weather stripping, wire netting and screen, water mains and meters, and wood preserver. The above materials, when used for forms or other items which do not remain as an integral or inseparable part of a completed structure or project, are not construction materials.

If items other than construction materials are used or purchased for the project, (e.g.: machinery and equipment rentals, tools, fencing, food or beverage, etc.) sales tax must be paid to the vendor on these items.

Refunds for Tax Paid Twice

If you do not provide a copy of the building permit to a Parker vendor and are charged Parker sales tax on the construction materials, you may apply to the Town of Parker for a refund of the sales tax paid. Copies of all receipts showing that Town sales tax was paid to a Parker business must be submitted to the Sales Tax Division within 60 days of the date of the purchases. No refund will be given for sales tax paid on purchases other than construction materials. Additional information on refund requests is available at www.ParkerOnline.org/SalesTax.

If you purchased your materials in a city other than Parker and paid that city's sales tax, Parker will not issue a refund. You must apply for a refund from the vendor or the city where the tax was charged.

Projects Exempt from Use Tax

Contractors who perform a job for a government entity or certain charitable organizations at a site within the Town of Parker are exempt from paying use tax on the construction and building materials for that job.

Charitable organizations must meet **both** of the following conditions in order to qualify for an exemption from use tax on construction and building materials:

a) the organization has been certified as a not-for-profit organization under section 501(c)(3) of the Internal Revenue Code;

and

b) Is a religious or charitable organization

As used in this definition, a charitable organization is an organization which exclusively, and in a manner consistent with existing laws and for the benefit of an indefinite number of persons, freely and voluntarily ministers to the physical, mental, or spiritual needs of persons, and which thereby lessens the burdens of government.

Please contact the sales tax division at 303.805.3228 or salestax@parkeronline.org if you have any questions regarding whether or not your organization will qualify for a charitable organization use tax exemption.



Town of Parker Sales Tax Administration

Mailing Address:
20120 E Mainstreet
Parker, CO 80138

Website: www.parkeronline.org/salestax
Email: salestax@parkeronline.org
Phone: 303.805.3228 **Fax:** 303.805.3219

CONSTRUCTION EQUIPMENT DECLARATION – USE TAX RETURN

Construction equipment must be declared to the Town prior to or on the date the equipment first enters Town limits for a permitted project. Each permitted project requires a new equipment declaration. Any use tax due from such use must be paid at the time of declaration in order for the declaration to be considered as filed on time.

Taxpayer Information	Legal Name of Business or Individual Name	Trade Name	General Contractor Name (If Filed By Subcontractor)
	Taxpayer Mailing Address	Address of Project/Jobsite	Building Permit #
	Taxpayer City, State Zip	Date Equipment first located in Town	Declaration Type <input type="checkbox"/> Initial <input type="checkbox"/> Amended <input type="checkbox"/> Final Amended

Equipment Information (Attach Additional Sheets as Necessary)	a)Equipment Description	b)Equipment ID	c)Days In Town	d)Purchase or Rental Price	e)Municipal Tax Paid	f)Municipal Credit	g)Net Purchase Price	h)Taxable Amount
	1.							
	2.							
	3.							
	4.							
	5.							
	6.							
	7.							
	8.							
	9.							
	10.							

Due Date for Return: The use tax amount calculated on line 14 must be remitted with a copy of this return prior to or on the date that equipment is first located in the Town. Late returns are not eligible for proration and are subject to penalty and interest. Amended Declaration Required: An amended declaration must be filed every 90 days. For projects less than 30 days, an amended return must be filed within 10 days of substantial completion. Additional declarations are required if equipment not listed herein is used in the Town.	11. Total Taxable Amount – This Page (Lines 1-10, Column h)		
	12. Total Taxable Amount – Additional Sheets		
	13. Total Taxable Amount (Line 11 + Line 12)		
My signature affirms that I have read this return and it is true and correct to the best of my knowledge and is signed subject to penalties for perjury and other criminal offenses.	14. Use Tax Due (3.0% of line 13)		
	15.a) Penalty (greater of \$10 or 15% of line 14)		Put total of line 15a & 15b below
	15.b) Interest (1.5% per month of line 14)		
Signature	Printed Name		
Title	Phone	Date	16. Total Due (Line 14 + Line 15)



CONSTRUCTION EQUIPMENT DECLARATION INSTRUCTIONS

Construction Equipment means any equipment used, including rental equipment, by a person in making improvements or building structures.

Municipal or Municipality means town or city.

Equipment must be declared upon first entry into the Town for any permitted project. If a piece of equipment remains within Town limits for a new permitted project this equipment must be declared for use on the new equipment declaration because each permitted project requires completion of a new equipment declaration.

Amended declarations are required when there are changes to a previously filed declaration or when required by Town Municipal Code. These changes can include adjustments to the number of days within Town limits, purchase price, or unique equipment ID. Amended declarations must be filed per Municipal Code 1) within 10 days of substantial project completion when the project was originally declared as less than 30 days, or 2) every 90 days when the project was originally declared as 30 days or longer.

LINES 1-10: Complete each column for each piece of equipment. Attach additional schedules as necessary to report additional pieces of equipment. For audit purposes, do not summarize all equipment into a single line.

COLUMN A: List a general description for the piece of equipment.

COLUMN B: List a unique identification number (i.e. serial number or asset tag number).

COLUMN C: List the number of days the equipment will be used in town. For original declarations, list the anticipated number of days.

COLUMN D: List the full original purchase or rental price of the equipment. **Do not list a depreciated value.**

COLUMN E: List the dollar amount of municipal tax paid only. **Do not include** any State, special district, or county taxes paid.

COLUMN F: Credit for legally imposed sales or use tax paid to other municipalities may be taken against any Parker use tax due. Such credit may not exceed the Parker use tax due. If no municipal sales or use tax has been paid on the equipment, enter a zero (0) in this column.

To calculate the municipal credit amount, take the total of any previously paid, legally imposed municipal sales or use tax (column e) and divide this amount by 0.03. Credit is allowed only for legally imposed sales or use tax previously paid to other municipalities; **do not include** State of Colorado, RTD, cultural district (CD), county or other special district taxes.

Example: Equipment purchased for \$150,000 in a city with a municipal sales tax rate of 2.0% (previously paid municipal sales tax of \$3,000). Municipal credit is \$100,000 as calculated below:

\$3,000	Previously paid municipal sales tax (reported in column e)
<u>3.0%</u>	Divided by Town of Parker use tax rate
\$100,000	Equals municipal credit – Enter this amount in column f

COLUMN G: If the amount in column f is *greater than or equal to* the amount in column d, enter a zero (0) in this column (g). If the amount in column f is less *than* the amount in column d, subtract the amount in column f from column d and enter the difference in this column (g).

COLUMN H: If the number in column c is greater than 30, enter the amount in column g in this column (h). If the number in column c is *less than or equal to* 30 **and** the equipment is declared prior to or on the date of its location in the Town, divide the amount in column g by 12 and enter the result in this column (h).

LINE 11: Enter the sum of column h for lines 1-10.

LINE 12: Enter the taxable amount, if any, computed on additional schedules used to detail additional pieces of equipment.

LINE 13: Enter the sum of lines 11 and 12. This is the amount subject to Town use tax.

LINE 14: Multiply the amount in line 13 by 0.03 (3.0% is the Town use tax rate). This is the amount of use tax due. This amount must be remitted on or before the date equipment first located in Town.

LINE 15: Enter the total penalty & interest on line 15. The declaration is due on or before the first day equipment is located within Town boundaries. If filing this declaration after the first day of in-Town use the declaration will be considered late. **Penalty** is calculated as the greater of \$10 or 15% of the total use tax due (line 14) and should be entered on line 15a. **Interest** is calculated at a rate of 1.5% per month late times the total use tax due (line 14) and should be entered on line 15b. The Town has established an equipment declaration penalty and interest calculator to assist in calculating the correct amount due. Access this calculator on the Construction Equipment Declaration page at www.parkeronline.org/salestax.

LINE 16: Total due and payable to the Town of Parker, add lines 14 and 15. Make your check payable to the Town of Parker. Please ensure the amount of line 16 matches the amount remitted to the Town.



CONSTRUCTION MATERIALS COST AFFIDAVIT INSTRUCTIONS

IMPORTANT REMINDERS

The information requested in this affidavit is needed by the person listed in the Contractor Information section. This person is preparing tax returns for the project listed. This form needs to be returned to the person identified in the Contractor Information. Do not return this form to the Town of Parker.

To be acceptable evidence of the true total tax liability in the context of an audit or claim for refund, this affidavit must be subscribed and affirmed before a commissioned notary public, who must, in turn, complete the notarial certificate at the bottom of the form.

For primary contractors reporting on an actual cost basis, or for projects not requiring Town permits, it will be necessary to collect monthly affidavits for the duration of the project. For permitted projects reported on an estimated pre-payment basis, only a single affidavit is needed for the final Project Cost Report.

The Town of Parker may select the return resulting from this affidavit for audit. If that occurs, you may be required to submit a more detailed affidavit along with supporting documentation to a Town auditor.

Requesting Contractor completes Contractor Information and Sub-Contractor Information:

- LINE 1: Enter the legal or true name of the requesting contractor.
- LINE 2: Enter the trade name or d/b/a of the requesting contractor if it differs from the legal name.
- LINE 3 & 4: Enter the name & telephone number of an individual employee of the requesting contractor that the sub-contractor can contact with questions regarding this affidavit. The Town of Parker will generally refer questions regarding this form to the requesting contractor.
- LINE 5 & 6: Enter the mailing address for the requesting contractor. The requesting contractor is advised to list the address where they want this affidavit returned.
- LINE 7: Enter the legal name of the sub-contractor from whom the materials cost information is being requested. This person (or their representative) will complete the affidavit section.
- LINE 8: Enter the trade name or d/b/a of the sub-contractor if it differs from the legal name.
- LINE 9: Enter a title or brief description that will help the sub-contractor identify the project that is the subject of this affidavit.
- LINE 10: If the project was identified by a common job number used by the requesting contractor and/or sub-contractor, enter that number. If not, leave blank.
- LINE 11: Enter a geographic description of the jobsite that will help the sub-contractor identify the project that is the subject of this affidavit such as a street address, intersection, subdivision or building name.

Sub-Contractor completes affidavit:

- Name: Print the name of the individual making this affidavit. This individual will normally be an officer, partner, manager, member or sole proprietor, but can be any person qualified to affirm under oath the accuracy of the statements made herein.
- LINE I: Enter the title of the individual listed directly above.
- LINE II: This is a statement of fact. The affiant affirms this statement is true and correct.
- LINE III: Enter the starting and ending dates during which the materials reported on line IV below were used. This information will aid the requesting contractor in completing periodic returns as well as assist the contractor in determining whether or not this is a full accounting of project costs.
- LINE IV a.: Enter the cost of materials used during the time period specified on line III above. Include costs of materials used by any sub-contractors.
- LINE IV b.: Enter the cost of fabrication labor used during the time period specified on line III above. Include costs of fabrication labor used by any sub-contractors.
- LINE IV c.: Enter the cost of rental equipment used during the time period specified on line III above. Include costs of rental equipment used by any sub-contractors.
- LINE V: This is a statement of fact. The affiant affirms this statement is true and correct.
- LINE VI: Enter the total contract price, including any change orders, as of the date of this affidavit. Do not make adjustments for amounts not yet paid by the requesting contractor, or for retainage.
- LINE VII: Check the appropriate box to indicate to the requesting contractor that this is a final or an interim affidavit. The final affidavit option indicates to the requesting contractor that no further affidavits will be necessary to report the sub-contractor's total materials costs. Conversely, the interim affidavit option alerts the requesting contractor to the possibility that additional affidavits may be necessary to report total materials costs. Interim affidavits will most commonly be used when the primary contractor is reporting use taxes on a monthly basis, and will, therefore, need a monthly accounting of materials costs.
- LINE VIII: This is a statement of fact. The affiant affirms this statement is true and correct.
- Signature & Notarization: The affiant should carefully read all of the statements in the affidavit to ensure they are true and correct. This document must be subscribed (signed) and affirmed before a commissioned notary public. Before witnessing the signature of the affiant, the notary will administer an oath. After administering the oath and witnessing the signature, the document must be notarized.



Town of Parker Sales Tax Administration

Mailing Address:
20120 E Mainstreet
Parker, CO 80138

Website: www.parkeronline.org/salestax
Email: salestax@parkeronline.org
Phone: 303.805.3228 **Fax:** 303.805.3219

CONSTRUCTION PROJECT COST REPORT – USE TAX RETURN

This form is used to compute the actual use tax due on construction projects located within the Town of Parker and to reconcile such tax with the estimated tax paid when the building permit was obtained. Any underpayment must be remitted with this report within sixty (60) days of the issuance of the Certificate of Occupancy or the final building inspection. This report also serves as the claim for refund in the case of an overpayment.

All returns filed with the Town of Parker are subject to audit by the Sales Tax Division. If this project is selected for audit, you will be contacted by an auditor to schedule a time to review additional documentation. The Town of Parker sales and use tax code requires all supporting documentation be retained for at least 3 years from the date this return is filed.

Taxpayer Information	Legal Name of Business or Individual Name	Trade Name	Contact Name
	Taxpayer Mailing Address	Address of Project/Jobsite	Contact Phone
	Taxpayer City, State Zip	Building Permit #	Date Final CO Issued (or Final Inspection if No CO)

Required Documents**	Actual Cost Method*	50% of Total Billings Method*
	Copy of all customer billings	Copy of all customer billings
	Copy of final job cost summary	Copy of final job cost summary
	Copies of all invoices on which Town of Parker sales tax was paid**	
	Construction Materials Cost Affidavit from each subcontractor	

Computation of Construction Use Tax	Actual Cost Method (Required for Refund Requests)		OR		50% of Total Billings Method	
	1. Total cost of construction materials (Include materials used by subcontractors)		A. Total amount billed to customer			
	2. Total cost of fabrication labor (Include fabrication labor by subcontractors)					
	3. Total cost of rentals (Include rentals used by subcontractors)					
	4. Total Taxable Costs (Line 1+Line 2 + Line 3)		B. Estimated Taxable Materials (50% of Line A)			
	5. Total Town of Parker use tax due (Line 4 x 3.00%)		C. Total Town of Parker use tax due (Line 4 x 3.00%)			
	6. Project Cost from Permit		D. Project Cost from Permit			
	7. Parker estimated use tax paid on permit (Line 6 x 50% material est. x 3% tax rate)		E. Parker estimated use tax paid on permit (Line D x 50% material est. x 3% tax rate)			
	8. Town of Parker sales tax paid on invoices (Copies must be included)					
	9. Total Town of Parker tax paid** (Line 7 + Line 8)					
	10. Town of Parker additional use tax due or (refund due) (Line 7 - Line 9)		F. Town of Parker additional use tax due (Line C - Line E)			
	11. Penalty (greater of \$10 or 15% of Line 9)		G. Penalty (greater of \$10 or 15% of Line F)			
	12. Interest (1.5% per month of line 9)		H. Interest (1.5% per month of Line F)			
13. Total Due (Line 9 + Line 10 + Line 11)		I. Total Due (Line F + Line G + Line H)				

Due Date for Return: Any additional use tax calculated on this return must be reported and paid within 60 days of the issuance of the final Certificate of Occupancy. Amounts paid after this date are subject to penalty and interest calculated from the date the final Certificate of Occupancy was issued.	My signature affirms that I have read this return and it is true and correct to the best of my knowledge and is signed subject to penalties for perjury and other criminal offenses.		
	Signature		Printed Name
	Title	Phone	Date

*Failure to provide required documentation will be considered an incomplete return and may result in late penalty and interest charges.

**Contractors may not take credit against Town of Parker use taxes for taxes paid to other jurisdictions including Douglas County.



CONSTRUCTION PROJECT COST REPORT INSTRUCTIONS

IMPORTANT REMINDER

At the time a permit is pulled, an estimated prepayment of use tax is collected based on either (1) 50% of the total valuation of the construction contract(s) or (2) 50% of the job valuation data chart. The total estimated use tax collected on Town of Parker building permits is 4%. This includes 3% Town of Parker use tax and 1% Douglas County use tax. Any additional tax or refund due calculated on this project cost report will be based ONLY on the 3% Town of Parker use tax rate.

Actual Cost Method Directions:

- LINE 1: Enter the purchase price paid for all construction materials used in the project. Include all materials regardless of if the supplier is located inside or outside the Town of Parker, who purchased them (contractor, sub-contractor, property owner) and who used them (contractor, sub-contractor, property owner or any other person performing work on the project).
- LINE 2: Enter the purchase price paid for all fabrication labor used in the project. Include all fabrication labor regardless of where it was purchased from (suppliers inside or outside the Town of Parker), or who purchased it (contractor, sub-contractor, property owner).
- LINE 3: Enter the purchase price paid for all rental equipment used in the project. Include all rental equipment regardless of where it was rented from (suppliers inside or outside the Town of Parker), who rented it (contractor, sub-contractor, property owner) and who used it (contractor, sub-contractor, property owner or any other person performing work on the project).
- LINE 4: Total of Lines 1 through 3.
- LINE 5: Multiply the amount on Line 4 by the Town of Parker tax rate of 3%.
- LINE 6: Enter the project valuation from the building permit.
- LINE 7: Calculate the amount of Town of Parker estimated tax paid when the permit was issued. DO NOT use tax paid on permit as this includes Douglas County tax. Calculation is Line 6a x 50% for materials estimate x 3% Town of Parker tax rate.
- LINE 8: Enter the amount of Town of Parker sales tax paid on invoices for construction materials, fabrication labor and rental equipment. Copies of the invoices on which Town of Parker sales tax was paid must be provided in order to receive credit. DO NOT include any state, county, special district or other municipality sales taxes paid.
- LINE 9: Enter the sum of Line 7 and Line 8.
- LINE 10: Additional Tax Due
If Line 5 is greater than the amount on Line 9, additional tax is due. Subtract Line 9 from Line 5 to determine the total additional tax due
Overpayment of Tax
If Line 9 is greater than the amount on Line 5, you may be due a tax refund. Subtract Line 9 from Line 5 to determine the amount of overpayment
- LINE 11: The project cost report is due 60 days after the issuance of the final certificate of occupancy. **Penalty** on all late returns is calculated as the greater of \$10 or 15% of the total use tax due (Line 10) and should be entered on Line 11.
- LINE 12: The project cost report is due 60 days after the issuance of the final certificate of occupancy. **Interest** on all late returns is calculated at a rate of 1.5% per month late times the total use tax due (Line 10) and should be entered on Line 12.
- LINE 13: Total due and payable to the Town of Parker, add Lines 10 through 12. Make your check payable to the Town of Parker. Please ensure the amount of Line 13 matches the amount remitted to the Town.

50% of Total Billings Method Directions

- LINE A: Total amount charged to building owner for all construction related costs including but not limited to all labor, materials, equipment, supplies, overhead and profit.
- LINE B: Multiply the amount on Line A by the materials estimate of 50%.
- LINE C: Multiply the amount on Line B by the Town of Parker tax rate of 3%.
- LINE D: Enter the project valuation from the building permit.
- LINE E: Calculate the amount of Town of Parker estimated tax paid when the permit was issued. DO NOT use tax paid on permit as this includes Douglas County tax. Calculation is Line D x 50% for materials estimate x 3% Town of Parker tax rate.
- LINE F: Subtract Line 8 from Line 5 to determine the total additional tax due. If a refund is calculated STOP, you MUST use the actual cost method.
- LINE G: The project cost report is due 60 days after the issuance of the final certificate of occupancy. **Penalty** on all late returns is calculated as the greater of \$10 or 15% of the total use tax due (Line E) and should be entered on Line F.
- LINE H: The project cost report is due 60 days after the issuance of the final certificate of occupancy. **Interest** on all late returns is calculated at a rate of 1.5% per month late times the total use tax due (Line E) and should be entered on Line G.
- LINE I: Total due and payable to the Town of Parker, add Lines F through H. Make your check payable to the Town of Parker. Please ensure the amount of Line I matches the amount remitted to the Town.



Public Notice Matrix - Section 13.08.030

	Annexation/Rezoning	Rezoning*	Sketch Plan	Preliminary Plan	Final Plat	Site Plan Non-Res/MF	Site Plan (if Push Up)	Condominium Plat	Minor Dev Plat	Plat Correction	Zoning & Sign Code Ordinances	Replat	Vacation**	Use By Special Review	Use By Special Review - Underground Utility
Public Noticing Requirements															
Publish on Town's Website - 15 days prior to a public hearing	✓	✓	✓	✓			✓		✓		✓	✓	✓	✓	
First Class Mailing - 15 days prior to a public hearing - Sent to all property owners whose property abuts subject property for which land use application is made for. Written notice affidavit required prior to hearing date. See Section 13.08.030 for further requirements.	✓	✓	✓	✓			✓		✓			✓	✓	✓	
Sign Posting - 15 days prior to a public hearing. Photograph of installed sign must accompany the sign posting affidavit. See Section 12.08.030 for further requirements.	✓	✓	✓	✓			✓		✓			✓	✓	✓	
Administrative Approval Sign Posting - During referral period						✓									
Mineral Rights Notice - 30 days prior to public hearing. Send notice by certified mail, return receipt requested, or by a nationally recognized overnight courier.	✓	✓	✓	✓					✓			✓		✓	
Annexation Publication - Published 5 consecutive weeks prior to the public hearing	✓														
Registered Mailing - Sent to Special Districts 25 days prior to the public hearing	✓														
Impact Report Mailing - 25 days prior to public hearing ***	✓														
Planning Commission Meeting Required	✓		✓	✓			✓		✓		✓	✓	✓	✓	
Town Council Meeting Required	✓		✓	✓	✓				✓	✓	✓	✓	✓	✓	

* Includes major amendments to a development guide or plan
 ** Vacation requests include lot lines, approved plats or rights-of-way
 *** Required for land located outside of Parker's Urban Growth Boundary



Construction Plan Requirements

EXAMPLE PLAN SET

The Utility Plan Set for the water and sanitation district shall be able to stand alone, but shall be provided at the back of all construction plan sets submitted to the Town of Parker. All record sets shall be signed in accordance with Construction Plan Approval Process.

TOWN OF PARKER CONSTRUCTION PLAN SET

Sheet

Cover Sheet
Construction Notes
Horizontal Control Plan
Grading Plan and Details
CBMP Plan
CBMP Details and Notes
Storm Drainage Plan and Profile
Storm Drainage Details and Notes
Roadway Plan and Profile
Roadway Details and Notes
Signing and Striping
Signing and Striping Details and Notes

Required Signature Blocks

Town
Town
Town
Town
Town
No Signature Block
Town
Town
Town
Town (only on sheets containing non-standard details)
Town
Town

UTILITY PLAN SET

(Please contact the applicable water and sanitation district for specific plan requirements)

Sheet

Cover Sheet for Water and Sanitary Plans
Water & Sanitary Sewer General Notes
Overall Utility Plan
Sanitary Sewer Line Plan and Profile
Sanitary Sewer Details
Water Line Plan and Profile
Water Details
Irrigation Plan
Landscape Plan

Required Signature Blocks

Water and Fire/Life Safety
No Signature Block
Town and Fire/Life Safety
No Signature Block
No Signature Block
No Signature Block
No Signature Block
No Signature Block
No Signature Block
Town (Planning)

Note: Standard specifications, notes and details are available on the following websites:

- Cottonwood Water & Sanitation District – www.cottonwoodwater.org or at (303) 792-9509
- Parker Water & Sanitation District – www.pwsd.org or at (303) 841-4627
- Stonegate Village Metropolitan District – svmd.org or at (303) 858-9909
- Town of Parker – www.parkeronline.org or at (303) 840-9546
- South Metro Fire Authority – www.southmetro.org or at (720) 989-2000
- ACCWA – www.arapahoewater.org or at (303) 790-4830

Construction Plan Approval Process

Step 1: Construction plans shall be submitted for review during the application process with the Community Development Department. All comments from each referral agency shall be satisfactorily addressed. The Town Construction plans and Parker Water and Sanitation District plans shall be separate sets.

- Step 2: Provided there are no significant outstanding comments from any review agency, a Site Plan may be scheduled for a Planning Commission Meeting.
- Step 3: Construction Plans will not be considered for signature until all of the following have been completed:
- The plat for the overall development shall be recorded (See Plat Checklist for details)
 - If a Subdivision Improvement Agreement (SIA) or Development Agreement is necessary for Town and/or PWSD improvements. The agreement(s) shall be completed & approved by Town Council and/or PWSD.
 - Security (Letter of Credit (LOC) or cash) shall be in place in accordance with any Agreement(s).
 - All required fees (review, tap, permit, etc.) shall be paid in full.
- Step 4: Electronic record sets of the Town Construction plans only shall be submitted for approval as follows:
- First, Utility Plans **only** to Fire/Life Safety reviewer for approval.
 - Second, Utility Plans **only** to PWSD or applicable water and sewer provider for approval.
 - Last, **Complete** set of construction plans (includes Town and approved Utility Plan Set) to Town for approval.
 - Paper copies of the Utility Plans may be required by PWSD or the applicable water and sewer provider.
- Step 5: After records sets have been approved by all agencies, the applicant shall produce the following paper copies:
- Seven (7) paper copies for the Town. These sets must be provided to the Town prior to scheduling the Preconstruction Meeting.
 - Additional paper copies may be required by PWSD or the applicable water and sewer provider.
- Step 6: A grading permit will not be issued until the following have been completed:
- All requirements of the grading permit application have been met, including the submittal of Grading and CBMP securities.
 - A Preconstruction Meeting shall be held. The meeting **will not** be scheduled until Steps 1-5 have been completed, and all requirements of the grading permit application have been met.
 - A separate Preconstruction Meeting will be held with PWSD; however, it does not need to be completed prior to issuance of the Grading Permit.

Attached is the "Example Plan Set" for typical projects. Please contact the individual agencies for specifics.