



## Development Assistance Packet

*Use by Special Review*

### 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://ms.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

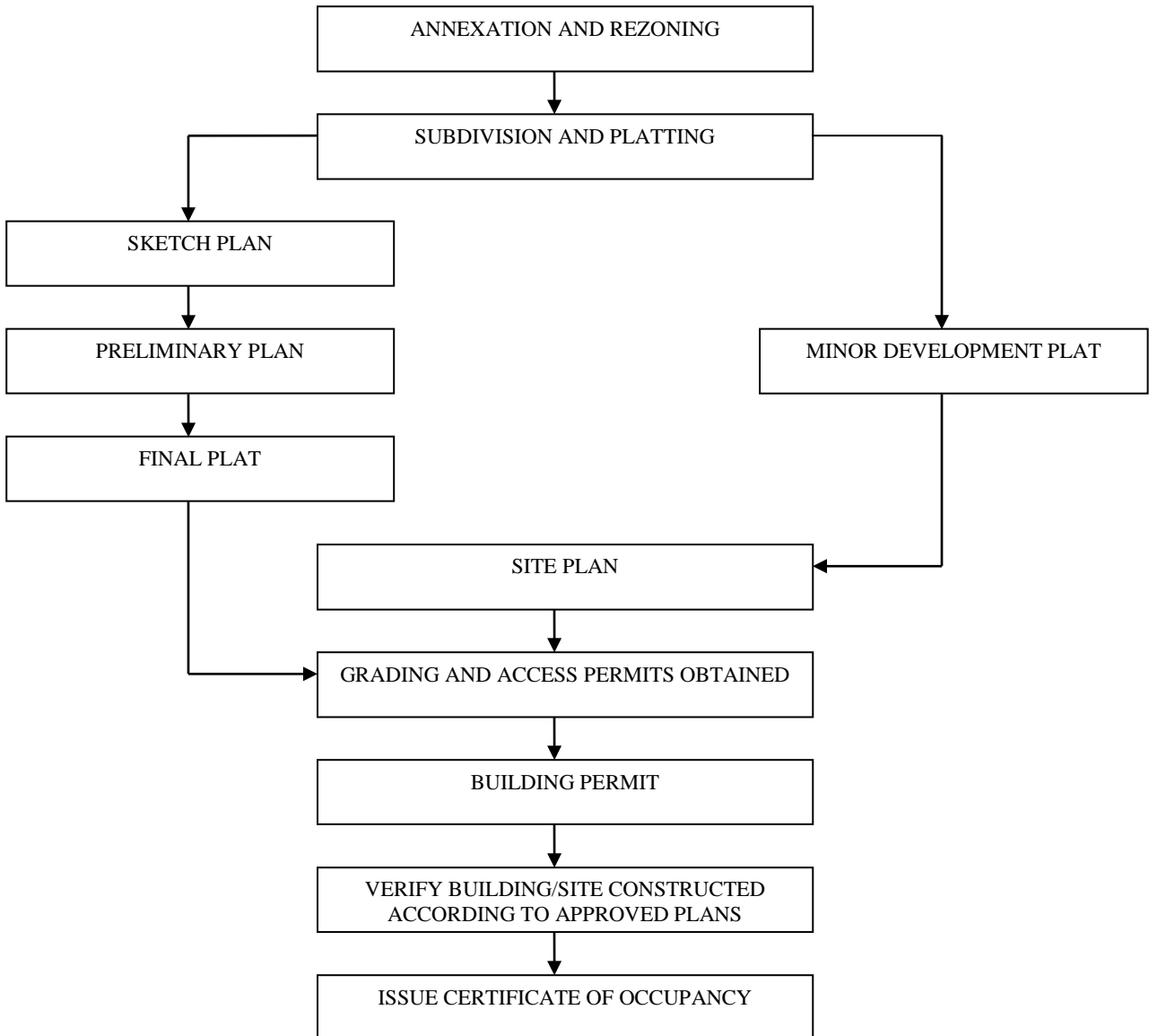
#### *Prepared By:*

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

303/841.2332 [phone]  
<http://www.parkeronline.org> [internet]

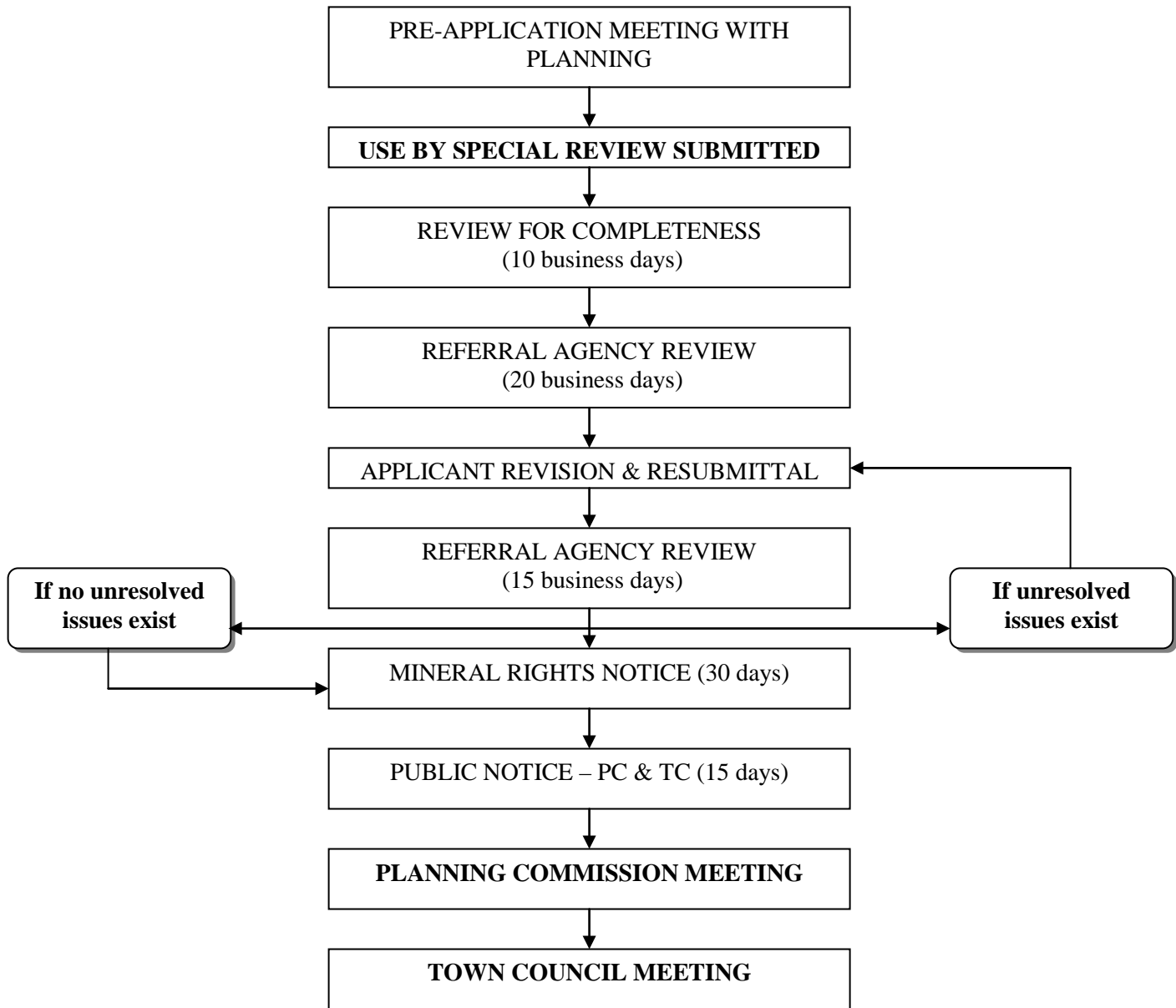


# Overall Development Review Process

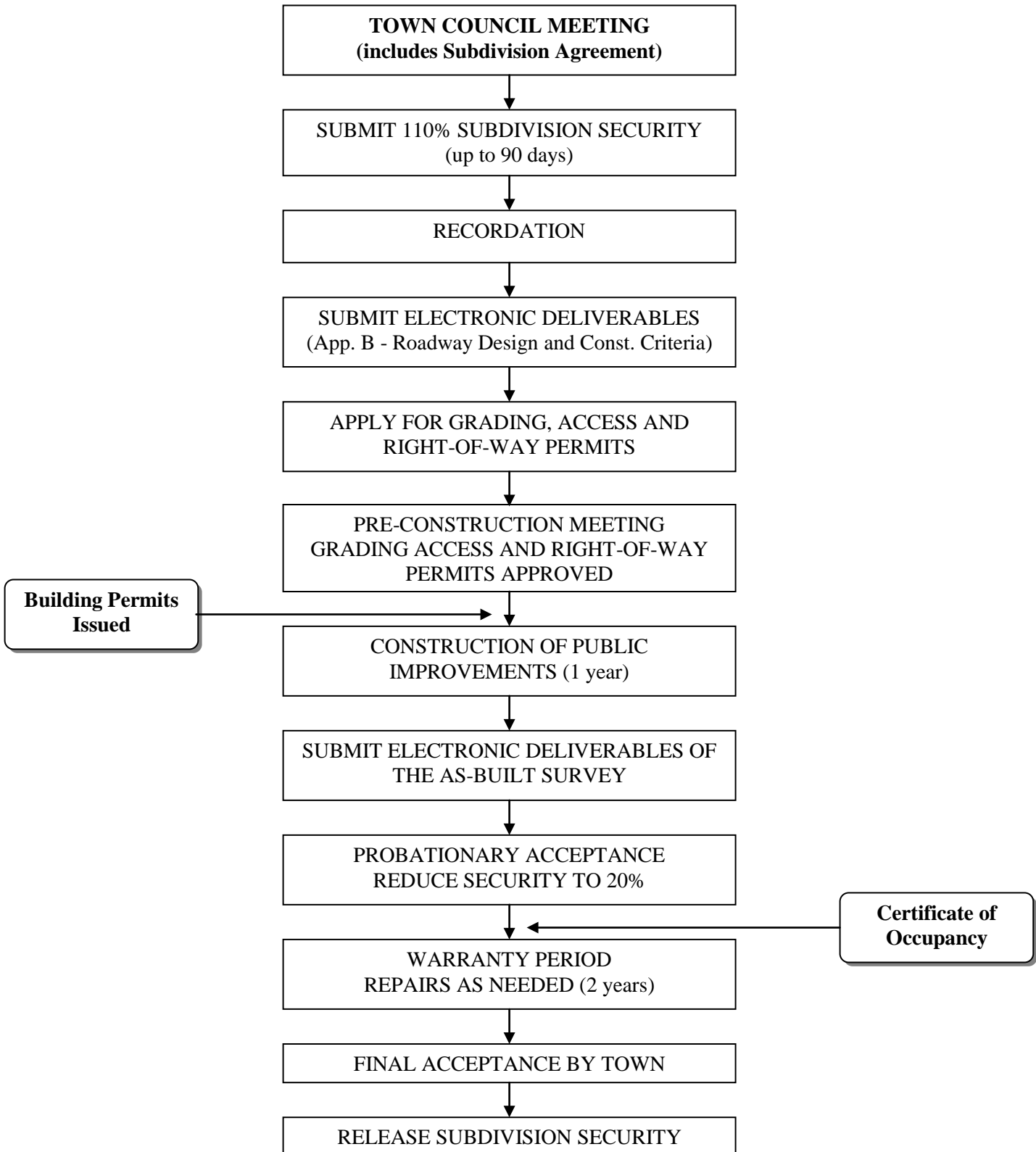




# Use by Special Review Process (w/ Site Plan)



**Built Environment – Non-Residential**





**PARKER**  
C O L O R A D O

## Town of Parker Community Development Department

Town Hall / 20120 East Mainstreet, Parker, CO 80138

# Application Submittal Checklist - Use by Special Review

Submittal Item	Checklist	Applicable?	Notes: Trakit located online at: <a href="https://lms.parkeronline.org/etrakit3/">https://lms.parkeronline.org/etrakit3/</a>
<b>General Submittal Requirements - Electronic Submittals to be uploaded into Trakit</b>			
Application (see note 1)			Form enclosed; completed and signed; electronic PDF document
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); electronic PDF Document
Notarized Letter of Authorization			Exhibit C enclosed; completed, signed. Electronic PDF Document
Disclosure Letter			Exhibit D enclosed; completed, signed. Electronic PDF Document
Vicinity Map of Project Site			Electronic format in JPEG - 1MB max (Exhibit E)
Charge Back Agreement			Form enclosed; Completed and signed; electronic PDF Document
Public Notice Requirements Apply			Refer to Public Notice Matrix
<b>Specific Submittal Requirements - Section 13.04.200 - Electronic Submittals to be uploaded into Trakit</b>			
Project Narrative			Electronic PDF Document
Site Plan Exhibit			24" x 36" size Electronic PDF Document (see note 3)
Approval Considerations			Response to 9 approval factors; Refer to Section 13.04.200((b)(1-9)
<b>For Approval - To be submitted upon staff's request</b>			
Public Notice Requirements			Include list of property owners adjacent to the site, proof of notification and affidavits

### 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.



# 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:	

PROPERTY	<b>Project Name:</b>	
	<b>Address or General Location:</b>	
	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"/>	
<b>Requested Application in Detail:</b>		

Property Owner of Record:	Applicant (if different from Property Owner):
Name: _____	Name: _____
Company: _____	Company: _____
Address: _____	Address: _____
Phone: _____ Fax: _____	Phone: _____ Fax: _____
Email: _____	Email: _____

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

PROJECT INFO	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: _____	

<b>Proposals For Construction of New Residential, Commercial, or Industrial Buildings or Space</b>	
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		
<b>ANNEXATION</b>	See Rezoning	<b>SKETCH PLAN</b>	Base Fee 400.00 plus 25.00/gross acre	<b>SITE PLAN</b> ➤ 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		
<b>ANNEXATION AGREEMENT AMENDMENT</b>	400.00	<b>PRELIMINARY PLAN</b>  <b>PRELIMINARY PLAN AMENDMENT</b>	Base Fee 400.00 plus 10.00/residential lot or unit or 25.00/gross acre for non residential  Base Fee 350.00				
<b>REZONING</b> ➤ 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	<b>FINAL PLAT</b>  <b>FINAL PLAT AMENDMENT (Replat)</b>	Base Fee 500.00 plus 10.00/residential lot or unit or 30.00/gross acre for non residential  Base Fee 350.00	<b>BUILDING PERMIT**</b> ➤ 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	<b>MINOR DEVELOPMENT</b>	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	<b>CONDO PLAT</b>	Base Fee 300.00 plus 5.00/residential lot or unit or 20.00/gross acre for non residential			<b>VARIANCE</b> ➤ Land Use ➤ Sign	200.00 150.00
		<b>VACATION OF PLAT, ROW OR EASEMENT</b>	150.00			<b>WAIVER</b> ➤ Land Development Code	100.00
<b>PLANNED DEVELOPMENT</b> ➤ Amendment to Development Guide ➤ Amendment to Development Map ➤ Minor Amendment ➤ Major Amendment <b>NOTE:</b> Amendments requiring a Development Guide and a Development Map Amendment will be charged both fees	350.00 Per Application	<b>EASEMENT REQUEST</b> (Town grants easement)	300.00	<b>APPEALS</b> ➤ 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	<b>TIME EXTENSION FOR SUBDIVISION APPROVAL</b>	150.00	<b>TEMPORARY USE/VENDOR PERMIT</b> ➤ Extension if applicable	50.00 15.00		
		<b>SUBDIVISION AGREEMENT AMENDMENT</b>	400.00	<b>SIGN PERMIT</b> ➤ New ➤ Planned Sign Program ➤ Planned Sign Program Amendment	75.00 200.00 75.00		
<b>USE BY SPECIAL REVIEW</b> ➤ General  ➤ CMRS (Commercial Mobile Radio Service) ➤ CMRS Administrative Approval (per 13.12.040(e))	350.00 Base Fee plus 15.00/gross acre			<b>RESIDENTIAL DESIGN MINIMUMS</b> ➤ 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↑]



## 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
<b>Public Noticing Requirements</b>															
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