



# WESTMINSTER

## Building Division

4800 West 92<sup>nd</sup> Avenue Westminster, Colorado 80031  
(303-658-2075  
permits@cityofwestminster.us

## Residential Master Plan Submittal Requirements

### General Requirements

- The City will allow a master plan approach to residential projects provided that the following conditions apply:
  - That a particular plan model will be built on multiple lots.
  - That the plan/layout options available for each model are limited. Plan options are normally limited to five or less. Typical layout options are whether the basement is finished or unfinished, whether there are added bays and nooks, and whether there are bonus rooms over a garage. (Whether there is an a/c or not, fencing or not, lawn irrigation or not; these items are not considered plan/layout options.)
  - That the elevations available for each model are limited. Elevational options are normally limited to five or less.
  - For each model, the design professionals must be the same.
- Master plan approval can be handled for most elements of a project or just some of the elements:
  - The Architectural and Structural (non-foundation) Elements \*
  - Electrical Plans \*
  - Building Envelope Compliance \*
  - Manual J / S / D
  - Gas Pipe Plans
  - Fireplace Devices
  - Manufacturer's Roof Truss Package
  - Fire suppression systems might also qualify for a master plan approach if there are no layout/plan options. This would apply only to systems reviewed and permitted by the Building Division (multi-purpose systems only). Check with the City's Fire Department for their master plan submittal requirements for stand-alone or passive purge systems.

*\* Items required for all master plan submittals*

- A Master plan approach *cannot* be used for the following:
  - Geotechnical/Soils Reports – Soils reports are required for each lot and must be lot specific.

- Foundation Plans - Foundation plans must be site specific and based on the lot specific soils report.
- Plot/Site Plans - Plot plans must be lot specific.
- Once a drawing set has been submitted to the City for review and permitting, any revisions to the submitted documents must have all changes identified (flagged and bubbled) and a revision date clearly indicated on the documents.
- The preferred size for drawings is Arch D - 24" x 36". Drawings shall be in a pdf format.
- **Electronic plan submittal is required.** Plans are to be submitted electronically through the City's web portal, eTRAKiT. Master plan submittals are to be submitted under the *ProjectTRAK*, **not** *PermitTRAK*. Master plan reviews will have a MP suffix to the permits.
- Master plan submittals do **not** require a lot specific submittal.
- Plan review fees will be charged on the Master plan for each model. Plan review fees will be based on average valuation for each model, as determined by the City. Contractor will provide an estimate also. The higher of the two estimates is to be used.

#### Initial Master Plan Package Requirements

- The initial submittal being submitted under a master plan approach must at a minimum include the following:
  - Architectural Drawing Set
  - Structural Drawing Set
  - Electrical Drawing Set
  - Building Envelope Energy Compliance Documents
- For documents being submitted under a master plan approach, the documents need to reference a model number and **not** have a lot specific address on them.
- The initial Master plan submittal may also contain any of the typically deferred items, if so desired.

#### Lot Specific Master Plan Submittal and Permit Issuance

- For lot specific permitting, the following must be provide:
  - Building Permit Application
  - Site Specific Soils/Geotechnical Report
  - Site Specific Site/Plot Plan
  - Site Specific Foundation Structural Plans

- Plan review fees for each production home, built off a master plan, will be charged on a per/hour basis, typically using 4 hours (\$200). This calculates ½ hour of Planning time and 1 ½ hours for Building review and handling.
- The contractor will have access, through eTRAKiT, of a complete digital set of reviewed for Code compliance (RFCC) City approved drawings/documents for the master plan model that is being approved. The contractor is responsible for printing one set of the documents for use in the field. The documents are to be onsite and made available to the City inspectors each time that model number comes up for inspection.