

TIER 2 OFFICIAL DEVELOPMENT PLAN (ODP) Submittal Requirements

- * All items are required in PDF format, uploaded to the [eTRAKiT](#) online permitting and project application system
- * Reference the [ODP Sheet Templates](#) for layout, formatting and ODP plan set requirements (available in CAD)
- * All referenced criteria, specifications, manuals, etc. can be found on the [Develop in Westminster](#) webpage

TIER 2 ODP AMENDMENT DESCRIPTION

Amendment to an existing ODP that requires review by multiple staff members. Involves multiple changes that minimally affect architecture, site plan, grading plan, utility plan, landscape plan or lighting plan (i.e. doors/window location, masonry type, sidewalk location, patio railing addition, relocating landscaping, retaining wall addition, or similar minor changes). Determination of ODP "Tier" to be made by planning staff.

REQUIRED ITEMS

1st Submittal:

1. Review fee: \$250
2. Authorization Letter: Letter from owner authorizing applicant to apply for the project on behalf of the owner. The letter must follow the City's format and should be on the owner's letterhead. Letter must include owner's full name, title, phone number, and email address. If the applicant is also the owner, this letter is not required.
3. If real property owner is a legal entity, applicant must provide evidence of authorization to sign on behalf of such entity. (i.e. Articles of Incorporation, Articles of Organization, Operating Agreement, Resolution from the Board of Directors, etc.)
4. Name of the authorized signatory with phone number and email address (entered in e-TRAKiT)
5. Approval letter from HOA (if required). Provide original on official HOA letterhead
6. Plan set with all sheets in a single document formatted according to the appropriate template (see link above)
7. For amendments to existing ODPs, all changes must be clouded and labelled with a numbered delta corresponding to the "Purpose of Amendment" on the coversheet (see template for details)
8. Materials/color board (if amendment involves material/color changes or matches to existing materials/colors)
9. Photo of materials/color board (if applicable)

Subsequent Submittals:

1. Revised ODP plan set with all plan set sheets in a single document
2. Applicant comment responses made directly in staff redlines or in a supplemental letter

Recordation Fees:

1. Recording fee (determined by planning staff)
 - a. E-recordation: \$10/sheet
 - b. Mylar recordation: \$50 + \$20/sheet