



# Development Review Team Mission, Policies, and Procedures

Updated April 2026

## I. Development Review Team Purpose

The purpose of the Development Review Team (DRT)<sup>1</sup> is to safeguard the quality of the community's built and natural environments by coordinating review of development applications across departments and agencies for compliance with plans, codes, and standards. The team is responsible for providing timely and consistent feedback to applicants at all stages of the development process. The powers and duties of the DRT are described in the Community Development Code (CDC) Section 107. The Planning Director has the authority to adopt and implement these policies based on CDC Sections 100.E and 106.A.

### Team Mission

To promote our community's vision for quality development by working collaboratively and efficiently with our partners and customers to apply city codes and standards to development projects.

## II. Responsibilities and Functions

### A. Pre-Application Period

1. Provide technical assistance and education to the development community on city codes and the development review process.
2. Meet with applicants during the conceptual stage of projects to help anticipate problems and advise on potential solutions.

### B. Application Review

1. Review development applications using the procedures established in Article 7 of the CDC for compliance with city codes, standards, and policies.
2. Provide applicants with coordinated and clearly written comments on required revisions and other helpful information for each development application.
3. Meet with applicants to discuss comments and provide additional feedback upon request.

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<sup>1</sup> An initialism, not an acronym. Pronounced Dee • R • Tee.

4. Assist applicants in understanding how city codes, standards, and policies apply in individual development applications and in creating successful projects in the short and long term.
5. Facilitate and support the public notice and public hearing process.

### **C. Post-Approval Process**

1. Provide applicants with next steps in the process toward fulfilling conditions of the development approval and completing subsequent approvals and requirements.
2. Coordinate internally and with applicants to track the status of the approvals.
3. Perform timely and thorough inspections to verify projects are completed as designed and approved.
4. Debrief internally and with applicants on complex projects, successful projects, and projects that did not go well, to identify the effective elements and opportunities for improvement.
5. Maintain a comprehensive, final electronic plan set for all development approvals in the city's files.

### **D. Other Functions**

1. Conduct outreach to and respond to questions from the public and development community on city codes and the development review process.
2. Identify and address needed improvements to codes and standards.

## **III. Organization**

1. The following core agencies consistently review, meet to discuss, and provide comments on most development applications:
  - i. Planning and Community Development Department
  - ii. Public Works Engineering Division
  - iii. Public Works Utilities Division (if project in city water/sewer district)
  - iv. Mount Werner Water and Sanitation District (if project in Mount Werner Water district)
  - v. Fire Prevention
  - vi. Routt County Regional Building Department
  - vii. City Attorney's Office
2. Other referral agencies participate in the DRT as needed based on the specific characteristics of individual projects. These agencies are listed in Attachment A.
3. The Planning and Community Development Department (Planning Department) is the lead agency for the DRT and is responsible for establishing policies and procedures and coordinating activities.

4. The Development Review Manager (DRM) is the coordinator for the DRT and helps to identify priorities, prepare agendas, and facilitate meetings.
5. The Project Manager (PM) for each development application coordinates DRT comments and acts as the primary liaison with the applicant. The PM is typically the planner assigned to the application unless otherwise determined.

#### **IV. Team Expectations & Accountability**

The following expectations apply to all participating agencies. Specific policies and procedures are detailed in the remaining sections of this document.

1. Self-determine when agency review and comments are needed on individual applications and provide those comments by established deadlines.
2. Take responsibility with applicants and DRT members when comments are missing, late, or inaccurate.
3. Proactively communicate any problems or concerns with an application or with agency comments with the PM.
4. Respond to requests from PMs, other DRT members, applicants, and community members in a timely and thoughtful manner.
5. Meet with applicants, community members, and decision makers upon request of the PM and be prepared for the subjects to be discussed.
6. Be respectful of the time, deadlines, and workload of other DRT members.

#### **V. Development Review Timeline Policies**

##### **A. Standard Timelines**

1. Development applications are assigned to a PM, given a timeline, and distributed to the DRT within two business days of a complete submittal to the Planning Department.
2. The PM provides applicants with DRT review comments on their application within 30 days of a complete submittal to the Planning Department. See Table 1, below.
3. If there are no comments, the PM will notify the applicant of an administrative decision or of the schedule for public hearing.

##### **B. Application Complexity**

1. Development applications are assigned a review timeline based on the project scope and complexity per the categories listed in Table 1.
2. Concurrent Review
  - i. Concurrent review shall be required when there are multiple development applications proposed for the same property. The applications are required to be submitted simultaneously, as are the resubmittals. This is to ensure coordination between the proposals.

- ii. Concurrently reviewed applications shall track with the application that requires the longest review time.
  - iii. Exceptions are permitted when it is demonstrated, to the satisfaction of the DRM, that the applications are not connected and should continue independently.
3. The DRM may change the review timeline of an application, including the resubmittal review timeline, based upon anticipated complexity in consultation with other review agencies.
4. When project types are listed as optional for DRT review in CDC Article 7, the DRM shall decide if the application is distributed to the DRT.
5. Timelines for referrals to the DRT will be decided on a case-by-case basis, e.g., Routt County Planning Department referrals.

**Table 1. Standard Review Timelines by Application Category**

<b>Review Timeline<sup>1,2</sup></b>	<b>Application Type</b>	<b>Application Codes<sup>3</sup></b>	<b>Draft Comments Due Internally</b>	<b>Final Comments Sent to Applicant</b>
<b>Two Week Review or 10 Working Days<sup>4</sup></b>	- Use Permits - CDC Amendments - Improvements Agreements - Easement Vacations - Post-Approval Applications	CU, EV, FD, IA, MSP, RC, SP, TXT, WI, WR, VE	One week from distribution date	Two weeks from distribution date (Range 9-16 days)
<b>Three Week Review or 15 Working Days</b>	- Adjustments - Final Plats - Community Plan Amendments - Substantial Conformance	MAA, MIA, ENV FCT, FPR, ZMA, TND, CP, SC, MM	Two weeks from distribution date	Three weeks from distribution date (Range 16-23 days)
<b>Four Week Review or 20 Working Days</b>	- Site Development & Variances - Land Subdivision - Post-Approval Applications	ANX, PUD, PP, PPV, CDP, CDPV, DPP, DPPC, DPV, DPVC, DPA, DPAV, PRE FMI, FMA, FMIV, ET, APL, CV	Three weeks from distribution date	Four weeks from distribution date (Range 23-30 days)

<sup>1</sup>These are standard review timelines; they may change as permitted by this document.

<sup>2</sup>Expedited projects outlined in Section V.F will be reviewed before other projects under review.

<sup>3</sup>See Attachment B for definitions of application codes.

<sup>4</sup>Working Days exclude weekend days and holidays.

### **C. Application Completeness**

1. An application is considered complete when it includes all required items in the pre-submittal application checklist. A completeness review is performed at the time of check-in by the Planning Technician. Completeness does not check the quality of the items submitted.
2. The Planning Department will not accept or hold onto incomplete applications and will return incomplete applications to the applicant.
3. DRT members will notify the PM if a required item is missing prior to the draft comment deadline whenever possible.
4. If the application is determined to be incomplete after distribution, the PM will notify the applicant that the application has been rejected, and a resubmittal is required per the policies outlined in Section V.D below.

## **D. Application Quality**

1. The DRT may reject an application if the quality does not meet the minimum level needed to justify staff time on a detailed, comprehensive review.
2. DRT members that identify the need to reject an application will provide written justification broadly outlining the deficiencies to the PM prior to the draft comment deadline.
3. The PM will notify the applicant that a comprehensive DRT review cannot be completed due to the quality of the application and will provide the applicant with comments outlining the broad deficiencies of the application that must be addressed in a new submittal.
4. When an application is rejected due to quality or completeness issues, the subsequent submittal will be processed the same as the original submittal (or resubmittal). Standard timelines will be applied, and the submittal will not count toward the resubmittal fees identified in Section VI.
5. The PM and DRM may decide to reject an application based on any of the following criteria:
  - i. The information provided in the application is not adequate for reviewers to understand the scope of the development being proposed.
  - ii. The applicant does not appear to have made a good faith effort to address the CDC standards applicable to the project.
  - iii. The application fails to identify and request variances to standards that have been discussed with staff at a Pre-Application Meeting.
  - iv. The application fails to identify and request significant variances critical to the project's feasibility, such as to lot line setbacks or parking standards.
  - v. The application is a resubmittal and fails to address several of the DRT review comments previously provided, including failure to provide requested supporting plans or documentation.
  - vi. The applicant does not clearly identify all revisions from the previous submittal.

## **E. Application Review Workload**

1. During periods when a high volume of development applications exceeds staff capacity to meet established timelines, the Planning Director, in consultation with the DRT, may extend review timelines to prevent the quality of development review from declining.
2. The following circumstances may warrant a decision to extend review timelines:
  - i. An acute spike in the number of development applications submitted over a few days or weeks.
  - ii. A sustained increase in the number or complexity of applications in process over several weeks.
  - iii. An issue impacting staff availability or capacity of one or more DRT members.

- iv. The DRT is regularly sending comments to applicants after the established review timelines.
3. DRT members will inform the DRM when application volume has reached a threshold that exceeds their agency's capacity to meet established timelines.
4. The Planning Director will notify internal and external stakeholders when established review timelines are extended due to the volume of development applications, per Section V.E.2, and will also provide notification when timelines have returned to the standard.

## **F. Expedited Development Review Process<sup>2</sup>**

Development applications as indicated in CDC Section 702.M are eligible for Expedited Development Review. Applicants may opt in or out of the expedited review process. The following procedures apply to all Expedited projects instead of standard procedures outlined in this document. For any procedures or policies not specified in this section, the standard procedures and policies shall apply. Expedited Development Review projects are exempt from the following sections of this document: Sections V.A., V.B.1, V.B.3, V.B.4, V.B.5, Table 1, VI, VIII.A, and VIII.B. If standard review timelines are extended per Section V.E, the timelines established for an Expedited Review project will continue to apply.

1. **Identify the City Project Team** – The city project team and project manager will be identified before the initial project meeting and will lead the project for its duration.
2. **Pre-Application Meeting** – The applicant and city project team shall have a mandatory Pre-Application meeting to thoroughly discuss the project, submittal requirements, and pre consultation requirements.
  - i. The purpose of the meeting is to ensure a complete submittal and understanding of all submittal requirements.
  - ii. The application type and review process type, public hearing or administrative, will be established. Most applications will follow a public hearing process with City Council as the decision maker.
  - iii. The applicant and city project team shall clearly communicate expectations and commitments to ensure a successfully expedited project. The applicant and city project team shall work together to ensure that the project is successfully expedited.
- iv. **Project Schedule** – The applicant and city project team shall develop a Project Schedule at the Pre-Application meeting.
  - The Expedited process shall be 8-10 weeks from application to decision and not more than 90 days

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<sup>2</sup> Language within the Expedited Review Process Section has been updated and aligned with State requirements related to Proposition 123. State guidance on the Fast Track Review Process should be consulted before amending this language.

- The Preconsultation process and any pre-submittal meetings are not included in the project schedule and should be completed by the applicant and DRT prior to application.
- All deadlines for a project, including applicant submittals, DRT comments, public notice, and hearing dates, will be included in the Project Schedule.
- Appeals or other post approval applications are not included in the Project Schedule. Post approval steps, timelines, and subsequent approvals will be identified in the Pre-Application meeting. Any concurrent reviews will be identified.
- The schedule will be reviewed and agreed to by all parties at the Pre-Application Meeting and at each subsequent meeting in the process.
- The Project Schedule can be amended by the applicant or the city project team at any time by mutual agreement or as follows:
  - One-Time Extension: The applicant may request a one-time extension for up to 90-calendar days.
  - State Law or Court Order: the project may be extended for any time period as defined by a state law or court order.
  - External Agency Comments: The project may be extended to comply with comments from any external review agency that has approval authority over the project and where the required review timeline for that agency is out of the control of the local government (i.e. CDOT, USACOE, FEMA, etc.).
  - Local Government 30-day extension: The city project team may extend the review timeline by up to 30 calendar days to address comments, concerns, or errors that come up during the process. The city project team shall only use this extension when necessary.
  - The State provides additional extension guidance in the [DOLA Fast Track Review Guidance](#) or in the [Colorado Revised Statutes](#).
- If deadlines are missed, have not been amended by mutual agreement, or if more than two submittals are necessary to address corrections, the PM and DRM may decide to remove the project from the expedited review process. The PM or DRM will communicate any changes to the applicant before the project is removed.
- If the project is removed from Expedited Review the PM will:
  - Provide an email to the applicant with reasons why the project has been removed from Expedited Review
  - Upload the email to CityView, and
  - Add a comment in the CityView “Comments” panel
- If an applicant does not comply with policies and procedures set forth in this document, the applicant will be “opting out” of the Expedited Review process.
- If the project is removed from the Expedited process, the project will no longer be exempt from sections of this document and all standard policies, procedures, and timelines will apply.

3. **Project Timeframe** – An Expedited project shall have the following timeframes unless otherwise agreed to by the applicant and the city project team:
- i. **Preconsultation:** The DRT shall complete pre-consultation review within one week from pre-consultation submittal.
  - ii. **Complete Application:** The Project Schedule starts with a complete application. The time frame for application submittal from the applicant will be determined at the pre-application meeting.
  - iii. **Review of Submittal #1:** Within two weeks of complete application.
  - iv. **DRT coordination:** The DRT shall review and confirm comments before sending them to the applicant. Coordination shall occur during submittal review and at least two days prior to the comment deadline.
  - v. **Comment Review Meeting:** The Applicant and city team will participate in a mandatory comment review meeting one day after comments are due. PM will schedule this meeting when the complete application is received.
  - vi. **Applicant Response and Second Submittal:** Within 2 weeks of DRT comments date.
  - vii. **Submittal #2, and each subsequent submittal, review time:** 1 week.
  - viii. **Comment Review or Project Scheduling meeting:** The Applicant and city team will participate in a mandatory comment review and project scheduling meeting one day after comments are due. PM will schedule this meeting when Submittal 2 is received. The team will identify steps that hold up the post approval process, expedite those and identify parts of process that can be concurrent.
  - ix. **Schedule for hearing(s):** 1 day. PM will schedule the project for the next available hearings.
  - x. **Public Notice Period:** All public notice will be completed in accordance with language and time frames as stated in the CDC.
  - xi. **Project Decision:** A final decision will be made by the Planning Director, Planning Commission or City Council as applicable per project type, see CDC Section 702. The final decision will end the expedited process.
  - xii. **Expedited Review time frame:** 8-10 weeks or not more than 90 days from complete application to final decision.
  - xiii. **Appeal:** Should the application be Appealed, the Appeal process is excluded from the Expedited Review time frame and Project Schedule and will follow the procedures outlined in the CDC.
  - xiv. **Call-up:** Expedited projects may not be called up by Planning Commission. If an Expedited project is called up by City Council, it shall not be reviewed by Planning Commission. A Call Up hearing shall be held at the next City Council meeting that occurs in the established Expedited time frame, or; a special meeting of City Council shall be held to for the Call Up. A City Council Call Up hearing shall occur within the Expedited Review time frame and shall not be more than 90 days from complete

application. The Call-Up process shall follow all other procedures outlined in the CDC that are not included in these policies.

4. **Concurrent Applications** – If the project includes concurrent applications, all applications will be included in the Project Schedule and reviewed during the expedited time frame. Concurrent applications must be submitted on the same date. If applications are submitted separately, the Project Timeframe will begin on the date of the latest concurrent application submittal.
5. **Conditions of Approval and Deferred Submittals** – To expedite the project, the DRT will strive to defer final submittals or use conditions of approval to address minor corrections or changes that are not substantive. Conditions of approval or deferred submittals will be reviewed and agreed to at the comment review/project scheduling meeting.
6. **Post Approval Applications** – When possible, Post Approval applications administered by the Planning Department that are associated with an expedited review project will be expedited in accordance with these policies.
  - i. Building Permit applications include but are not limited to a New Construction Permit, Grade and Fill Permit, Foundation Permit, and Certificates of Completion or Occupancy. These application types are managed by the Regional Building Department and will be reviewed in accordance with that department’s stated timeframes. An applicant can expect building permit reviews for new construction or additions to take a maximum of 10 business days and new commercial buildings in excess of 10,000 square feet may take up to 15 days for review.
  - ii. Substantial Conformance applications submitted after a final decision shall be reviewed in a maximum of two weeks from a complete application.
7. **City Project Team Expectations**
  - i. The City Project Team will know when to expect submittals and should be able to plan their work to accommodate the expedited project.
  - ii. The project team shall attend all project meetings to answer questions and provide information to keep the project on schedule.
  - iii. When Expedited Development Review Applications are in process, review timeframes for other applications will be impacted.

## VI. Application Resubmittal Policies

1. Development applications that are resubmitted to the Planning Department follow the same submittal procedures as a new application.
2. Applications will be distributed to the DRT within two business days of a complete submittal to the Planning Department.
3. Applications resubmitted **within 30 days** from the date that the DRT comments were last provided to the applicant will be assigned a review timeline of two weeks for the “Two Week Review” category or three weeks for all other categories. Applications resubmitted **after 30 days** from the date that the DRT comments were last provided to the applicant will be

assigned the standard review timeline depending on the application type, as identified in Table 1.

4. When a resubmitted application changes significantly in scope, the DRM may determine to process it as a new application, require a new application fee, and apply a full review timeline. This is not meant to be punitive but to cover the costs associated with reviewing the change in scope.
5. If the DRT finds that a second submittal of an application requires revisions, the DRT shall require a meeting with the applicant to go over the comments.
6. If the DRT finds that a third submittal of an application requires revisions, the Planning Department shall require an additional application fee to accept the fourth submittal to cover the costs of the DRT’s extra review time. The applicant shall pay an additional review fee for each subsequent submittal after the fourth. Refer to the [Development Application Fee Schedule](#) for the fees currently in effect.
7. Applications shall clearly indicate all revisions from the previous submittal, particularly any changes in addition to those responding to DRT comments, by providing:
  - i. A written narrative of the changes made with references to the plan sheets that have changed and the scope of the changes, and, or
  - ii. Revision clouds on the plan set to clearly call out changes from the previous submittal.

## VII. Internal Communication Procedures

### A. DRT Meetings

1. DRT meetings are scheduled to occur weekly on Tuesdays at 8:30 am. The purpose of the weekly meeting is to provide a forum for discussion and collaboration on current project applications and other DRT matters. Table 2 describes the responsibilities of DRT members for coordinating weekly DRT meeting agendas and comments to be provided to the applicant.
2. On at least a quarterly basis, a DRT meeting agenda will include big picture discussion topics, such as a check-in on the overall development review process, debrief on recently completed projects, or review of needed updates and improvements to city standards or DRT policies.

**Table 2. Responsibilities for DRT Meetings and Comment Letters**

	<b>Project Manager (PM)</b>	<b>DRT Agencies</b>	<b>Development Review Manager (DRM)</b>
<b>Current Applications not Requiring DRT Discussion</b>	Compile comments received by the deadline and respond to applicant as quickly as possible.	Communicate with the PM if comments will be late or if there are no comments prior to the established deadline.	If no applications are on the draft agenda, send email by noon on Monday canceling the Tuesday meeting.

	<b>Project Manager (PM)</b>	<b>DRT Agencies</b>	<b>Development Review Manager (DRM)</b>
<b>Current Applications Identified for DRT Discussion</b>	Add to draft DRT meeting agenda by close of business (COB) of the Thursday prior.	Communicate with the PM by COB of the Thursday prior when an application needs to be added to the DRT agenda.	Review draft agenda and prioritize as needed. Distribute final agenda to DRT by the end of the work week
<b>DRT Comments</b>	For applications on the agenda, compile comments received and distribute to DRT prior to the meeting.	Provide comments to PM by established deadlines for each application. Review distributed agenda and be prepared to discuss applications.	Assist PM to resolve any conflicts between comments.
<b>DRT Letters</b>	Prepare letter, compile comments. Review comments for conflicts or inaccuracies. If PM does not receive communication from DRT members by comment deadline, then letter sent per section VII.B below.	Review comments for potential conflicts or inaccuracies.	Assist PM to resolve any conflicts between comments.
<b>Quarterly Meeting</b>	Identify topics	Identify topics.	Identify topics. Create agenda. Lead meeting.

## **B. DRT Review Comments**

1. When DRT members have comments on an application, the DRT member provides a memo to the PM with the following information:
  - i. Date
  - ii. Project name and number as assigned by the Planning Department
  - iii. Name of DRT agency and reviewer name and contact information
  - iv. Comments requiring revisions and additional information from the applicant, as well as comments providing information to aid the applicant
  - v. Draft conditions of approval
2. Comments shall be clearly written in layman’s terms and limit the use of acronyms, except where technical terms are necessary. Comments should be directed to the applicant, not the PM, to minimize the need for interpretation. Comments shall reference the City standard or policy upon which they are based.
3. Draft comments shall be provided to the PM prior to the established deadline. If there are no comments, the DRT member informs the PM by email prior to the draft comment deadline.

4. The PM will provide DRT comments to the applicant in the form of a combined comment letter generated through CityView.
5. When a DRT member's comments will be late, the reviewer shall notify the PM prior to the draft comment deadline indicating when the PM can expect the comments. The PM shall await the late comments prior to sending all comments as agreed to with the reviewer. If comments are not received within the extended timeframe, the PM shall send all received comments to the applicant.
6. If a DRT member does not provide review comments or a no comment email to the PM by the established deadline, the PM will assume that the agency does not have comments and will move the application forward.
7. If a DRT member misses the comment deadline and has not previously notified the PM it is the responsibility of the reviewer to send the applicant the late comments and copy the PM.
8. If there are additional or revised comments identified after the DRT comments have been sent to the applicant, the PM will work with DRT members to notify the applicant as soon as possible.

### **C. Post Approval Coordination**

This section describes general procedures for DRT coordination after development application approval.

1. **Conditions of Approval** – The PM shall be responsible for monitoring compliance with the conditions specified in the approval letter. These may include the expiration of development permit vesting, payment of fees, submittal of required documents, dedication of easements, etc.
2. **Building Permit** – DRT members shall review the aspects of the building permit application that relate to their agency's standards to check compliance with the approved development plans and conditions prior to approving building permits.
3. **Certificates of Occupancy or Approval, Improvements Agreements, and Release of Surety** – All DRT members shall ensure compliance with development application conditions of approval and approved building permit plans and conditions. The DRT shall coordinate inspections prior to issuance of a Certificate of Occupancy/Certificate of Approval, approval of an Improvements Agreement, and reduction or release of surety related to an Improvements Agreement. It is particularly important for the Planning Department, Engineering Division, and Utilities Division/Mount Werner Water and Sanitation District to conduct timely inspections and communicate their findings with one another. Responsibilities for inspecting for compliance with civil construction plans and building permit plans include the following:
  - i. Engineering Division
    - Grading and drainage

- Sidewalks and Trails
  - Stormwater and water quality infrastructure
  - Revegetation
  - Road and driveway construction
  - Street and traffic control signage
- ii. Utilities Division
- Water and sewer infrastructure and testing
- iii. Planning Department
- General site planning
  - Landscaping and revegetation
  - Lighting
  - Parking
  - Refuse management
  - Architectural design: colors, materials, height

## VIII. External Communication Procedures

### A. Applicant Meetings

The following types of meetings may be scheduled with the DRT upon the applicant's request and are highly encouraged for more complex projects. An assigned staff member will document discussion items and decisions made at the meeting and provide the notes to the applicant within one week after the meeting.

1. **Pre-Application Meetings** – Potential applicants may request to meet with the Planning Department and other DRT members to learn more about the required review process and applicable standards.
2. **DRT Review Meetings** – After receiving DRT comments, applicants may request to be on the agenda to attend the regularly-scheduled weekly DRT meeting to ask questions about the comments. While the DRT will make every effort to provide clear and concise comments, the applicant has a responsibility to ask for clarity on comments that they do not fully understand.
3. **Post-Approval Meetings** – After the development review application has been approved, DRT members may meet with applicants during the pre-construction phase, project close-out, or to debrief on the project.

### B. Public Hearings

1. Public Hearings shall be scheduled by the PM once all comments have been addressed to the satisfaction of the DRT and the DRT has a unified recommendation or decision.

2. The PM, at their discretion and in consultation with DRT, may schedule an application for public hearing while it is under review with consideration given to the following:
  - i. The DRT review deadline is prior to the public hearing date.
  - ii. There will likely be no DRT comments or comments will be minor in nature.
  - iii. More substantial DRT comments can be addressed with conditions of approval.
  - iv. The applicant agrees to the schedule and is aware that their agenda item may be tabled if the above criteria cannot be met.
3. The PM will inform the applicant about the public hearing process and how to prepare.
4. The PM may request that other DRT members attend public hearings when it is anticipated that a principal discussion item will be a standard or policy administered by their agency.

### **C. Planning Department Website**

The Planning Department webpages provide the following information for the public on the Development Review Process and the role of the DRT:

1. Planning Application Resources
2. DRT Mission, Policies, and Procedures
3. Application Review Timelines
4. Complete Application Information
5. Development review process flowcharts, submittal requirements and forms, and other informational handouts
6. How to Search for a Planning Application

## Version History

### Version 1

<b>Adoption Date</b>	<b>Amended Sections</b>	<b>Amendment Purpose</b>
February/March 2020	All	Creation of DRT Policies and Procedures

### Version 2

<b>Adoption Date</b>	<b>Amended Sections</b>	<b>Amendment Purpose</b>
October 2020	V. Development Review Timeline Policies VII. Internal Communication Procedures VIII. External Communication Procedures	V. Update concurrent review, application quality VII. Update Table 2, DRT Review Comments VIII. Update public hearings

### Version 3

<b>Adoption Date</b>	<b>Amended Sections</b>	<b>Amendment Purpose</b>
May 2022	V. Development Review Timeline Policies	V. Update Table 1, Add Expedited Review Process

### Version 4

<b>Adoption Date</b>	<b>Amended Sections</b>	<b>Amendment Purpose</b>
January 2025	None, remediation only	Remediate for Accessibility

### Version 5

<b>Adoption Date</b>	<b>Amended Sections</b>	<b>Amendment Purpose</b>
March 2026	I. DRT Purpose V. Development Review Timeline Policies Various Version History	I. Add administrative authority V. Amend Expedited Review to comply with Prop 123 Various: change Principal Planner to Development Review Manager Add Version History