

CITIZENS' ROLE IN DEVELOPMENT REVIEW

This flow chart shows a citizen's role in development review with frequently asked questions on the reverse side. We hope this guide, along with staff planners, will aid you in making the process more predictable, timely, logical, accountable, and customer-focused. For more information on development review and to subscribe to the Development in Review emails, visit timnath.org.



STEP 1

Concept Plan Review

Conceptual reviews are short meetings with staff and potential applicants/developers. They provide an opportunity to discuss the applicant's ideas and any potential issues prior to a formal submittal.

Key Facts

No formal application has been submitted yet.

Contact the Planning Department

- 970-224-3211 x5
- planning@timnathgov.com
- timnath.org/community-development-contact-form/

STEP 2

Is the Project Moving Forward?

If the answer is yes, you'll see a "Development Under Review" sign posted on the property within 14 days of the Town receiving a formal application. This sign is your visual cue that the applicant has paid associated fees and is moving forward. The Development Under Review list will reflect the project information.

Key Facts

Applicant submits a formal development application and package. Depending on the type of development, different documents and plans are required to be submitted. Site, utility, and landscape plans, and traffic, drainage, and geotechnical reports are some examples of documents that may be required.

STEP 3

Staff Reviews Application

Planning and Engineering departments meet with the applicant to discuss issues with the design as it relates to applicable standards and land use codes. Referral agencies include utility providers, and county and state wildlife, and health agencies like Poudre Fire, school districts and ditch companies.

Key Facts

Development reviews can take multiple rounds. Staff will give applicant feedback. The applicant will review and respond. Staff will review and give feedback until plans are in conformance with the Town's Land Use Code. Copies of staff comments can be requested from the project planner.

STEP 4

You Can Attend a Neighborhood Meeting(s) About the Project

These meetings offer an opportunity for neighbors to ask the applicant questions, get the facts about the project, and provide the applicant input on the proposed project. Not all development applications require a neighborhood meeting.

Town staff is present to facilitate, however this meeting is for neighbors and the applicant to discuss the project. If you live near the proposed development, you will receive a letter in the mail two weeks prior to the meeting date and it will be posted to the website. A blue sign will be attached to the Development Under Review sign once a neighborhood meeting has been scheduled.

The application is still under the review period. This provides a way for the applicant to respond to resident concerns. It is important to get involved early and stay involved.

STEP 5

Public Hearings

If you live near the proposed development, you will receive a letter in the mail two weeks prior to the hearing date. Notifications of a public hearing are also posted on the Town website, included in development emails, and a red sign is attached to the development sign once an application has been scheduled for a public hearing.



FREQUENTLY ASKED QUESTIONS

The town's land use code has specific requirements for community notification to ensure opportunities for community awareness and input. The type and extent of this notice is dependent on the type of project being considered. Because you know your neighborhood, your input regarding the project's potential impacts, along with your suggestions, are valuable.

How will I know when a formal application is submitted?

A sign is posted on the property proposed to be developed within 14 days following the formal submittal of a development application to the Community Development Department. This serves as notice to the general public that a proposed development is under review. The application will also be on the Development Under Review list and map on the Town website.

Who is notified regarding new development projects and how are they notified?

Written notices are mailed at least 14 days before the neighborhood meeting and again before a public hearing. This mailing includes property owners within 500 feet of the property lines of the parcel of land for the proposed development. In addition, notices are posted to the Town website.

This list of affected property owners is derived from official records from the Larimer County Assessor. Because of the lag time between home occupancy and record keeping, or because of rental situations, a few affected property owners may be missed. Please feel free to notify your neighbors of any pending meetings so all pertinent stakeholders may have the opportunity to attend.

Who can comment on a proposed project?

Anyone! Residents, students, employees, and business owners - anyone who feels they might be impacted by a proposed project.

Why solicit community input on a proposed project?

All residents bring personal experience of areas where they live, work, and play. This unique local knowledge helps the Town identify potential concerns and find workable solutions within the legal limits established by Town codes and state laws.

How can I comment on a specific project?

Get involved as early as possible! If applicable, attend the Neighborhood Meeting for the development application and the Public Hearing. If you cannot attend a Neighborhood Meeting or Public Hearing, please reach out to the Community Development Department via the contact form on the Town's website or leave a message on the Planning Voice mail at (970) 224-3211 x5.

Can my comments make a difference?

Absolutely! Community comments can prompt the applicants/developers to return to the drawing board and amend their plan to address neighborhood concerns. What makes a difference is how focused the comments are. It is important to illustrate the concerns caused by the project and to propose reasonable solutions for consideration.

How can I provide effective input?

- Review the project's technical reports/ case file analysis, comment on conclusions, assumptions, and the data collecting methods.
- Focus on the relevance of public comments as they relate to objective criteria in the Town's land use code which will most affect a project's outcome.
- Briefly explain who you are and why you are interested in the project.
- State your comments/concerns clearly and succinctly using objective language.
- Comment only on issues relevant to the decision being made.
- State opinions and preferences, ask questions, and propose alternative solutions to particular issues. State informed opinions and, where possible, include data and background to support your opinion.
- Keep focused on your objective.
- Identify project features that you like and think should not be changed.
- Provide any comments about the project's compliance with Town regulations.

Citizens' Role in Development Review



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ESTABLISHED 1882