



# Online Development Review Application Guide

## How to Use this Guide

Use this guide for development review applications including Administrative, Land Use and Technical Reviews, Revocable, Pre-Application, Board of Zoning Adjustment and Historic Preservation applications.

This guide will help you prepare and submit complete online applications to the City of Boulder. Incomplete applications are not accepted and will cause delays for the project. This guide covers Steps 1 through 4 of the Online Development Review Application Process diagram on page 2.

## What You Need to Know

The most common errors we see with online applications are:

- Incorrectly named files
- Incorrectly formatted files (multiple files saved together as one document, wrong file type (JPEGs), wrong page orientation etc.
- Missing required application forms or plans

Please follow our [file formatting requirements](#) and [file naming conventions](#) carefully to ensure a streamlined intake and review. Visit our [Applications and Forms Database](#) for application forms and checklists.

## Contents

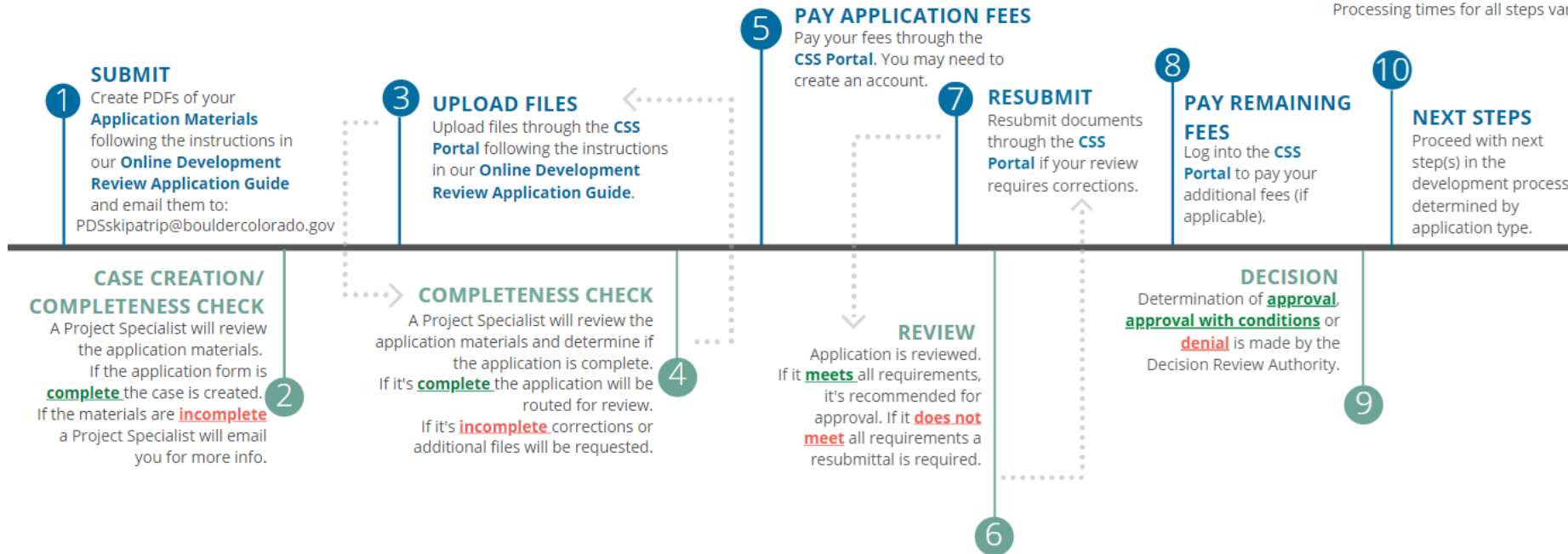
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# Online Development Review Application Process

CITY OF BOULDER

## ONLINE DEVELOPMENT REVIEW

A quick tour of our online application process. **CUSTOMER TASKS** are on top. **CITY STAFF TASKS** are shown on the bottom. Processing times for all steps vary.



## Common Questions

### WHERE DO I GET THE CORRECT APPLICATION FORMS AND CHECKLISTS?

Prior to submitting an electronic application, review the application form and attachment (if applicable) that most closely matches your request. You can find applications and attachments in our [Applications and Forms Database](#).

### HOW DO I SUBMIT AN INITIAL APPLICATION?

**FIRST:** Gather your documentation:

- A completed [application form](#)
- All required materials listed in the [application and attachment](#) (if applicable) for the request.

**All documentation must be saved as PDF files, following the [file formatting requirements](#) and utilizing the required [file naming conventions](#) below.**

**Improperly formatted plans will delay the review process for your project.**

**THEN:** Email your properly formatted files to [PDSSkipatrip@bouldercolorado.gov](mailto:PDSSkipatrip@bouldercolorado.gov) by **10 am on the Application Deadline**. Application Deadlines may be found on the Development Review and Plan Case Application [webpage](#).

- This email box has a file size limitation of 150 MB. Multiple emails with file attachments may be provided, please be sure to number the emails in the subject line. **Please do not provide a link for file download.**
- The project specialist team reviews applications in the order which they are received. Additional information may be requested from you after your application is received if materials are incomplete and/or the project scope is not clearly defined.

**FINALLY:** If additional information is not required:

- A project specialist will create an EnerGov case and contact you through the system regarding next steps. The email will come from a noreply email address, please check your spam/junk box if you do not receive an email within the processing time frame.
- You will also see an invoice for the application fee on the CSS portal (if applicable). Payment of the application fee and upload of additional materials must occur prior to the Fee Payment and Complete Materials Submission Deadline to be eligible for routing the application for review on the track.

### HOW DO I RESUBMIT A DEVELOPMENT REVIEW APPLICATION ONLINE?

**FIRST:** Gather the following documentation:

**All documentation must be saved as PDF files, following the [file formatting requirements](#) and utilizing the required [file naming conventions](#) below.**

**Improperly formatted plans will delay the review process for your project.**

- [Development Review Resubmittal form](#)
- A written response to reviewers' comments identifying all changes made.
- FULL** set of electronic drawings including pages that did not change AND the revised documentation/drawings addressing the review comments.
  - Revised plans must include clouding of all changes and the date of **ALL** revisions.

**THEN:** Upload all properly formatted documents through the "Attachments" tab in the [CSS portal](#) to their respective applications. **Documents must be uploaded by 10 am on the Complete Materials Deadline.**

## HOW DO I UPLOAD MY DOCUMENTS TO THE CSS PORTAL?

Please watch our [How to Attach a Document](#) video for a walk-through of how to upload your documents through the [CSS Portal](#).

## HOW DO I KNOW THE STATUS OF MY APPLICATION?

Your plan application status can be found on the [CSS Portal](#). To view your application status:

1. Log in to your account.
2. Open the Dashboard and click on “View My Plans”.
3. **Click on the case number.** The application status information identified below is only available within the plan.
4. The plan status will be displayed as either “Pending at Applicant”, “Payment Pending”, “In Review”, “Revisions – Resubmit”, “On Hold” or “Closed”. See definitions below for what each status indicates.

### Case Status Definitions:

Pending at Applicant – The plan case has been created but requires action on the part of the applicant to move the review process forward. Typically, this status indicates that additional information or materials are required before the plan can be routed for review. Whenever a plan is changed to this status, an email is sent to the email addresses of the contacts on file for the plan. This email comes from a noreply email address, please check your spam/junk box if you do not receive an email within the processing time frame.

Payment Pending – The plan case has an invoiced fee that must be paid in order to move the review/plan process forward.

In Review – The plan case has been routed for review by city Staff. The plan will remain in this status until all reviews and administrative processing have been completed.

- If your case is in this status, refer to the “Reviews” tab within the plan in CSS for the anticipated review completion date. If any of the reviews indicate “Revisions-Resubmit”, comments will be released and the contacts on the case will be notified once all reviews are completed.

Revisions -Resubmit – The plan review has been completed and revisions are required. Whenever a plan is changed to this status, an email is sent to the email addresses of the contacts on file for the plan, and a comment(s) letter is added to the case under the “Attachments” tab within the plan case in the CSS Portal.

On Hold – The applicant or city Staff has placed a hold on the plan process.

Closed – The review has been completed and a decision has been reached (approved, approved with conditions or denied). If approved, the approval documents and final approved plans are available under the “Attachments” tab within the plan case in the CSS Portal.

## I HAVEN'T RECEIVED MY PLAN NUMBER, WHAT SHOULD I DO?

Please consider the following:

- We may have requested additional information. Check your email for an email response from [PDSSkipatrip@bouldercolorado.gov](mailto:PDSSkipatrip@bouldercolorado.gov) or from a "No Reply" email address. Make sure to check your spam or junk folder.
- We are currently receiving a high volume of requests. Please provide adequate time for application processing. The auto-response email that you received will provide a processing timeline. Please wait until the maximum number of business days has been exceeded or 10 am on the day of the Application Deadline before contacting our office for an update.

### \*REQUIRED: File Formatting Requirements

#### IMPORTANT

- Read the following requirements carefully. Improperly formatted plans will delay the review process for your project.
- In the [CSS Portal](#), all PDFs must be submitted at the same time. Once you click 'Submit' you will not be able to upload additional documents until a project specialist has reviewed your submittal.

#### Format your documents as follows:

- All plans must be saved as PDF files. PDF a-s, JPEGs, PNGs, Word Documents, etc. will not be accepted.
- Combine plans into one PDF if they were prepared by the same individual. Otherwise, submit separate files for each discipline in order to preserve digital signatures. See [file naming conventions](#) below.
- Reports and other documents (e.g. forms, worksheets, calculations, specifications, reports, etc.) must be saved as separate, individual PDF files. See [file naming conventions](#) below.
- No zipped files or PDF packages will be accepted.
- Files must be unlocked/ unprotected.
- Fast Web view must be enabled on all PDFs (this can be done using free online tools).
- PDFs must be saved as reduced file size (this can be done using free online tools).
- File sizes cannot exceed 100 MB.
- All pages shall be oriented so that the top of the page corresponds with the top of the computer monitor.
- On the cover page, include a 3-inch by 3-inch space in the lower-right corner reserved for the city's approval stamp. This may be offset the minimum needed to avoid conflict with preferred title block.
- Drawings must be legible, and scalable (to a standard architectural or engineering scale).
- Drawings must include a graphic scale bar on every page.
- Each plan sheet must include the project name and address.
- Each plan sheet must be marked to clearly identify the content of the page (Example: Sheet A1.0 Architectural Site Plan).
- Electronic stamps for corresponding design professionals shall be included on each applicable plan page or report cover. Refer to the Colorado Department of Regulatory Agencies [requirements for electronic stamps and signatures](#).

**\*REQUIRED: File Naming Conventions**

**IMPORTANT**

- Read the following instructions carefully. **Improperly named files will delay the review process for your project.** Please check these naming conventions each time you upload files as they are subject to change.
- When uploading documents through the CSS Portal, assign the Attachment Type assigned below by choosing it from the dropdown menu on the file upload “tile” BEFORE uploading your file to the case.

**REQUIRED FILE NAME FORMAT: File Prefix\_Project Address\_Date Uploaded**

*EXAMPLE: ArchPln\_1739Broadway\_06-19-2021*

<b>File/Document</b>	<b>Required File Prefix</b>	<b>Attachment Type</b>
Administrative Review Application	ADRApp	Application Form
Annexation Map	AnxMap	Plan
Annexation Petition	AnxPet	Formal Documentation
Architectural Character Sketches	ArchSketch	Plans
Architectural Plans	ArchPlns	Plans
Attachment to Application	Attach	Forms and Worksheets
Board of Zoning Adjustment Application	BOZAApp	Application Form
CDOT - Letter of Request	LtrRqst	Formal Documentation
CDOT - State Highway Access Permit Application	CDOTApp	Formal Documentation
Computer Check	CompChk	Formal Documentation
Context Map	CtxtMap	Plans
Coop - Affidavit of Legal Residency	ResidencyAff	Formal Documentation
Coop - Baseline Inspection Form	Inspection	Formal Documentation
Coop - Bank Account	BankAcct	Formal Documentation
Coop - Bylaws	Bylaws	Formal Documentation
Coop - Cooperative Housing License Affidavit	HousingLicAff	Formal Documentation
Coop - Expert Cooperative Housing Organization Recommendation	ECHO	Formal Documentation
Coop - Governance Structure	Governance	Formal Documentation
Coop - List of the Number of Adults and Dependent/Address List	Occupants	Formal Documentation
Coop - Proof of Registration w/ Colorado Secretary of State	CSSReg	Formal Documentation
Coop - Rental License Application	RentLicApp	Formal Documentation
Coop - Tax Exempt Determination	TaxExmptDet	Formal Documentation
Coop - Trash Removal Plan	TrashRmvl	Plans
Covenants	Covenants	Formal Documentation
Ditch Company Agreement/ Approval	DitchApprvl	Formal Documentation
Elevation Plans	ElevPlns	Plans

Exhibit Map	ExMap	Plans
Floor Plans	FlrPlns	Plans
Form Based Code Compliance Drawings	CompDwgs	Plans
Historic – Demolition Review Application	HISDemoApp	Application Form
Historic – Individual Landmark Application	IndLdmrkApp	Application Form
Historic – Landmark Alteration Certificate Application	LACApp	Application Form
Historic – Sales Tax Waiver	TaxWaiver	Application Form
Housing and Development Excise Tax Form	HsgDETCFI	Forms and Worksheets
Improvement Survey/ Improvement Location Certificate	Survey	Survey
Insurance Policy/ Certificate of Insurance	CertInsur	Formal Documentation
Landscape Plans	LndscpPlns	Plans
Land Use Review Application	LURApp	Application Form
Legal Description of Dedication Area	LeglDescDed	Plans
Legal Description of Vacation Area	LeglDescVac	Plans
Legal Description of Property	LeglDescProp	Address Information
Lighting Plans	LtgPlns	Plans
Lot Line Adjustment Map	LotLnAdjMap	Plans
Miscellaneous	Misc	Formal Documentation
Neighbor Notification/Approval	NghbrNotice	Formal Documentation
Notification to Mineral Estate Owner	MnrlOwnrNotif	Formal Documentation
Obligation to Pay Form	ObligPayForm	Forms and Worksheets
Parking Plan/ Required Parking/ Parking Summary	ParkngPln	Plans
Pavement Design Report	PvmntRpt	Reports and Studies
Persons in Interest Form	PrsonInIntrst	Persons in Interest Form
Photographs	Photo	Formal Documentation
Plumbing Fixture Count Form	PlumbFixCt	Forms and Worksheets
Pre-Application	PREApp	Application Form
Preliminary Determination of Inclusionary Housing Compliance Form	PrlimInclHsngFrm	Forms and Worksheets
Previous Approvals (including Landmarks)	PrevApp	Formal Documentation
Project Information Form	Info	Forms and Worksheets
Project Fact Sheet	FactSht	Forms and Worksheets
Proof of Authorization to Bind - Owner	ProofAuthOwn	Formal Documentation
Proof of Authorization to Bind - Tenant	ProofAuthTen	Formal Documentation
Proof of Current Ownership	Ownership	Formal Documentation
Proof of Owner Authorization/ Consent	OwnerConsent	Formal Documentation
Recorded Documents	RecdDoc	Formal Documentation
Restaurant Information/ Operational Characteristics	RestOpChar	Written Statement
Revocable Application	REVApp	Application Form
Sign Posting Acknowledgement Form	SignPost	Public Notice Information

Site Development Plans/ Site Plan	SitePlns	Plans
Soils Report/ Geological Stability Report	SoilsRpt	Reports and Studies
Solar Shadow Analysis	SolarAnalysis	Plans
Stormwater Plans	StrmPlns	Plans
Stormwater Report - Final	FnlStrmRpt	Reports and Studies
Stormwater Report - Preliminary	PrelimStrmRpt	Reports and Studies
Subdivision Plat - Final	FnlPlt	Plans
Subdivision Plat - Preliminary	PrlimPlt	Plans
Subdivision Replat Map	SubdvRpltMap	Plans
Technical Document Review Application	TECApp	Application Form
Title Insurance	TitleIns	Formal Documentation
Traffic Control Plan	TrffcCntrlPln	Plans
Transportation Plans	TrnspPlns	Plans
Travel Demand Management Plan	TDMPIn	Plans
Trip Generation Analysis	TripGen	Reports and Studies
Utility Plan	UtilPlans	Plans
Utility Report	UtilRpt	Reports and Studies
Utility Signatures/ Acknowledgement	UtilSign	Formal Documentation
Vested Property Rights Option Form	VestPropRtsForm	Forms and Worksheets
Vicinity Map	VMap	Address Information
Wireless – Existing Site Inventory	SiteInventory	Formal Documentation
Wireless - Photo Simulations	PhotoSims	Formal Documentation
Wireless - Proof of Agent Authorization	ProofAgntAuth	Formal Documentation
Wireless - Shot Clock	ShtClk	Formal Documentation
Written Consent/ Approval	WrtnApprvl	Formal Documentation
Written Statement	WrtnStmnt	Written Statement
Zoning Confirmation - Licensed Premise Diagram	LicPremDgrm	Plans
Zoning Confirmation - State Zoning Approval Form	StateApprvl	Forms and Worksheets