

Development Review Updates

City Departments responsible for reviewing development applications worked together to make improvements to development review policies and procedures, and these changes will take effect after January 1, 2020. The improvements are intended to enhance the quality and efficiency of the development review process for applicants.

Key Changes

- **New Name and Mission Statement** - TAC is now DRT. The Technical Advisory Committee has changed its name to the Development Review Team to more accurately reflect the group's purpose. The DRT's mission is *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.*
- **Rolling Deadlines** - Applicants no longer need to submit by Friday at 11:30am for applications to be distributed the following week. Instead, projects will be assigned a project manager and distributed to the DRT within two business days of a complete submittal. Timelines for responding with DRT comment letters will be rolling based on the distribution date.
- **Shorter Timelines for Less Complex Projects** - Instead of setting the same review timelines for all applications, projects will be assigned a three- or four-week timeline to receive DRT comment letters based on the complexity of the application type. To view the project review timelines, visit www.steamboatsprings.net/DevelopmentReview.
- **Notification When Review Timelines Are Extended** - During periods when a high volume of development applications exceeds staff capacity to meet established timelines, the timelines will be adjusted to prevent the quality of development review from declining. The Planning Director will notify applicants when established timelines are temporarily extended to accommodate a heavy volume of applications and limited staff capacity. Sign up for Development News and Information email notifications on the City's Notify Me webpage: <http://www.steamboatsprings.net/list.aspx>.
- **Additional Fees for Multiple Resubmittals** - When the DRT finds that an applicant has failed to adequately address comments in the review of a third submittal of the same application, the next submittal will be charged an additional application fee. The DRT strives to reduce application resubmittals by providing comprehensive reviews and clearly written comments. Applicants that repeatedly fail to address comments and to perform quality checks slow down the development review process for all applicants by consuming excessive staff time. The updated fee schedule is available at the Form Center on the Planning Department webpages: <http://steamboatsprings.net/573/Form-Center>.
- **Greater Emphasis on Communication with Applicants** – The DRT will focus more time on meetings with applicants at the conceptual stage ahead of applications and will require applicant meetings when there are multiple resubmittals of the same project application.

Benefits

Greater predictability on review timelines

Quicker turn around on less complex applications

More thorough review of complex projects

Focus on higher quality applications and fewer resubmittals

For More Information

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