



City of Loveland Development Review Planning & Zoning Application Submittal Instruction Manual

File Type:

All files submitted to the City for review within an Application shall be in Adobe Acrobat (PDF) file type. Other file types will not be accepted.

File Naming:

The Applicant should generally adhere to the City of Loveland Eplan File Naming convention to name all of the files within the Application

File Transmission:

The Applicant can submit their entire Application to the City by the following methods:

1) Emailing the City the application and associated files to the designated City email:
eplan-planning@cityofloveland.org

***Email Requirements:**

Emails of ANY initial submittal or resubmittal shall be limited to a single email. Each application shall be submitted in a separate email. Emails shall be limited to 50MB in size.

Compressed files including *.zip files and FTP links (such as DropBox) are acceptable.

2) Burning the application and associated files to a disc and submitting the Planning Department.

Check-in:

The Application deadline is: Midnight every business day. (Applications from Friday, Saturday, and Sunday will be processed on Monday)

If your Application Fails check-in it is the Applicant's responsibility to correct the application as required and resubmit the entire application for check-in.

If your Application Passed check-in you will be notified of the approximate review schedule.

Routing to External Agencies:

On the first round of review, the City will route the application, vicinity map, and any plat to the outside agencies to receive any comments. It is the applicant's responsibility to provide any additional items required by external agencies for their review and approval. All coordination, fees, etc required by any outside agency will be the applicant's responsibility. Additionally, it will be the responsibility of the applicant to contact any external agencies on subsequent rounds of review.

Resubmittals:

If revisions are needed, you will be emailed your comments.

Please review the comments and redlines. If there are any questions please contact the Planner or the individual reviewers. If you wish you can also schedule a meeting with the review team to discuss outstanding comments. These meetings are typically on Thursday mornings and are scheduled through your Coordinator. There will be a mandatory review meeting if your Application has gone through two rounds of review and still has not passed. If you have a mandatory review meeting you will be notified by your Coordinator.

The resubmittal shall contain the entire document that was revised. For example if several pages of a report or drawing set required revisions, then the entire report or drawing set will be required for the resubmittal. Note that this does not mean a resubmittal of all of the items contained within the initial application; it mean only those items requiring revision are required to be submitted in whole.

Partial submittals of single pages within a set will not be accepted.

Each resubmittal should contain a summary list of files along with a response to comments

Offline Resubmittals:

If your project is nearly complete and you only have a few outstanding items with one or two reviewers, then you may inquire to your Planner if it is possible to do an off-line review.

Final Drawings:

Once you are notified that Final stamped and sealed copies of the final drawings are required it is your responsibility to fulfill the request in a timely manner and bring the documents to the Planner. Final drawings are accepted any time and do not need to go through any check-in process

One (1) paper set of the stamped and signed set of all documents prepared by a design profession in accordance with the State of Colorado regulations. If you are notified additional copies of PICPs are required after the City reviewers have completed their signatures, then it is your responsibility to fulfill the request in a timely manner as well.