



DEVELOPMENT REVIEW SUBMITTAL REQUIREMENTS

FILE TYPE

All files submitted to the Town for review within an application shall:

- be Adobe Acrobat (PDF) file type*
- not contain color or dark hatching/shading
(exception for site plan elevations submitted as a separate file)

**Other file types will not be accepted*

FILE NAMING

All files submitted to the Town for review within an application shall be named in accordance with the Town of Windsor Electronic File Naming Conventions.

FILE TRANSMISSION/SUBMITTAL

The applicant shall submit a complete application to the Town using one of the following methods:

- (1) As a registered eTRAKiT user, via <https://community.windsorgov.com/eTRAKiT3/>
 - a. Email planning techs to notify project or resubmittal has been uploaded.
- (2) Emailing the application and the associated files to the designated Town of Windsor email at: planningtechs@windsorgov.com.
 - a. Emails of any initial submittal or resubmittal shall be limited to a single email.
 - b. A separate email is required per application submittal type. (*i.e. Site Plan, Subdivision, etc.*)
 - c. Emails shall be limited to 15 MB in size.
 - d. If submittal size is too large, submittal may be uploaded to Dropbox with a link provided in the email.
- (3) Burning the application and associated files to a disc or downloading to a USB drive and submitting the disc or USB drive to the Planning Department.

All applicable fees shall be paid in full within 72 hours of submittal or the application will be rejected and you will need to re-submit. The Town accepts Cash, Check and Credit Cards. For Credit Card transactions, please contact the Planning Department first at (970) 674-2400.

COMPLETENESS REVIEW

All submittals must be submitted in full by 5:00 p.m. on Tuesday to be distributed to the Development Review Committee (DRC) on the immediately following Thursday. DRC review will begin upon DRC distribution.

If an application or submittal fails the completeness review, the applicant will receive an application rejection notification from the Planning Department. It is then the applicant's responsibility to correct the application as required and resubmit a complete application for completeness review. Partial or piecemeal applications will not be accepted. Once an application passes the completeness review, the applicant will be notified of acceptance.

ROUTING TO EXTERNAL AGENCIES

The Town will route the application and applicable materials to external agencies for referral comment. It is the applicant's responsibility to provide any additional items required by external agencies for their review and approval. All coordination, fees, signatures, etc. required by any external agency shall be the applicant's responsibility.

RESUBMITTALS

If revisions are required, the applicant will be notified via email when comments are available and given instructions regarding access to comments and next steps in the development review process. It is the applicant's responsibility to retrieve and address comments. Please review all comments and redlines. Any questions should be directed to the respective reviewer.

The resubmittal shall include the entire plan or report that was revised. For example, if several pages of a report or drawing set required revisions, then the entire report or drawing set shall be resubmitted. Partial submittals or individual pages within a set will not be accepted, resulting in rejection of the resubmittal.

Each resubmittal shall include an applicant response document. This document may be either a written form or comments inserted directly on the Town's redlined drawings. This document shall provide responses to the Town's review comments. Failure to respond to comments will result in rejection of the resubmittal.

Note: A mandatory Development Review Committee (DRC) meeting will be scheduled if the application has gone through three rounds of review and still has 'substantial comments' remaining. The applicant will be notified of a mandatory DRC meeting by the Planning Technician.

FINAL DRAWINGS

A certified copy of the electronic drawings of the approved plat or site plan, which shall contain the digital dynamic maps exactly as contained within the plat or site plan as finally approved by the Town, shall be submitted. As-built drawings are additionally required if plans have changed between approved drawings and construction acceptance. The electronic drawing shall be: 1) formatted and certified in accordance with the Town's requirements; and 2) first approved by the Town's Geographic Information Systems (GIS) technician. Any electronic drawing submitted shall conform to all requirements of the Town's most current Electronic Drawing Submittal Standard document, a copy of which shall be maintained by the Director of Planning and made available to the public. Incomplete or inaccurate electronic drawing submittals that are not certified will not be accepted.

Final plats, site plans and improvement plans shall be submitted on twenty-four (24) by thirty-six (36) inch translucent original Mylars. All projects require one (1) Mylar copy. Mylars shall include signatures on the appropriate certification blocks. Reproduction Mylars, dark-colored or tinted Mylars and/or sepias will not be accepted. Electronic (PDF) copies of final supplemental documents required by the Town include, but are not limited to: drainage report, flood impact report, traffic impact report, geotechnical report, pavement design report, subsurface drainage system report, nonpotable irrigation system report, conditional letter of map revision (CLOMR) or letter of map revision (LOMR).