

Getting Started

All site plan reviews must begin with a completed Development Review

All site plan reviews must begin with a completed Project Initiation Form. This form is to be completed and emailed or delivered to the designated Case Manager in Denver's Community Planning Department.

In order to adequately fill out the project initiation form, you will need the following information:

1. Name of the project
2. Address of the project, [[Real Property Records](#) will provide you with the address used by the Assessor]
3. The current zoning of the proposed site, [[Denver Zoning Map](#) on [Denver Maps](#)]
4. Is the property located in an area that has an adopted neighborhood or area plan?
5. Legal description and/or survey
6. Special planning considerations (Contact your Case Manager if you have any questions)
 - a. Is the property located in an adopted Neighborhood or Area Plan?
 - b. Is the property located in a designated Landmark District?
 - c. Is the property located in a designated Urban Design District?
 - d. Is the property located along a designated Commercial Corridor?
 - e. Is the property located along a Designated Parkway or adjacent to a Public Park or Open Space?
 - f. Is the property located in a View Preservation Area?
 - g. Is the property subject to Board of Adjustment provisions?
7. Type of proposed development
8. Land area in square feet/acres
9. List of existing buildings on site
10. If applicable, number of proposed housing units
11. Approximate size of proposed buildings, in square feet
12. Is this part of an existing development? If so, what is the name? Is it approved? Date?

Please be aware that there are other conditions that may substantially alter the development design, including but not limited to: access locations from public right-of-way, need for on-site detention area, right of way dedications, Urban Design Review Districts and special requirements.

Case Managers are geographically assigned and are listed, along with all contact information. The applicant is encouraged to contact the appropriate Case Manager if they have any questions or concerns.

Public Works also has geographically assigned Engineers, working within Public Work's [Design Engineering Services](#) section.

During the review process the Case Manager is the primary contact. They are responsible for assisting the applicant in every respect as the applicant moves through the approval process. Case Managers also schedule all review team meetings, ensure that other City agencies receive the site plans, studies and other information the applicant may submit, and provide coordinated, written comments outlining requirements, expectations and next steps to the applicant and owner.

It is the responsibility of the applicant/developer to understand the submittal requirements and procedures outlined in this document, to submit all required items and information, and to ensure the submitted materials and information accurately responds to the requirements, comments and expectations. Timely re-submittal of information and responses to requirements, comments and expectations will be required. Incomplete submittals will be returned to the applicant without review.

Once the Case Manager has received the project initiation form, the applicant will receive either a phone call or an email within several days describing the next steps. The Case Manager will work with you to determine which type of site plan or subdivision process is required.