



Development Review – Concept Phase (Pre-Application)

Process Overview

The Concept Phase of the development proposal is designed to provide the applicant with the opportunity to present the proposed development and project schedule to the City team. Working in a collaborative environment, significant issues that will affect the design and feasibility of the proposed development will be identified. Projects are reviewed by the Development Services review team comprised of staff from various City departments and agencies. The Project Coordinator will identify specific agencies that need to be involved in the proposal's review, coordinate reviews, and facilitate communication and scheduling between you and the City.

Basic Steps of the Concept Phase (Pre-Application Review)

1. Contact your Project Coordinator to discuss the proposed development.
2. Schedule a Preview Conference.¹
3. Submit your development proposal for a Concept Review. (Refer to the Concept Submittal Checklist.)
4. Schedule a Concept Review Meeting.²
5. Attend the Concept Review Meeting. At the meeting, City's team will provide verbal comments and guidelines related to your project, and answer questions related to the development proposal and review processes.
6. Receive written summary of comments and next steps, including:
 - List of required reviews and approvals, including engineering reports and studies;
 - List of required public improvements to be constructed;
 - List of development plan reviews and fees, and review and approval timeframes.

The letter will also outline issues that must be addressed prior to Formal Site Development Plan Submittal.

7. If desired by the applicant and/or requested by the Project Coordinator, a Project Charter may also be developed. Refer to the end of this document for more information.

Concept Plan Approval

Once the proposed project meets the minimum requirements provided by the review team, including but not limited to the ability to demonstrate general compliance with Denver Zoning Code and other regulations, the Project Coordinator will inform you that your project is ready for a Formal Submittal.

1 This step is optional. The Project Coordinator will inform you if a Preview Conference is necessary.

2 You will be contacted by the Project Coordinator to schedule this meeting shortly after plans are submitted. The meeting is typically held within two weeks from the day of submittal.

Additional Information/ Questions

Preview Conference. Under some circumstances the Project Coordinator may ask you for a Preview Conference prior to scheduling a Concept Review Meeting. In some instances, the two may be combined. The Project Coordinator will discuss options with you and suggest how best to proceed.

Project Charter. The Project Coordinator may also ask for a Project Charter, where project issues, desired milestones, project timelines, and expectations discussed at the Concept Review Meeting can be documented so everyone has a strong understanding and confidence of how the project will proceed through the review, approval, permitting, construction, and inspection process to successful completion.

Additional Information that may be necessary to prepare the submittal may be found at www.denvergov.org/developmentservices.

Should you have any questions, please contact your Project Coordinator, or call 720-865-2982, or e-mail developmentservices@denvergov.org

We are looking forward to assist you with your development proposal!