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[www.denvergov.org/developmentservices](http://www.denvergov.org/developmentservices)

## Development Review - Final Recordation Phase

Final Recordation Phase approval is the final review to ensure compliance with the City's requirements. At the conclusion of this review the City will record the Mylar drawings which have been submitted and the applicant will be finished with the Development Review – [Site Plan Review permitting process](#).

The Final Recordation Plan may be submitted once all of the Formal Phase comments have been addressed and resolved. Final phase plans will be checked against the Recordation Submittal Requirements by the [Project Coordinator](#) immediately upon receipt. If the plans do not meet the expectations for submittal, they will be returned, un-reviewed.

### Project Submittal –

All Final Recordation Plans must be submitted directly to the Project Coordinator. There is no additional fee for submittal of the final plan.

Review – Final Recordation Plans are distributed to the appropriate City reviewing agencies. Approval sheets are circulated to appropriate reviewing agencies for signatures. There are two approval sheets, one for Engineering, Survey, and Construction, Transportation and Wastewater Management and one for all other reviewing agencies. The approval sheet for the Public Works Department is circulated by Site Engineering. The approval sheet for all other reviewing agencies is circulated by the Project Coordinators.

The approval sheet can not be completed until the [fees](#) required by Site Engineering have been paid. (Contact the [Development Services Counter](#) at 720-865-2982 for additional information concerning these fees). In addition, the following documents, if required, are signed by the owner and returned to and approved by the appropriate agencies:

1. [Transportation Engineering Plan \(TEP\)](#).
2. [Storm and Sanitary Sewer Construction Plans \(if required\)](#).
3. Right-of-Way Dedications (if required).
4. Street or Alley Vacations (if required).
5. Declaration or relinquishment of easements (if required).
6. Other approvals as determined at the Conceptual Review meeting.