

# Development Review Guide

## Minor Subdivision



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### Preliminary Research

Introduce yourself to how the Town's development review works.

- Review this guide, Windsor Municipal Code, and applicable corridor plans;
- Contact Planning staff to answer questions about processes, zoning, land use and design requirements.

Then

### Submit a Concept Review Application

*(Optional, but highly recommended)*

Meet with DRC staff to review your proposal. This step will help you prepare your formal development review submittal. Meet with GIS team (REQUIRED) to understand digital drawing requirements.

2

### Submit New Application

- A complete application
- Application fees
- All required plans and documents

*\*Plans are reviewed by Town staff and outside referral agencies.*

Or

### Submit Revisions

- All requested plans and documents

*\*Revised plans and documents are reviewed by Town staff.*

3

### Attend DRC Meeting *(as necessary)*

Following the first round of review, staff meets with the applicant to discuss staff comments and questions the applicant may have. Staff will also discuss next steps and help to outline the remaining processes.

Then

### Make Revisions

Revise your project to address comments from staff. Go back to Step 2: Submit Revisions. Once directed by staff, proceed to the next step.

4

### Building Permit Application *(if processing a site plan concurrently)*

Per staff's direction, you may submit your building permit application and drawings for review by Fire and Building.

*\*Note: Permits will not be accepted for developments with over one-acre of earth disturbance until a GESCP (Grading, Erosion, Sediment Control Plan) permit has been obtained and security posted.*

*\*\* Note: Permits will not be issued until all development documents are executed.*

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### Submit Final Plans for Recordation

Submit final plans with completed signatures in PDF format and CADD files. Planning staff collects all internal staff signatures, the mayor's signature and records in applicable county. The applicant will receive an invoice for recordation fees.

### Congratulations!

*Your project has completed Development Review.*

*\*Note: For building permit requirements, please see the [Building Permit webpage](#)*

#### Acronyms:

DRC – Development Review Committee (staff from Planning, Engineering, Parks, Fire, Building and Economic Development)