



# Engineering Third Party Case Review

Effective: December 01, 2020

Revised: January 18, 2022

*In response to the COVID-19 situation and the ongoing increase in development activity at the City, the Engineering Division has updated the process to allow for third party reviews of engineering items (civil sheets, construction sets, land use plans) in conjunction with a Land Use Application submitted through the Community Development Department. Please follow the instructions outlined below and reach out to the Engineering Division at 303-289-8150 with any questions.*

## Third Party Application Case Review

*Land use applications include those processes which are handled by the Planning Division of Community Development and include: annexations, conditional use permits, development plans, PUD development permits, use by permits, variances, and zone changes.*

### **What is a third party case review?**

The third party case review process is a means to help to ensure that established timelines are met for an initial and subsequent plan review by a qualified third party with significant experience conducting engineering and civil plan reviews, as selected and approved by the City Engineer. The entity conducting the third party case review shall provide initial and subsequent comments, including corrections to be made to the construction, civil sets, and land use documents, within the established time frame schedules currently laid out by the City.

Currently development review time frames are:

	<i>Non-Residential</i>	<i>Residential</i>
<i>1<sup>st</sup> Round of Review</i>	<i>6 Weeks</i>	<i>8 Weeks</i>
<i>2<sup>nd</sup> Round of Review</i>	<i>5 Weeks</i>	<i>7 Weeks</i>
<i>3<sup>rd</sup> &amp; Subsequent Reviews</i>	<i>4 Weeks</i>	<i>6 Weeks</i>

### **What is the benefit to third party review?**

The success of this program is that it helps to ensure comments are delivered to the applicant in an agreed upon time frame by a highly trained engineer. Currently, without a third party review, due to the heightened level of development review activity within the City, the current review timelines for engineering, may take double those times stated above.

### **How much does it cost?**

Third party case review fees shall be charged the direct cost of the third party consultant plus a 5% administrative fee. The process is as follows:

- The applicant or developer will submit a scope of work to the City for review by the Third Party Engineer.
- After an initial review by the City and the Third Party Engineer, a price proposal will be sent to the applicant or developer to review.
- If the applicant or developer finds the proposal acceptable, the City will issue a Work Order and authorize the Third Party Engineer to perform the work.

- The actual fees will be dependent upon the size, scope, and complexity of the project. (The current billing rate for the Third Party Engineering Reviewers is laid out in the Work Order for the individual project.)
- The City will email all invoices via email to the developer. The actual charges will be a direct pass through from the third party plus a five percent (5%) administrative fee. Additional details regarding charges are provided on the Engineering Third Party Case Review Policy Sheet, Effective December 01, 2020.
- The general review cost for the Third Party Engineer has been in the range of \$15,000-\$30,000 per application.
- If the applicant or developer does not pay the invoice, the City will withhold approved plans or suspend review activities.

**What processes are NOT included in this third party review?**

Not all processes are covered under this program. Building permit review by engineering, grading permits, and Right of Way permits are not included in the Third Party Reviews and others as determined on a case by case basis. For information on these processes, please reach out to the Engineering Division at 303-289-8150.

**How do I apply for third party review?**

The Third Party Case Review Application form is found on the subsequent page. Please submit this form to the City Engineer for review and acceptance into the system. Once the City Engineer has accepted and approved the form, he will notify you of payment options. This acceptance form will then need to be included on any land use application submittals for the Community Development Department.