

7 New Project Applications

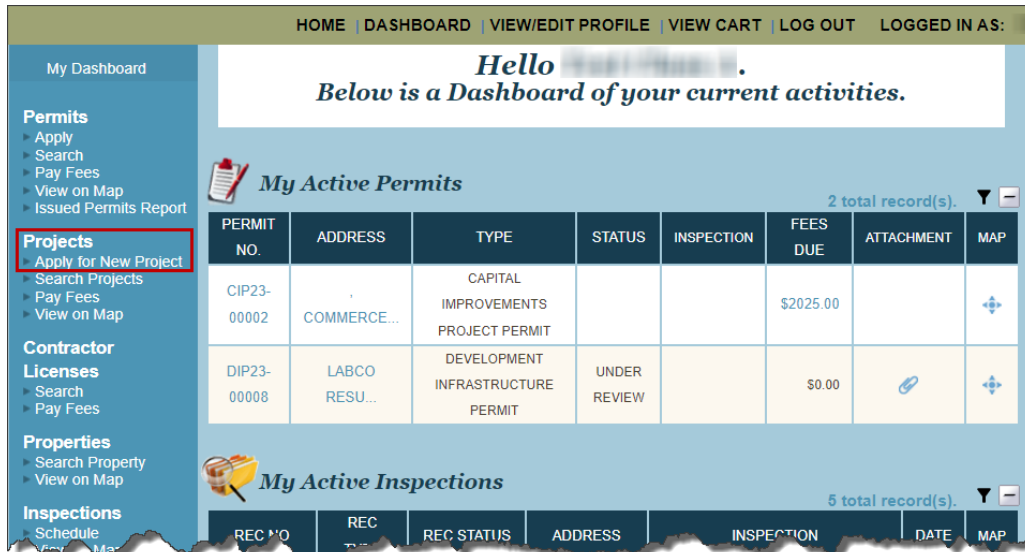
7.1 Requesting a New Development Project

Use the instructions below to apply for any of the following projects:

To request a new project:

1. Navigate to the eTRAKiT home page, and click **Login**.

Your dashboard of current activities displays.



The screenshot shows the user dashboard with a navigation menu on the left and a main content area. The navigation menu includes sections for Permits, Projects, Contractor Licenses, Properties, and Inspections. The 'Projects' section is highlighted with a red box, and the 'Apply for New Project' link is visible. The main content area displays a greeting, a summary of active permits, and a table of active inspections.

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE	ATTACHMENT	MAP
CIP23-00002	COMMERCE...	CAPITAL IMPROVEMENTS PROJECT PERMIT			\$2025.00		
DIP23-00008	LABCO RESU...	DEVELOPMENT INFRASTRUCTURE PERMIT	UNDER REVIEW		\$0.00		

2. On left navigation bar under the Projects heading, click **Apply for New Project**.

The Project Application Confirmation screen displays.



The screenshot shows the 'Project Application Confirmation' screen. It includes a title, a 'Need Help?' link, a paragraph of legal text, and two radio buttons for 'I Agree' and 'I Disagree'. A 'CONTINUE' button is located at the bottom.

Project Application Confirmation

[Need Help?](#)

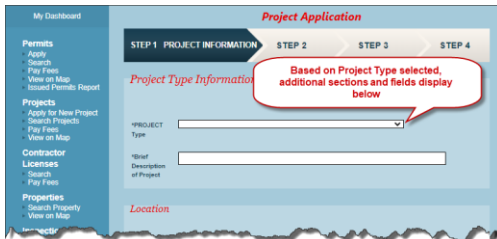
By agreeing to continue I certify the information and exhibits submitted are true and correct to the best of my knowledge and that in filing this application, I am acting with the knowledge, consent, and authority of the owners of the real property, without whose consent and authority the requested action could not lawfully be accomplished. Pursuant to said authority, I hereby permit City officials to enter upon the property for the purpose of inspection, and if necessary, for posting of public notice on the property. Further, I will respond to all requests including providing additional documentation and technical information as required by the City of Commerce City Community Development Department.

I Agree
 I Disagree

CONTINUE

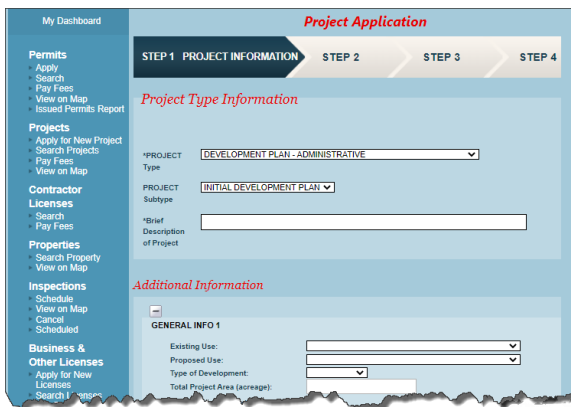
3. Click **I Agree**, and then click **Continue**.

The Step 1: Project Information screen displays.



4. Complete the following sections of the screen, dependent on your Project selections.

EXAMPLE: Illustrations and fields depict Development Plan – Administrative and accepted default Project Subtype of Initial Development Plan.



Project Type Information

* Required

R	Field	Description
*	PROJECT Type	From the drop-down list, select Project Type.
	PROJECT Subtype	Depending on the Type chosen, a Subtype may be auto selected, but you may change the auto-selection. <i>Note:</i> If you change the Subtype, the screen contents may change to accommodate the appropriate fields.
*	Brief Description of Project	Type a brief description to clarify the project intent—for example Development Plan for 5,000 square foot office building.

Additional Information

General Info 1


R	Field	Description
	Existing Use	From the drop-down list, select the current use of the area.
	Proposed Use	From the drop-down list, select the proposed use for the area.
	Type of Development	From the drop-down list, select the type of development for the project.
	Total Project Area (acreage)	Type the number of acres, for example 10. <i>Note:</i> Include decimals if applicable.
	Does this project include demolition activities?	From the drop-down list, select an answer.
	Does this project include tree removal?	From the drop-down list, select an answer.
	PIN(s) for Subject Properties	List all applicable parcel no.'s for the project (12 digits). Parcel no.'s may be found by utilizing the city's iterative property lookup feature: https://www.c3gov.com/living-in/maps
	Zoning Designation of Project Area	From the drop-down list, select the Zoning Designation.
	Is this application being submitted as a result of Code Enforcement action?	From the drop-down list, select an answer.
	Is this an amendment to an existing land use application?	From the drop-down list, select an answer.
	If yes, please provide the project number:	As needed, type a project number.
	Have you uploaded all required attachments?	From the drop-down list, select an answer. For a list of required documents, please reference the applicable facts-to-know: https://www.c3gov.com/doing-business/developing-in-commerce-city

Project Info 1

R	Field	Description
	Number of Lots - Existing	Type the number.
	Number of Lots - Proposed	Type the number.
	Number of Commercial Units - Existing	Type the number.

R	Field	Description
	Number of Commercial Units - Proposed	Type the number.
	Number of Residential Units - Existing	Type the number.
	Number of Residential Units – Proposed	Type the number.
	Non-Residential Building Floor Area – Existing (s.f.)	Type the number.
	Non-Residential Building Floor Area – Proposed (s.f.)	Type the number.
	Impervious Surface Area – Existing (s.f.)	Type the number.
	Impervious Surface Area – Proposed (s.f.)	Type the number.
	Total Disturbed Area (s.f.)	Type the number.

GENERAL INFO 2

R	Field	Description
	Has a Concept Plan or Concept Schematic been submitted?	From the drop-down list, select an answer.
	Date Completed:	Click the Calendar  icon, and select the applicable date.
	If applicable, please provide the name of PUD associated with this project:	Type the name of PUD.
	Is this application associated with an annexation?	From the drop-down list, select an answer.
	Are there separate Design Standards being submitted with this application?	Select an answer.
	Is this application for a condition renewal?	Select an answer.
	Severed Mineral Rights?	Select an answer.

Location *

- In the **Search By** field, From the drop-down list, select **Parcel ID**. If you do not know your Parcel ID, search by address only.
To find the parcel ID, please use the city’s interactive property lookup and search by the address (<https://www.c3gov.com/living-in/maps>)
- In the **Search Value** field, type a partial to full address and click **Search**.
The system retrieves results matching characters types by parcel and address. The selection of address or parcel is not relevant to your permit application; you may choose either.
Common street abbreviations (do not include period) are St, Dr. Ave to name a few.
- Select appropriate selection.
The system displays the full address for your selection, for example
182309201005
7887 E 60th Ave
Commerce City, Co 80022

Your Relation to this Project

If you are the **Property Owner**, check the checkbox. Otherwise leave blank.

Attachments

Prior to applying, include all required items. Failure to do so may delay the review of your project.

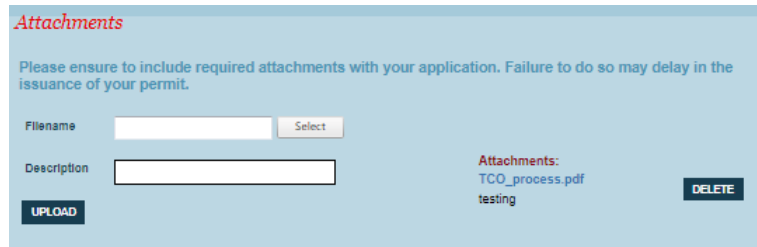
- a. Click **Select** and locate the appropriate file.
Note: You may upload more than one file at a time.
- b. Provide a **Description** of the file.
- c. Click **Upload**.

The following message displays:

Please ensure that *all required* attachments are included with the application. Failure to include all required materials will delay the application process. Attachments will not be returned once submitted. Attachments become the property of Commerce City.

- d. Click **Accept**.

The system displays the file as uploaded.



Attachments

Please ensure to include required attachments with your application. Failure to do so may delay in the issuance of your permit.

Filename:

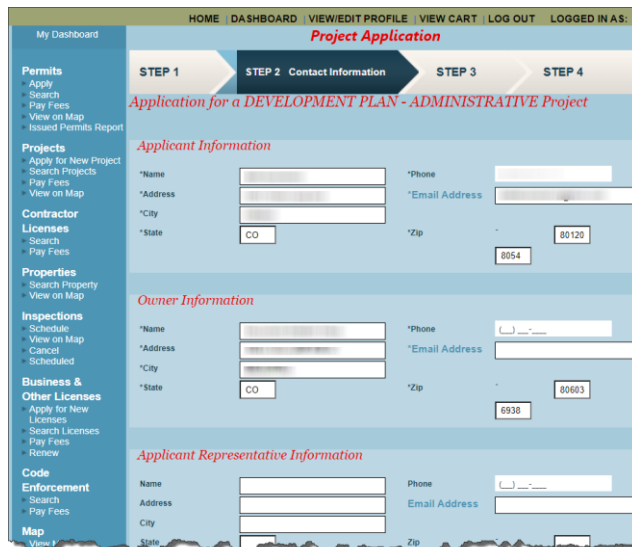
Description:

Attachments:
TCO_process.pdf
testing

- e. As needed, upload additional files and repeat steps a - d.

5. Click **Next Step**.

The Step 2: Contact Information screen displays.



HOME DASHBOARD VIEW/EDIT PROFILE VIEW CART LOG OUT LOGGED IN AS:

Project Application

STEP 1 STEP 2 Contact Information STEP 3 STEP 4

Application for a DEVELOPMENT PLAN - ADMINISTRATIVE Project

Applicant Information

*Name: *Phone:

*Address: *Email Address:

*City:

*State: CO *Zip: 80120
8054

Owner Information

*Name: *Phone:

*Address: *Email Address:

*City:

*State: CO *Zip: 80603
8930

Applicant Representative Information

Name: Phone:

Address: Email Address:

City:

State: Zip:

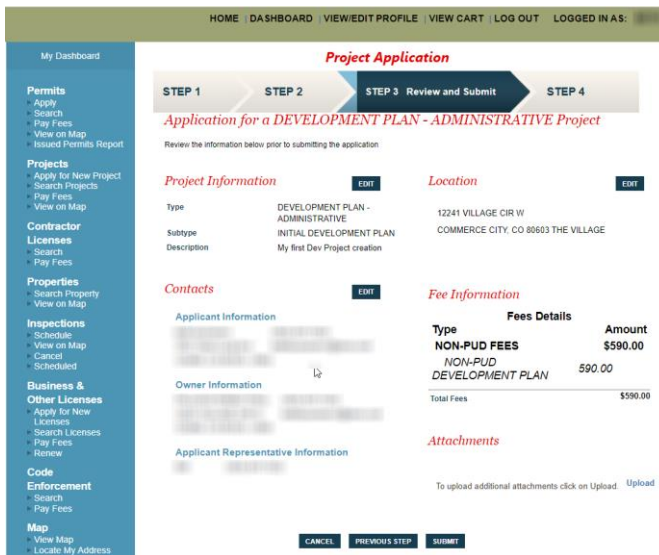
- a. Enter information for the required contact types, and enter optional contact types as needed:

* = Required

R	Field
*	Applicant Information (prepopulated and can be changed)
*	Owner Information (prepopulated and can be changed)
	Contractor Information (if displayed, prepopulated and not changeable)
	Applicant Representative Information

6. Click **Next Step**.

The Step 3 Review and Submit screen displays.



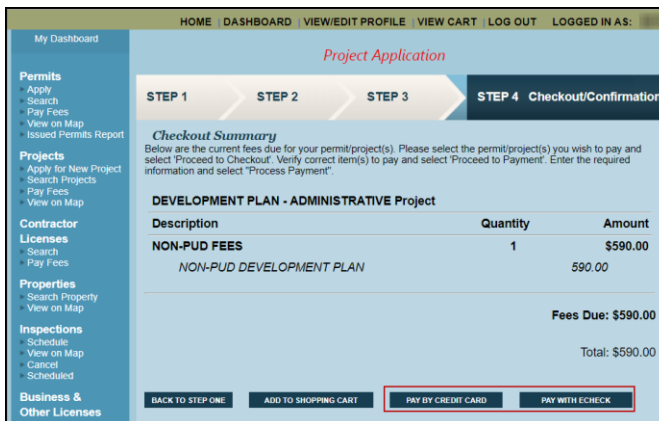
The screenshot shows the 'Project Application' interface at Step 3, 'Review and Submit'. The progress bar indicates Step 3 is active. The main content area is titled 'Application for a DEVELOPMENT PLAN - ADMINISTRATIVE Project' and includes sections for Project Information, Contacts, Fee Information, and Applicant Representative Information. The Project Information section shows details like Type (DEVELOPMENT PLAN - ADMINISTRATIVE), Subtype (INITIAL DEVELOPMENT PLAN), and Location (12241 VILLAGE CIR W, COMMERCE CITY, CO 80603 THE VILLAGE). The Fee Information section displays a table of fees:

Type	Amount
NON-PUD FEES	\$590.00
NON-PUD DEVELOPMENT PLAN	590.00
Total Fees	\$590.00

Buttons for 'CANCEL', 'PREVIOUS STEP', and 'SUBMIT' are visible at the bottom.

7. Review and update information as needed, then click **Submit**.

The Step 4 Checkout/Confirmation screen displays.



The screenshot shows the 'Project Application' interface at Step 4, 'Checkout/Confirmation'. The progress bar indicates Step 4 is active. The main content area is titled 'Checkout Summary' and includes a table of fees due:

Description	Quantity	Amount
NON-PUD FEES	1	\$590.00
NON-PUD DEVELOPMENT PLAN		590.00
		Fees Due: \$590.00
		Total: \$590.00

Buttons for 'BACK TO STEP ONE', 'ADD TO SHOPPING CART', 'PAY BY CREDIT CARD', and 'PAY WITH ECHECK' are visible at the bottom.

8. If you are submitting for multiple applications, click **Add to Shopping Cart**. Then click **Apply for New Project** on the left-hand side, and begin the process again. Otherwise, go to next step.

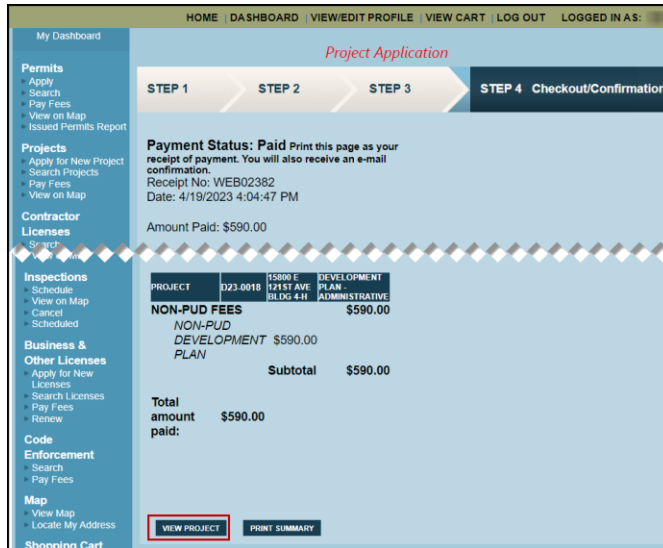
9. Once all applications are complete, to pay fees, click your desired payment option.

a. Enter **Payment Information**, and click **Next Step: Review Payment**.

The Review Payment screen displays.

b. Review payment and **Billing Information**, click the **I Agree** statement, and click **Make Payment**.

Once payment is received, you are returned to the Step 4: Checkout/Confirmation screen.



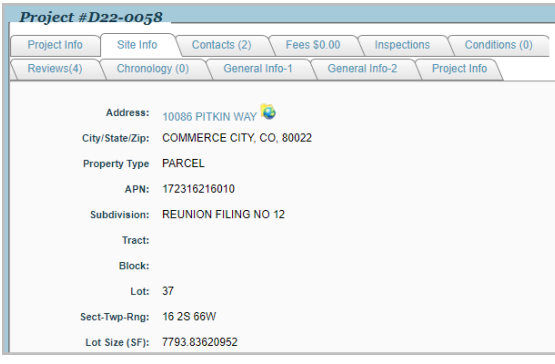
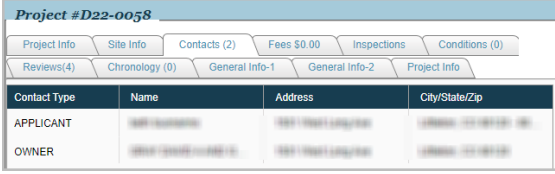
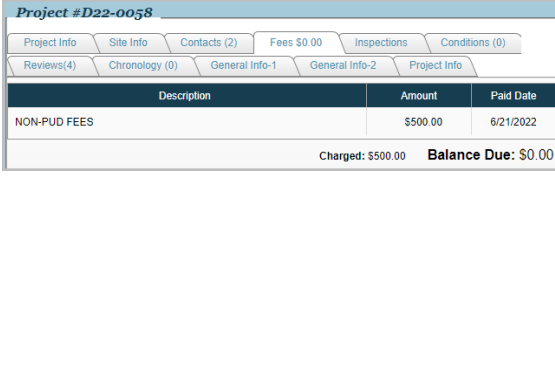
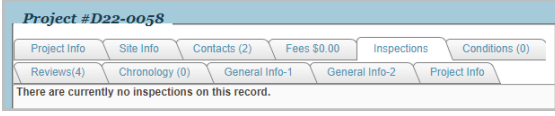
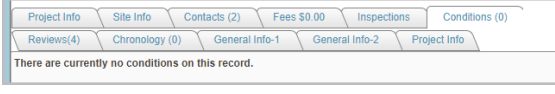
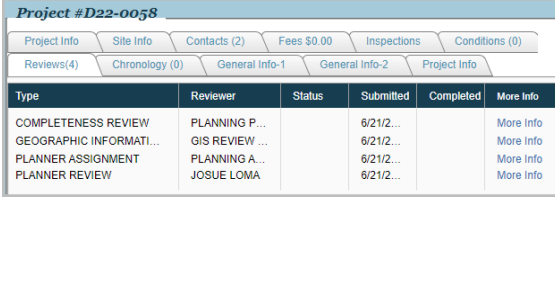
10. To view the project, click **View Project**.

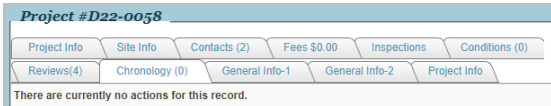

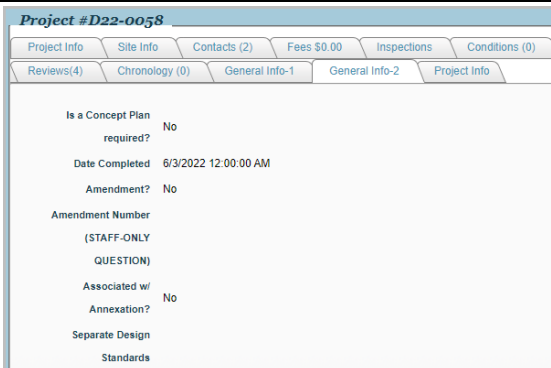
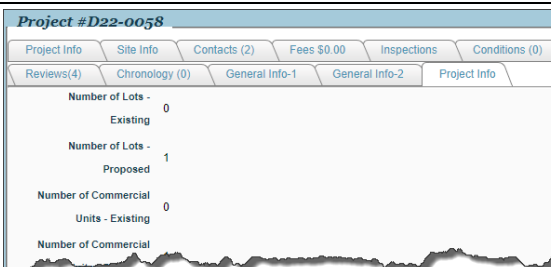
The Project Description tabs display.

The tabs summarize the content on the requested project.

Note: The depicted information can change based on other activity happening on this project, like edits, reviews or approvals, to name two. This information is collected based on one point in time.

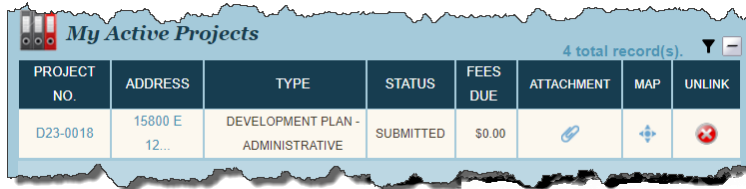
Tab	Content	Notes
Project Info		Any attachments uploaded to this project are displayed.

Tab	Content	Notes
Site Info		<p>Information about the site is listed here.</p>
Contacts		<p>A list of contacts on the application are displayed here.</p>
Fees		<p>At multiple points in the project creation, you can pay fees. This tab contains a link to pay fees.</p> <p>All project fees are collected at the submission of your application and this page will show a balance of \$0.00.</p> <p>If new fees are assessed, you may make payments through this tab.</p>
Inspections		<p>This tab is not used for Planning.</p>
Conditions		<p>If there are conditions to the approval of your project, they will be shown here.</p>
Reviews		<p>Reviews generated for your project are listed here.</p> <p>If a review is not approved, you are provided a link titled Respond in the More Info column.</p> <p>You cannot advance the project until you've responded to all failed reviews.</p>




Tab	Content	Notes
Chronology		<p>If your project requires a public hearing, important dates are listed here.</p>
General Info 1		<p>Details provided in the general information section of the application are listed here.</p>
General Info 2		<p>Additional General information entered into this Project request.</p>
Project Info 1		<p>Details provided in the project information section of this application are listed here.</p>

On the **My Dashboard** page, your active Project is listed with a status of **Submitted**, as shown below.

Note: As requests are worked internally with the City, this dashboard displays the real-time status of the record(s).



The screenshot shows a dashboard titled "My Active Projects" with a sub-header "4 total record(s)". Below the header is a table with the following data:

PROJECT NO.	ADDRESS	TYPE	STATUS	FEES DUE	ATTACHMENT	MAP	UNLINK
D23-0018	15800 E 12...	DEVELOPMENT PLAN - ADMINISTRATIVE	SUBMITTED	\$0.00			

- To monitor the review and approval process, refer to [Section 7.2 Project's Review & Approval Process](#).

7.2 Project's Review & Approval Process

Once you submit your permit request, the permit goes through a review and approval process. Through most steps of the process, you are notified via email.

Important: If any action is required, you will be notified via email. The email will provide specific details regarding the status of the application. If you have questions, please reach out to your assigned planner or cdplanner@c3gov.com.