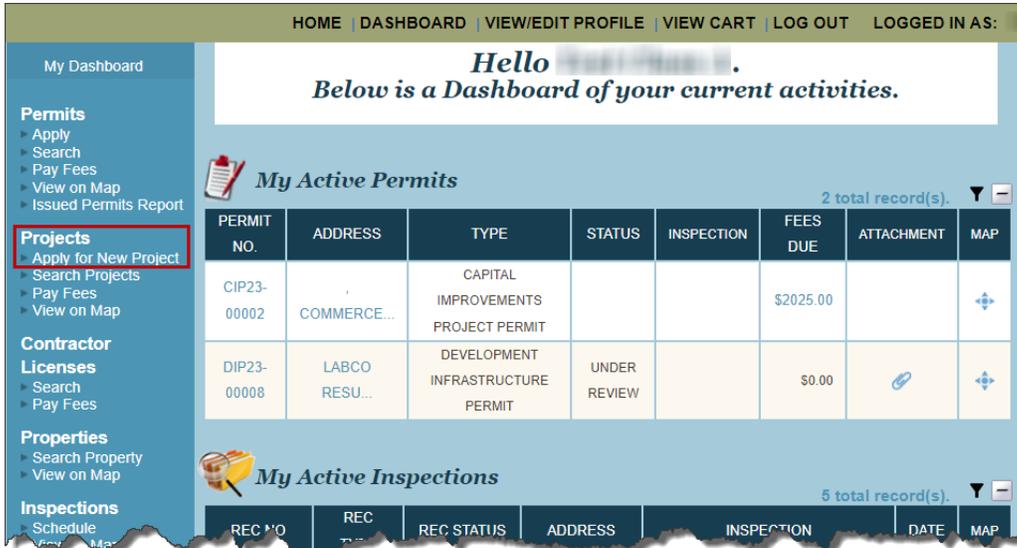# 7 New Project Applications

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**.

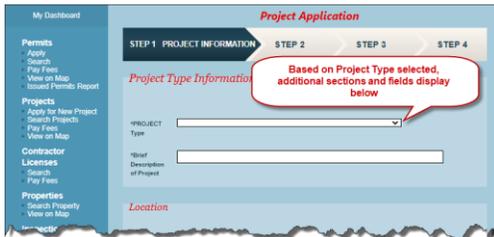   Your dashboard of current activities displays.

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

   The Project Application Confirmation screen displays.

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 `Intial Development Plan.`
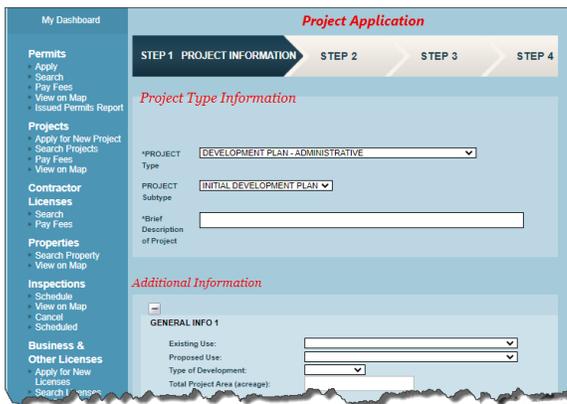
   <u>Project Type Information</u>

   * 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. *Note:* 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. *Note:* 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 *

a. 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)

b. 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.

c. Select appropriate selection.

The system displays the full address for your selection, for example

182309201005

7887 E 60th Ave

Commerce City, Co 80022

<u>Your Relation to this Project</u>

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

<u>Attachments</u>

Prior to applying, include all required items. Failure to do so may delay the review of your project.
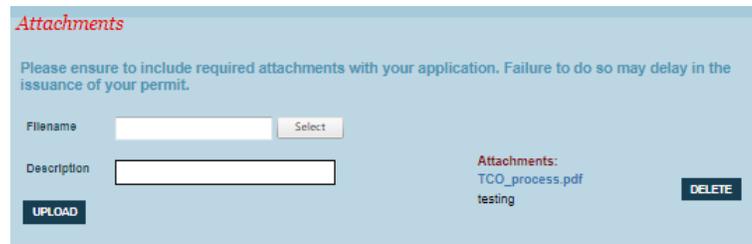
a. Click **Select** and locate the appropriate file.

   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.

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

5. Click **Next Step**.

   The Step 2: Contact Information screen displays.

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.

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

The Step 4 Checkout/Confirmation screen displays.

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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**.
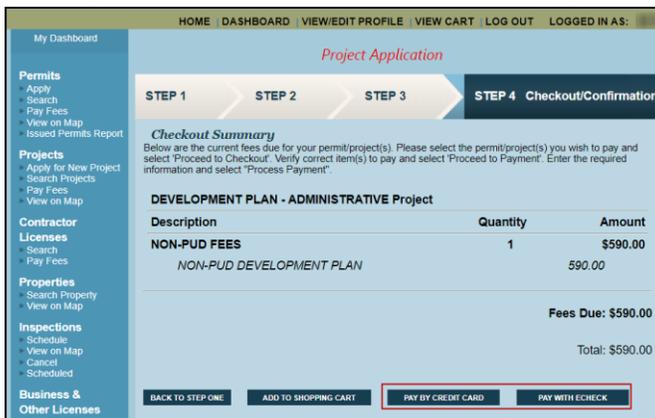
      The Review Payment screen displays.

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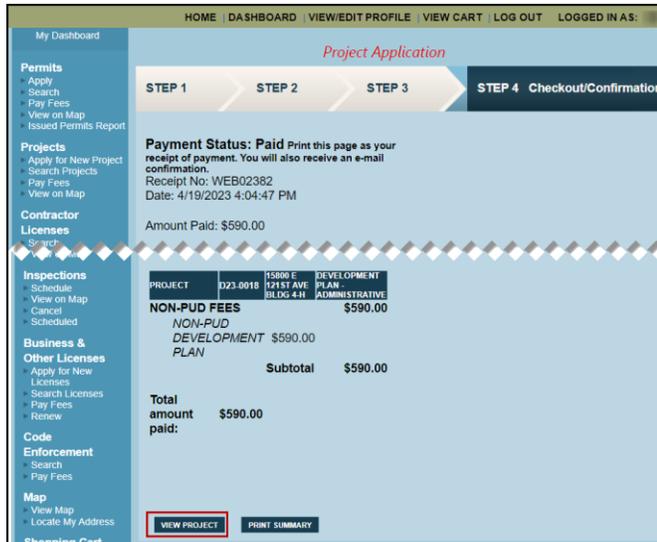
10. To view the project, click **View Project**.

    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.

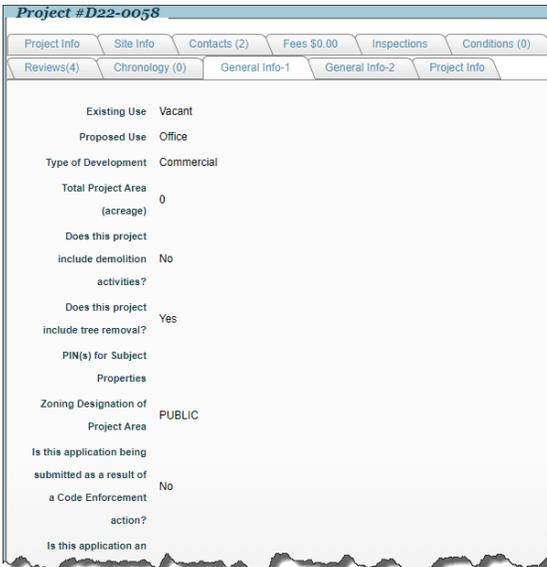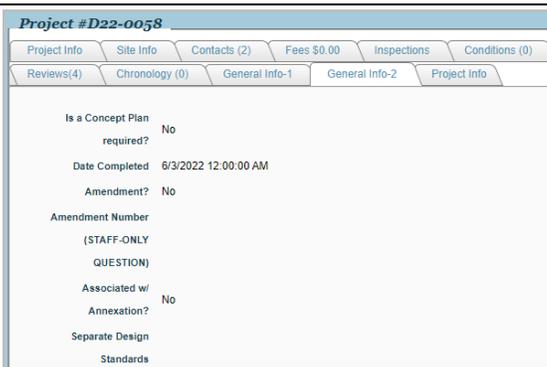| Tab	Content	Notes
Site Info	*Project #D22-0058* Project Info / Site Info / Contacts (2) / Fees $0.00 / Inspections / Conditions (0) Reviews(4) / Chronology (0) / General Info-1 / General Info-2 / Project Info Address: 10086 PITKIN WAY City/State/Zip: COMMERCE CITY, CO, 80022 Property Type: PARCEL APN: 172316216010 Subdivision: REUNION FILING NO 12 Tract: Block: Lot: 37 Sect-Twp-Rng: 16 2S 66W Lot Size (SF): 7793.83620952	Information about the site is listed here.
Contacts	*Project #D22-0058* Project Info / Site Info / Contacts (2) / Fees $0.00 / Inspections / Conditions (0) Reviews(4) / Chronology (0) / General Info-1 / General Info-2 / Project Info Contact Type / Name / Address / City/State/Zip APPLICANT OWNER	A list of contacts on the application are displayed here.
Fees	*Project #D22-0058* Project Info / Site Info / Contacts (2) / Fees $0.00 / Inspections / Conditions (0) Reviews(4) / Chronology (0) / General Info-1 / General Info-2 / Project Info Description / Amount / Paid Date NON-PUD FEES / $500.00 / 6/21/2022 Charged: $500.00 Balance Due: $0.00	At multiple points in the project creation, you can pay fees. This tab contains a link to pay fees. All project fees are collected at the submission of your application and this page will show a balance of $0.00. If new fees are assessed, you may make payments through this tab.
Inspections	*Project #D22-0058* Project Info / Site Info / Contacts (2) / Fees $0.00 / Inspections / Conditions (0) Reviews(4) / Chronology (0) / General Info-1 / General Info-2 / Project Info There are currently no inspections on this record.	This tab is not used for Planning.
Conditions	Project Info / Site Info / Contacts (2) / Fees $0.00 / Inspections / Conditions (0) Reviews(4) / Chronology (0) / General Info-1 / General Info-2 / Project Info There are currently no conditions on this record.	If there are conditions to the approval of your project, they will be shown here.
Reviews	*Project #D22-0058* Project Info / Site Info / Contacts (2) / Fees $0.00 / Inspections / Conditions (0) Reviews(4) / Chronology (0) / General Info-1 / General Info-2 / Project Info Type / Reviewer / Status / Submitted / Completed / More Info COMPLETENESS REVIEW / PLANNING P… / / 6/21/2… / / More Info GEOGRAPHIC INFORMATI… / GIS REVIEW … / / 6/21/2… / / More Info PLANNER ASSIGNMENT / PLANNING A… / / 6/21/2… / / More Info PLANNER REVIEW / JOSUE LOMA / / 6/21/2… / / More Info	Reviews generated for your project are listed here. If a review is not approved, you are provided a link titled **Respond** in the **More Info** column. You cannot advance the project until you've responded to all failed reviews.

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Tab	Content	Notes
Chronology	**Project #D22-0058** Project Info · Site Info · Contacts (2) · Fees $0.00 · Inspections · Conditions (0) Reviews(4) · Chronology (0) · General Info-1 · General Info-2 · Project Info There are currently no actions for this record.	If your project requires a public hearing, important dates are listed here.
General Info 1	**Project #D22-0058** Project Info · Site Info · Contacts (2) · Fees $0.00 · Inspections · Conditions (0) Reviews(4) · Chronology (0) · General Info-1 · General Info-2 · Project Info Existing Use Vacant Proposed Use Office Type of Development Commercial Total Project Area (acreage) 0 Does this project include demolition activities? No Does this project include tree removal? Yes PIN(s) for Subject Properties Zoning Designation of Project Area PUBLIC Is this application being submitted as a result of a Code Enforcement action? No Is this application an	Details provided in the general information section of the application are listed here.
General Info 2	**Project #D22-0058** Project Info · Site Info · Contacts (2) · Fees $0.00 · Inspections · Conditions (0) Reviews(4) · Chronology (0) · General Info-1 · General Info-2 · Project Info Is a Concept Plan required? No Date Completed 6/3/2022 12:00:00 AM Amendment? No Amendment Number (STAFF-ONLY QUESTION) Associated w/ Annexation? No Separate Design Standards	Additional General information entered into this Project request.
Project Info 1	**Project #D22-0058** Project Info · Site Info · Contacts (2) · Fees $0.00 · Inspections · Conditions (0) Reviews(4) · Chronology (0) · General Info-1 · General Info-2 · Project Info Number of Lots - Existing 0 Number of Lots - Proposed 1 Number of Commercial Units - Existing 0 Number of Commercial	Details provided in the project information section of this application are listed here.

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).

11. 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.

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