Land Use Application Submittal Process
Effective: May 8th, 2023

Land Use Application Submittal

Land Use Applications include those processes which are handled by the Planning Division of Community Development and include: Annexations, Conditional Use Permits, Development Plans, Height Exceptions, PUD Development Permits, Use by Permits, Variances, & Zone Changes

How to Submit?	Upload all required submittal materials via eTRAKIT*. For guides and videos of how to use this portal please visit c3gov.com/etrakit. If you are experiencing difficulties with is portal please reach out to cdplanner@c3gov.com for assistance. *It is the applicant's responsibility upload a complete submittal package. Any required missing documents will result in a delay of processing the application.*
Are Paper Copies Needed?	Yes, for the processing of some application some paper copies are required. Please view the Facts to Know sheet for each application type to determine what those requirements might be. You may mail these paper copies of the submittal materials, including the original signed application and full size plans to: Commerce City Planning Dept. **Attn: Planning Submittals** 7887 E. 60th Avenue Commerce City, CO 80022
How are Application Fees Paid?	Application fees will be paid with a Credit Card or eCheck at the end of the application process. If you are experiencing difficulties with processing you payment please reach out to Division-CPDSSupport@c3gov.com
Will this new process slow down my review?	No. These minor changes only relate to the submittal process. The review cycles and comments will adhere to the standard already in place, to maximum extent feasible.