

DEVELOPMENT INFRASTRUCTURE PERMIT AND INFRASTRUCTURE ACCEPTANCE PROCESS



Facts to Know

INTRODUCTION:

An approved Development Infrastructure Permit (DIP) allows for construction of infrastructure elements such as roadways, curb and gutter, sidewalk, regional drainage facilities, and storm sewer that will require acceptance by the City. Historically, these elements could be installed after the approval of a Grading Permit. However, not all grading permits require the acceptance of infrastructure that will ultimately be maintained by the City. A DIP, issued by Community Development, will be used to permit construction associated with infrastructure elements that require formal acceptance by the City and define the process by which this infrastructure is accepted by the city. Examples of projects requiring a DIP include subdivisions requiring both private and public roadways (including turn lanes, acceleration, and deceleration lanes), frontage improvements to existing public roadways, building of regional drainage facilities, etc.

A Grading Permit, issued by Public Works, will be used when grading work needs to be done for construction that does not require acceptance by the city. Examples include moving or stockpiling earthen fill, installation of linear utilities that will disturb > 5,000 s.f. of ground, and vertical construction not associated with infrastructure accepted by the city. Early grading permits are still an option should a developer want to start clearing, grubbing, and rough grading activities for either a DIP or grading permit.

GENERAL TIMEFRAME:

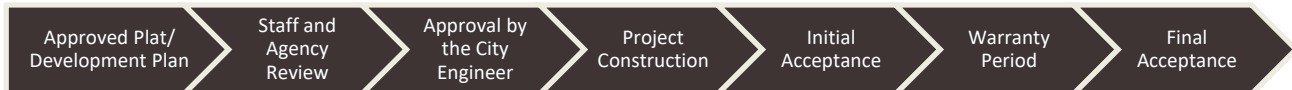
- ☐ In order to maximize the efficient processing of an application, **it is in the applicant's best interest to ensure that a complete and thorough application has been submitted** and that subsequent submittals adequately address all comments that were provided. Please refer to the available checklists to gage whether your submittal is complete and thorough. Checklists are available on our [Civil Plan Approval/Permits](#) webpage.
- ☐ No building permit may be submitted for review until all development review applications, grading permits, and DIPs have been approved.
 - ➔ The length of time to process a DIP can vary depending on the complexity of the request. A DIP application generally can be processed in 2-6 Months.

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GENERAL NOTES:

- ❑ A DIP is required prior to construction of any future City infrastructure element to be maintained by the City.
- ❑ Approval or denial of a DIP is determined by review from the Engineering Division and Final Approval from the City Engineer, Community Development Director, or Development Review Manager.
- ❑ Prior to submitting a DIP, new developments will need to have their Plat and PUD/Development Plans (where applicable) close to being approved. Please reach out to Engineering for confirmation on when to apply for the DIP.
- ❑ A Development Infrastructure Permit shall lapse if construction is not commenced within 180 days of approval in accordance with the Engineering Construction Standards and Specifications.

DIP & ACCEPTANCE PERMIT FLOWCHART:



REVIEW PROCESS:

- ❑ A request for a DIP is usually initiated by the property owner or a qualified representative through the [eTRAKiT](#) portal.
 - ➔ A complete application is submitted for review.
 - ➔ At the time of submittal, staff will determine if the application is complete (incomplete applications will not be accepted and will be returned without review).
 - Please use the available checklists located on the city's website to ensure that the application is complete. The checklists can be found our [Civil Plan Approval/Permits](#) webpage.
 - ➔ The city will refer the application to various departments within the city and to outside organizations for review and comment. All referrals must be received by 5 pm on Monday to

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be referred out the following Friday. Submittals received after 5 pm on Monday will be referred out the following week.

- After a review period of **three (3) weeks**, the engineer and the relevant referral agencies will provide comments to the applicant.
- The applicant will address the comments and resubmit to the city for an additional review cycle of **two (2) weeks**. An additional **one (1) week** cycle might be required if supplementary information is required by the city. This process will continue until all comments are resolved (which may involve multiple review cycles) and the application is ready to be reviewed by the City Engineer.
- Once the permit application has been reviewed and approved by the City, approved drawings will be provided to the applicant with the City Engineer's signature affixed. Fees will be added to the permit, and the DIP will be issued upon payment of the fees.

DEVELOPMENT INFRASTRUCTURE PERMIT APPROVAL CRITERIA:

The criteria to be considered by the designer and the reviewer when encountering these situations shall be:

1. The health, safety, and welfare of the users of the proposed facilities.
 - That the intended purposes for the proposed improvement are being provided for.
 - Operating and maintenance costs will be minimized.
 - The proposed construction will be compatible with existing and proposed improvements on adjacent properties.

The City of Commerce City's [Land Development Code](#), City [Engineering and Construction Standards and Specifications](#) and [Storm Drainage Design Technical Criteria Manual](#) represent the minimum requirements and design values. The City Engineer may impose additional requirements or higher design values, if, in the City Engineer's judgement, site conditions or other circumstances warrant.

SUBMITTAL REQUIREMENTS FOR A DEVELOPMENT INFRASTRUCTURE PERMIT:

Please note that incomplete submittals will not be accepted for review. Any inaccurate or incomplete information provided by the applicant may cause the application to be returned to the applicant and/or delay review cycles which may impact the case completion time frame. Please visit the [eTRAKiT](#) portal for complete information for submitting for this application type. The following items will need to be included in your submittal package.

- Completed Checklists

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- Civil Construction Drawings which include, but are not limited to: cover sheet, general notes, site plan, grading plan, roadway plan and profiles, roadway cross sections, drainage plan, storm sewer plan and profiles, utility plans, street lighting, signing and striping, and standard details, as needed.
- Final Drainage Report, or Drainage Conformance Letter as needed.
- Approved Traffic Report
- Erosion and Sediment Control Drawings
- Stormwater Management Plan (SWMP)
- SACWSD Construction Drawings and application (if application has not yet been submitted)
- Engineering Variance Requests (if applicable)

FEES ASSESSED FOR A DEVELOPMENT INFRASTRUCTURE PERMIT:

- Per City Ordinance No. 2500 and Resolution No. 2023-061 City staff are required to charge review fees for development. Fees associated with the DIP are identified in Section 17 of Directory of City Fees and Charges. If applicable these review fees include:
 - Geotech report
 - Traffic Conformance letter review
 - Traffic Report Review
 - Preliminary Drainage Letter review
 - Preliminary Drainage Report Review
 - Final Drainage Letter Review
 - Final Drainage Report Review
 - Construction Plans
 - Development Agreement
 - Grading Plan review
 - ESC plan review
 - SWMP Review
- If fees were charged for the review of construction documents during the entitlement phase (i.e., zoning, PUD, development permit, plat processes), these fees will not be charged again during the DIP review.

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- Other fees associated with the development may include ROW permit, review of variances, floodplain reviews, and user delay fees. Please review the Directory of Fees for a full list of fees.

Initial and Final Acceptance Process

A request for Initial Acceptance status on a DIP is usually initiated by the property owner or a qualified representative through the [eTRACKIT portal](#). This is done by creating a new Initial Acceptance project in the project module.

The following information needs to be supplied:

- Previous development (D##-000#, DIP##-000#) and subdivision (S##-000#) case numbers
- Subdivision Name or Address
- Parcel IDs
- Filing Name
- Phase associated with the acceptance request.
- Copy of the Development Agreement (DA) and approved Phasing Plan (if applicable).
- Copies of the Infrastructure and Landscaping Bonds to be released after Initial Acceptance. These are copies of the original Bonds held by the City that will be released once Initial Acceptance is granted.
- Copy of the original Security for Construction of Infrastructure Improvements bonds as specified in the DA for the project. If the infrastructure surety is to be released, please provide a warranty performance guarantee (15% of the required infrastructure cost) to cover the warranty period.
- Copy of the original Security for Installation of Landscape Improvements surety as specified in the DA for the project. If the landscape surety is to be released, please provide a warranty performance guarantee 50% of the required landscaping cost) to cover the warranty period.
- Initial walk-through inspection checklist.
 - PW Construction Inspection for the public improvements.
 - Planning for the landscaping.
 - SACWSD for Water and Sewer. Please supply a letter from SACWSD accepting the utilities.

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- MHFD for Regional Drainage Systems (if applicable). Please supply letter from MHFD inspector accepting construction efforts of maintenance eligible features, i.e., MHFD Construction Approval (MEP Step 2 of 3).
- Cost of construction documentation. This should be consistent in format to the cost found in Exhibit B of the DA and be the actual costs to construct.
- Review and approval of the Pavement Evaluation report.
- Review and approval of As-Built information.
- Pond and Engineer's Certifications.
- approved as-built Mylars to Public Works.
- Electronic Files - once reviewed and approved.

A request for Final Acceptance status on a DIP is usually initiated by the property owner or a qualified representative through the [eTRACKiT portal](#). This is done by creating a new Final Acceptance project in the project module.

The following information needs to be supplied:

- Previous development (D##-000#, DIP##-000#) and subdivision (S##-000#) case numbers
- Subdivision Name or Address
- Parcel IDs
- Filing Name
- Phase associated with the acceptance request.
- Copy of the Development Agreement (DA) and approved Phasing Plan (if applicable). Ensure that the warrantee period specified in the DA has or is about to expire.
- Copies of the Warrantee Bonds to be released after Final Acceptance. These are copies of the original Warranty Bonds held by the City that will be released once Final Acceptance is granted.
- Final walk-through inspections.
 - PW Construction Inspection
 - Planning for Landscaping
 - SACWSD for Water and Sewer. Please supply a letter from SACWSD accepting utilities.

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- MHFD for Regional Drainage Systems (if applicable). Please supply a letter from MHFD inspector accepting establishment of adequate vegetative cover. MHFD Final Acceptance (MEP Step 3 of 3)
- ☐ Cost of construction documentation submittal confirmation
- ☐ Review and approval of the final Pavement Evaluation report.
- ☐ Review and approval of As-Built information submittal confirmation.
- ☐ Pond and Engineer's Certifications submittal confirmation.
- ☐ approved as-built Mylars to Public Works submittal confirmation.
- ☐ Electronic Files submittal confirmation.