

DEVELOPMENT REVIEW PROCESS OVERVIEW

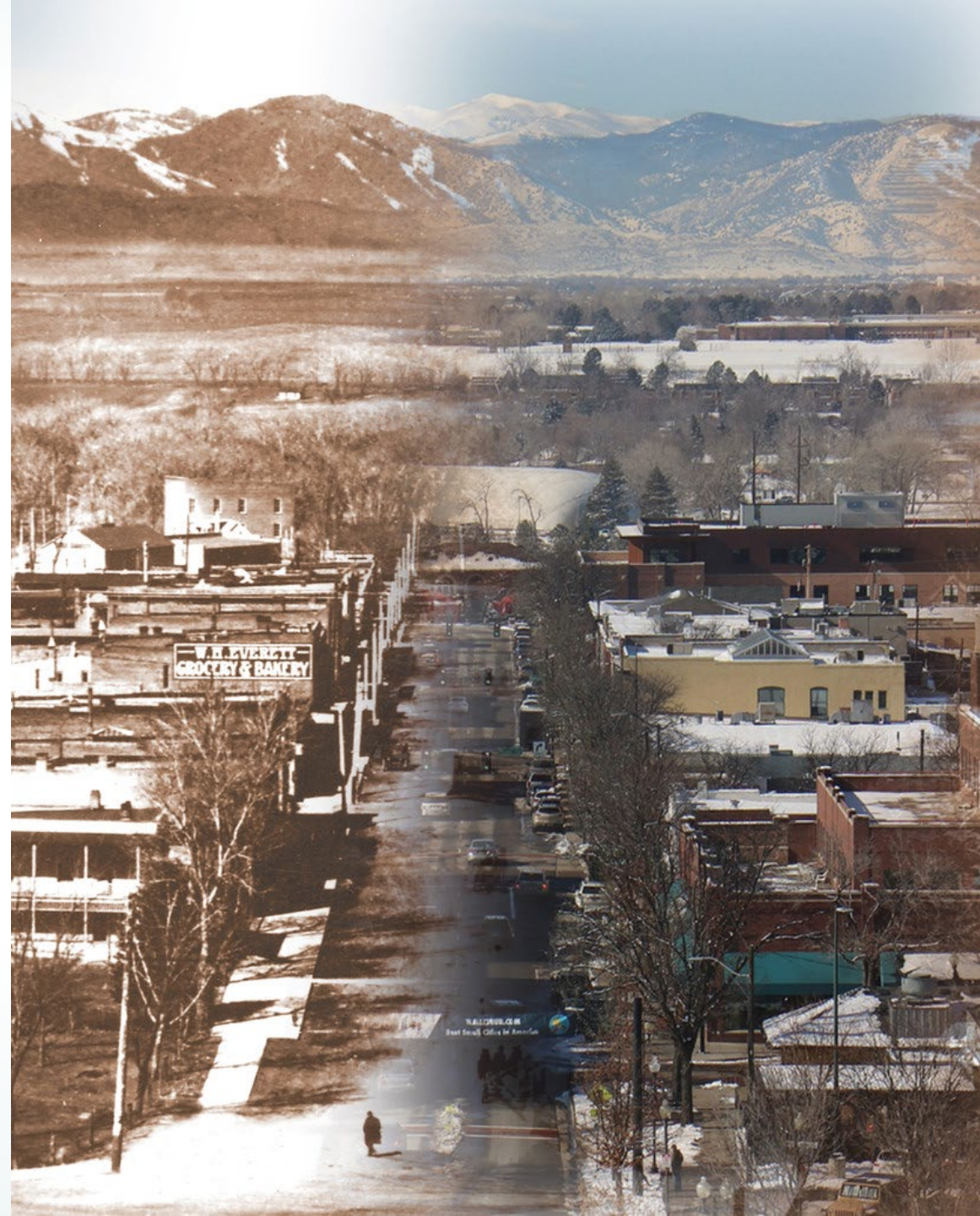
Matt Knight, Community Development Director

Jerad Chipman, Planning Manager

Jessica Stemley, Engineering Manager

Tim Steinwinder, Chief Building Official

JANUARY 27, 2026



AGENDA

- ❖ Foundational Documents
- ❖ Final Approval Authority
- ❖ Development Review Process
- ❖ Permitting Review Process
- ❖ Continuous Improvement



FOUNDATIONAL DOCUMENTS

Purpose of the Development Review Process:

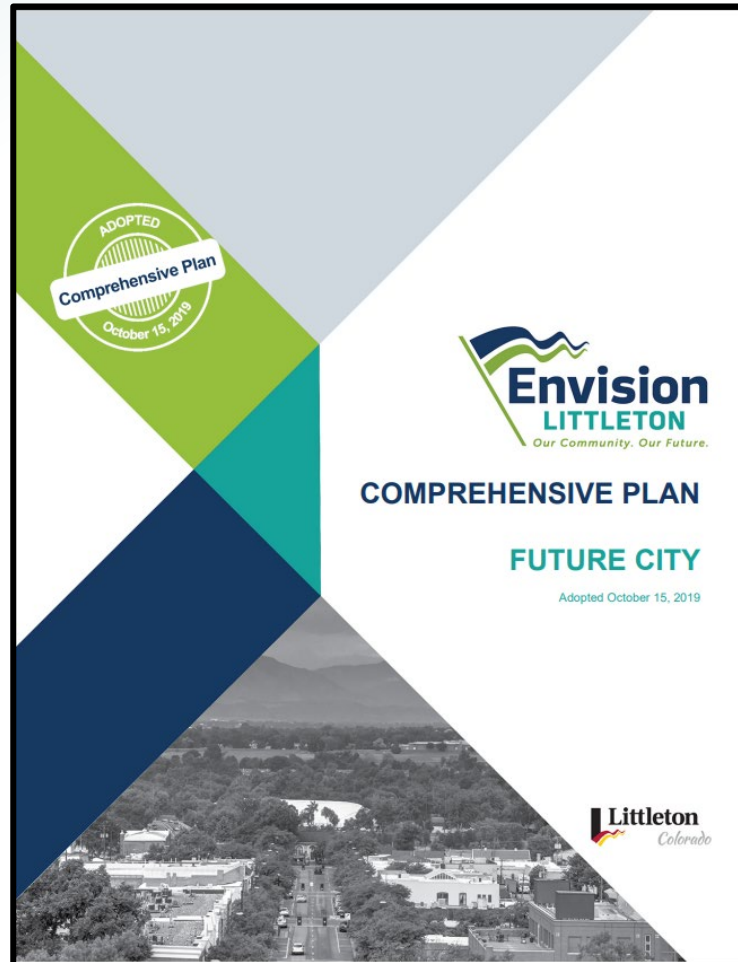
- Community Character
- Ensures Equity
- Promotes Sustainable Growth
- Provides Quality Outcomes
- Community Voice
- Public Safety



FOUNDATIONAL DOCUMENTS

Envision Littleton Comprehensive Plan:

- Adopted in 2019 by City Council
- Community Goals



Littleton's core values include a passion for and/or commitment to:

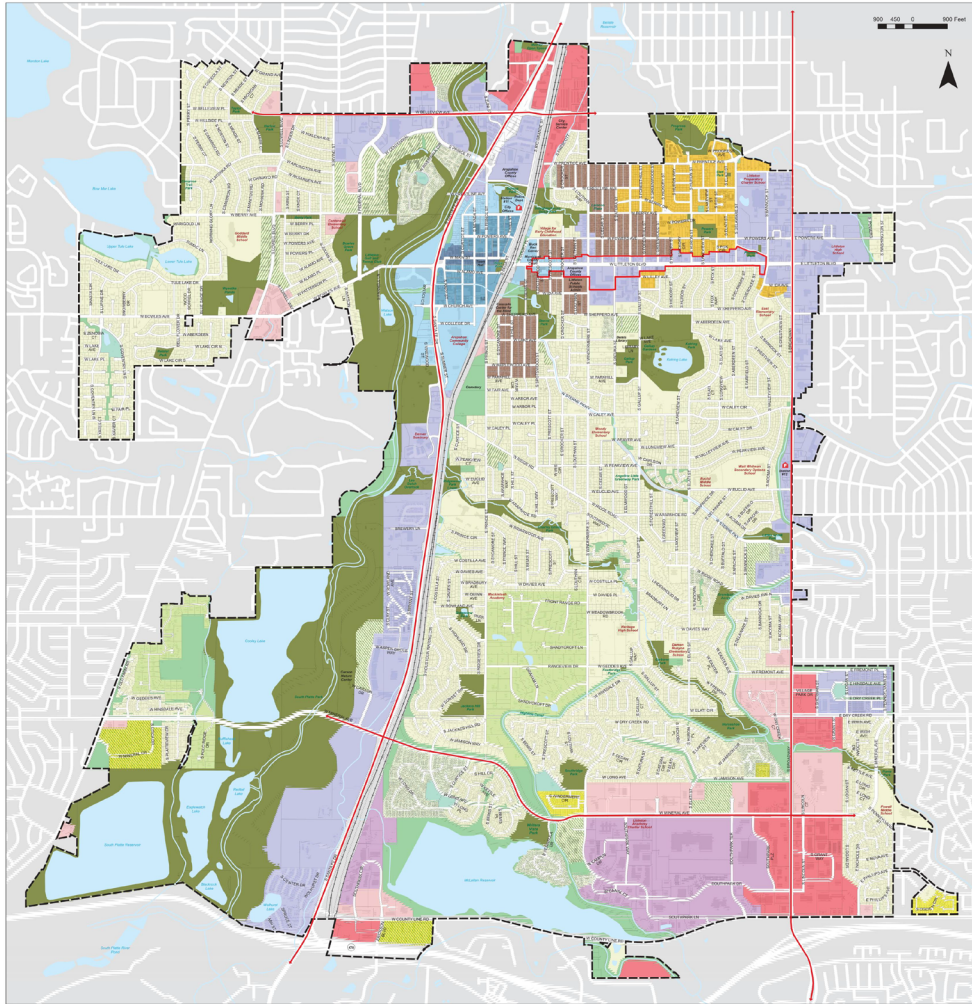
- Local History
- The Outdoors
- Being Inclusive
- Being a Model Community
- Civic Involvement
- Integrity
- Quality
- Safety

FOUNDATIONAL DOCUMENTS

Future Land Use Map versus Zoning Map

Aspect	Future Land Use Map	Zoning Map
Purpose	<ul style="list-style-type: none">• Outlook for future use of land and character of particular areas of the community.• Macro level, showing generalized development patterns.	<ul style="list-style-type: none">• Basis for applying different land use regulations and development standards in different areas of the community (“zones”).• Micro level, with an area- and site-specific focus.
Use	<ul style="list-style-type: none">• Guidance for City’s zoning map and related decisions (zone change requests, variance applications, etc.)• Baseline for monitoring consistency of actions and decisions with the Comprehensive Plan.	<ul style="list-style-type: none">• Regulating development as it is proposed, or as sites are positioned for the future with appropriate zoning (by the property owner or the City).
INPUTS AND CONSIDERATIONS	<ul style="list-style-type: none">• Existing land use in the city.• The locational aspects of community planning priorities involving housing, economic development, infrastructure, parks and recreation, public facilities, etc.	<ul style="list-style-type: none">• Comprehensive Plan and future land use map for general guidance.• Zoning decisions that differ substantially from the general development pattern depicted on the future land use map will indicate the need for some map adjustments during the next plan update.

MAP 1: Future Land Use and Character in Littleton, CO
(Adopted October 15, 2019)



Legend

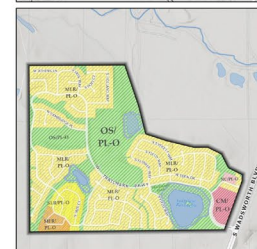
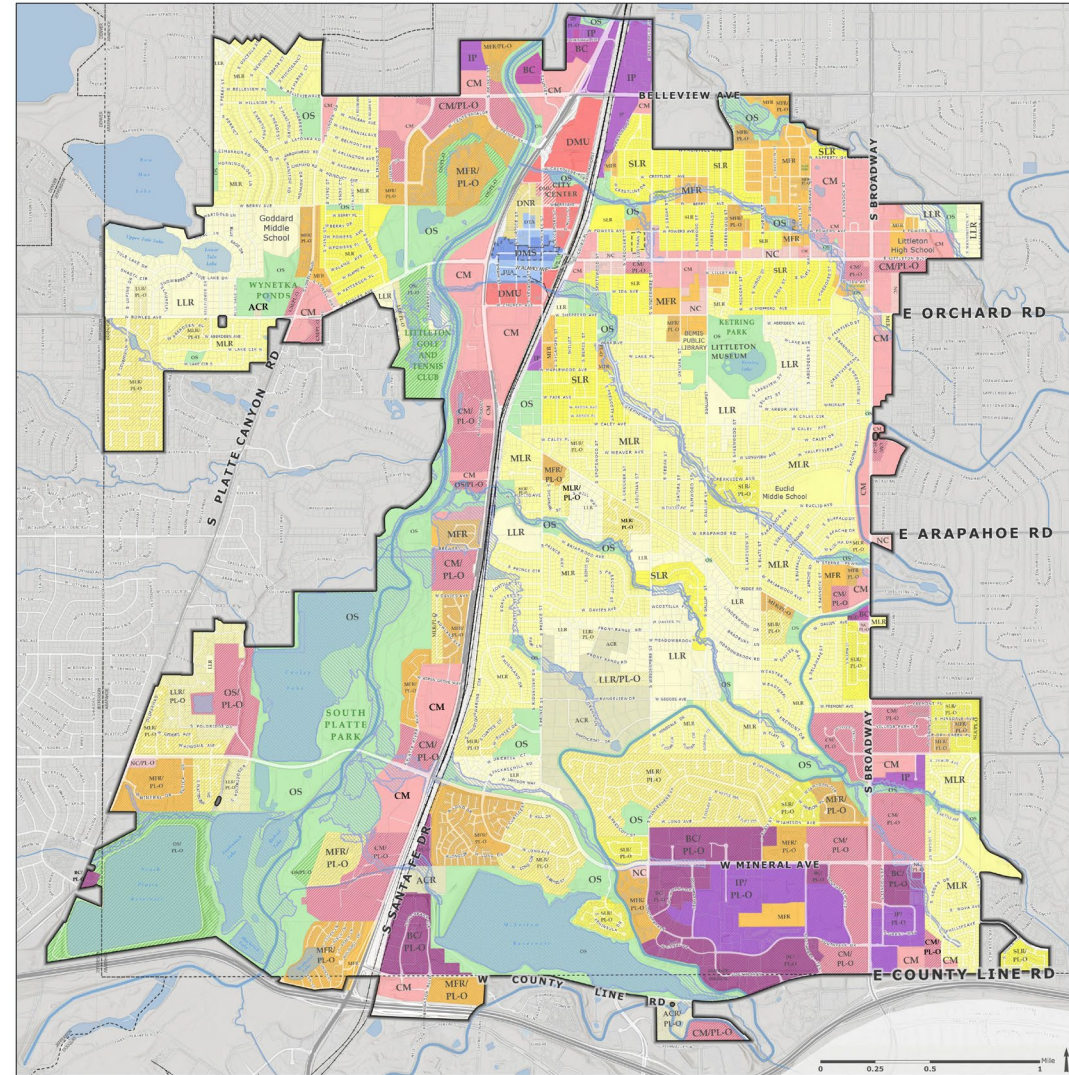
Future Land Use and Character

- Estate Residential
- Suburban Residential
- Suburban Residential Attached
- Suburban Residential Multi-Family
- Auto-Oriented Residential
- Auto-Oriented Residential Attached
- Auto-Oriented Residential Multi-Family
- Residential Mix
- Mixed Character Core Neighborhood
- Suburban Commercial

- Suburban Business Park
- Auto-Oriented Commercial
- Corridor Mixed Use
- Urban Downtown Transition
- Urban Downtown Mixed Use
- Urban Downtown Main Street
- Open Space
- Park
- Private Recreation
- Special Corridor Planning Areas

City Limits

- Parcel Boundary
- South Metro Fire Rescue Station



**City of Littleton
Zoning Map**

- City Limits
- County Boundary
- Railroad
- River
- Lake
- Park and Open Space

- DHS
- DMU
- DMU 3
- DNR
- DTA
- IP
- IP/PL-O

- LLR
- LLR/PL-O
- MFR
- MFR/PL-O
- MLR
- MLR/PL-O
- NC

- NC/PL-O
- OS
- OS/PL-O
- SLR
- SLR/PL-O
- FP-O
- Historic District Outline

FOUNDATIONAL DOCUMENTS

Unified Land Use Code (ULUC): Adopted in 2021 by City Council

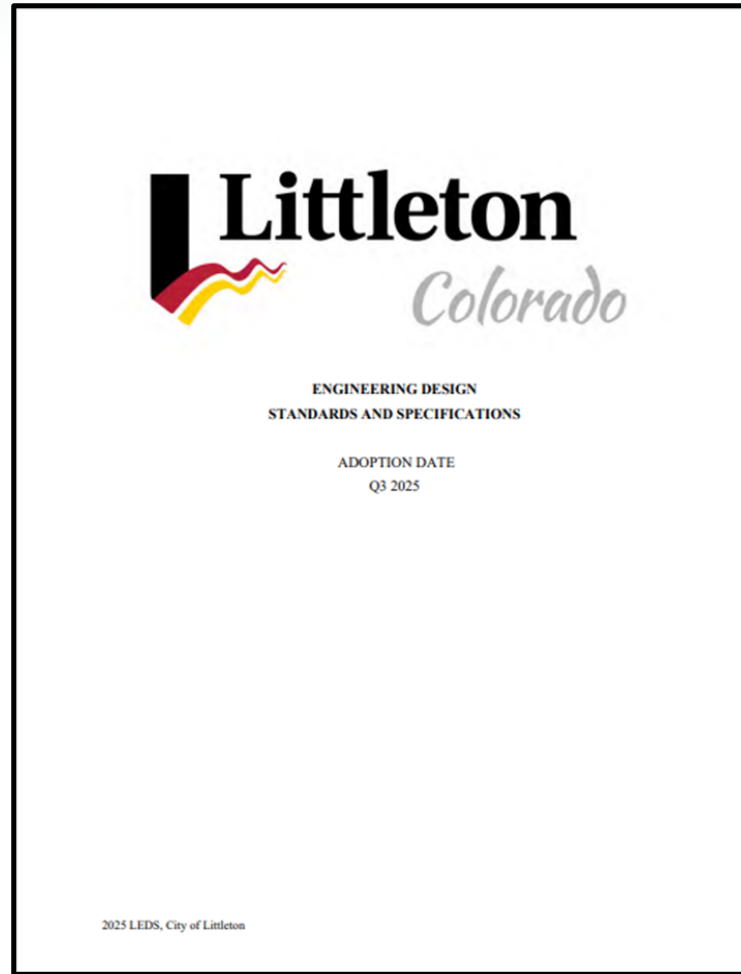
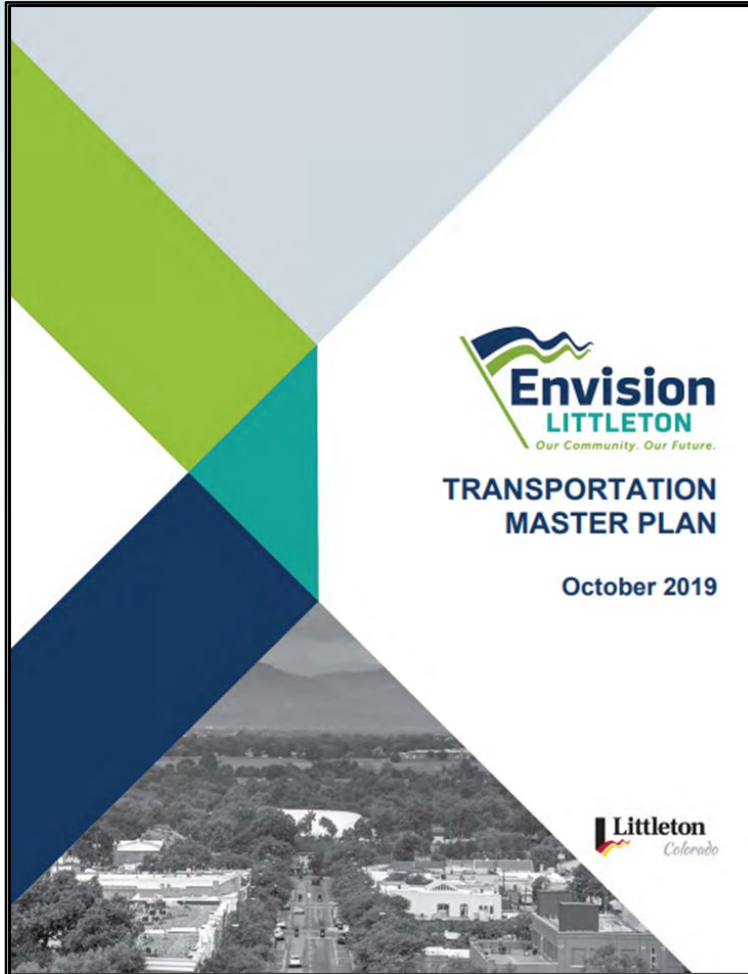
☛ Title 10 Unified Land Use Code (ULUC)

- ☛ CHAPTER 1 STANDARDS FOR ALL DISTRICTS
- ☛ CHAPTER 2 DOWNTOWN (DT)
- ☛ CHAPTER 3 CORRIDORS AND MIXED-USE (CMU)
- ☛ CHAPTER 4 NEIGHBORHOOD (NB)
- ☛ CHAPTER 5 BUSINESS AND INDUSTRY (BI)
- ☛ CHAPTER 6 SUBDIVISION STANDARDS
- ☛ CHAPTER 7 ENVIRONMENTAL MANAGEMENT
- ☛ CHAPTER 8 HISTORIC PRESERVATION
- ☛ CHAPTER 9 ADMINISTRATION
- ☛ CHAPTER 10 NONCONFORMITIES
- ☛ CHAPTER 11 ENFORCEMENT, VIOLATIONS, AND REMEDIES
- ☛ CHAPTER 12 WORD USAGE
- ☛ APPENDICES
- ☛ [Repealed] Title 10 ZONING REGULATIONS
- ☛ [Repealed] Title 11 SUBDIVISION REGULATIONS

Table 10-1-1.3.1 Land Use Matrix																
Category	Specific Use	Downtown (DT)				Corridor Mixed-Use (CM)		Neighborhood (NB)					Business and Industry (BI)		Open Space (OS)	Standards
		DNR	DTA	DMS	DMU	NC	CM	ACR	LLR	MLR	SLR	MFR	BC	IP	OS	
Agriculture and Animal-Oriented Uses																
Agriculture-Oriented Uses	Community Garden	A	--	--	A	A	A	P	P	P	P	A	--	--	A	10-1-1.6.A
	Plant Nursery, Greenhouse, and Landscaping Business	--	--	--	--	C	C	C	--	--	--	--	P	P	--	--
	Agriculture-Oriented Uses (other than listed)	--	--	--	--	--	C	A	A	--	--	--	--	--	P	--
Animal-Oriented Uses	Kennel, Indoor	--	--	--	--	--	CS	--	--	--	--	--	CS	PS		10-1-1.4.B
	Veterinary Clinic or Hospital (with animal boarding) or Rescue Shelter	--	--	--	--	--	CS	--	--	--	--	--	P	P	--	10-1-1.4.B
	Veterinary Clinic or Hospital (without animal boarding)	--	CS	PS	PS	--	PS	--	--	--	--	--	P	P	--	10-1-1.4.B 10-2-3.2 10-4-2.2
	Pet Store for Sale of Dogs and Cats Only	--	--	--	--	--	--	--	--	--	--	--	--	--	--	10-1-1.4.B
	Animal-Oriented Uses (Other than listed)	--	--	--	--	--	--	A	A	--	--	--	--	--	--	--



FOUNDATIONAL DOCUMENTS



Envision Littleton Transportation Master Plan (TMP): Adopted in 2019

Littleton Storm Water Criteria Manual: Administratively updated in 2022

Littleton Engineering Design Standards (LEDS): Adopted in 2025

FINAL APPROVAL AUTHORITY

Administrative*

Abbreviated Site Plan
Site Plan
Major Plan Amendment*
Minor Plan Amendment
Master Sign Plan
Administrative Plat
Final Plat
Technical Correction Plat

**Staff-level approval for projects that meet all zoning and design requirements without variances or special considerations.*

Planning Commission

Conditional Use
Master Development Plan
Preliminary Plat
Vacation Plat

Historical Preservation

Certificate of Appropriateness
Certificate of Demolition
Certificate of Economic Hardship

Appeals and Adjustments Commission

Variance

City Council

Rezoning**
Amendment to FLUC**
Code Text Amendment**
Vacation of Streets and Easements
Annexations**
Designation of Historic Landmarks and Districts***

***Recommended for approval by Planning Commission*

****Recommended for approval by Historical Preservation Commission*



Littleton

DEVELOPMENT REVIEW PROCESS

PRE-APPLICATION MEETING / NEIGHBORHOOD MEETINGS

1

APPLICATION SUBMITTAL / QUASI-JUDICIAL NOTICE

2

REVIEWS AND REVISIONS

3



APPROVAL PROCESS

4

PERMITTING AND CONSTRUCTION

5

PRE-APPLICATION MEETING

Purpose: Pre-application meetings are held to set up applicants for success prior to a formal application and project submittal.

1. Collaboration: Focus on Relationships
2. Comprehensive: Attended by Internal and External Stakeholders
3. Clarity: Outline requirements, process overview, notes, etc.
4. Contact: Project Manager established for further clarification or information



NEIGHBORHOOD MEETINGS

Two Neighborhood Meetings are required for many of the development project types.

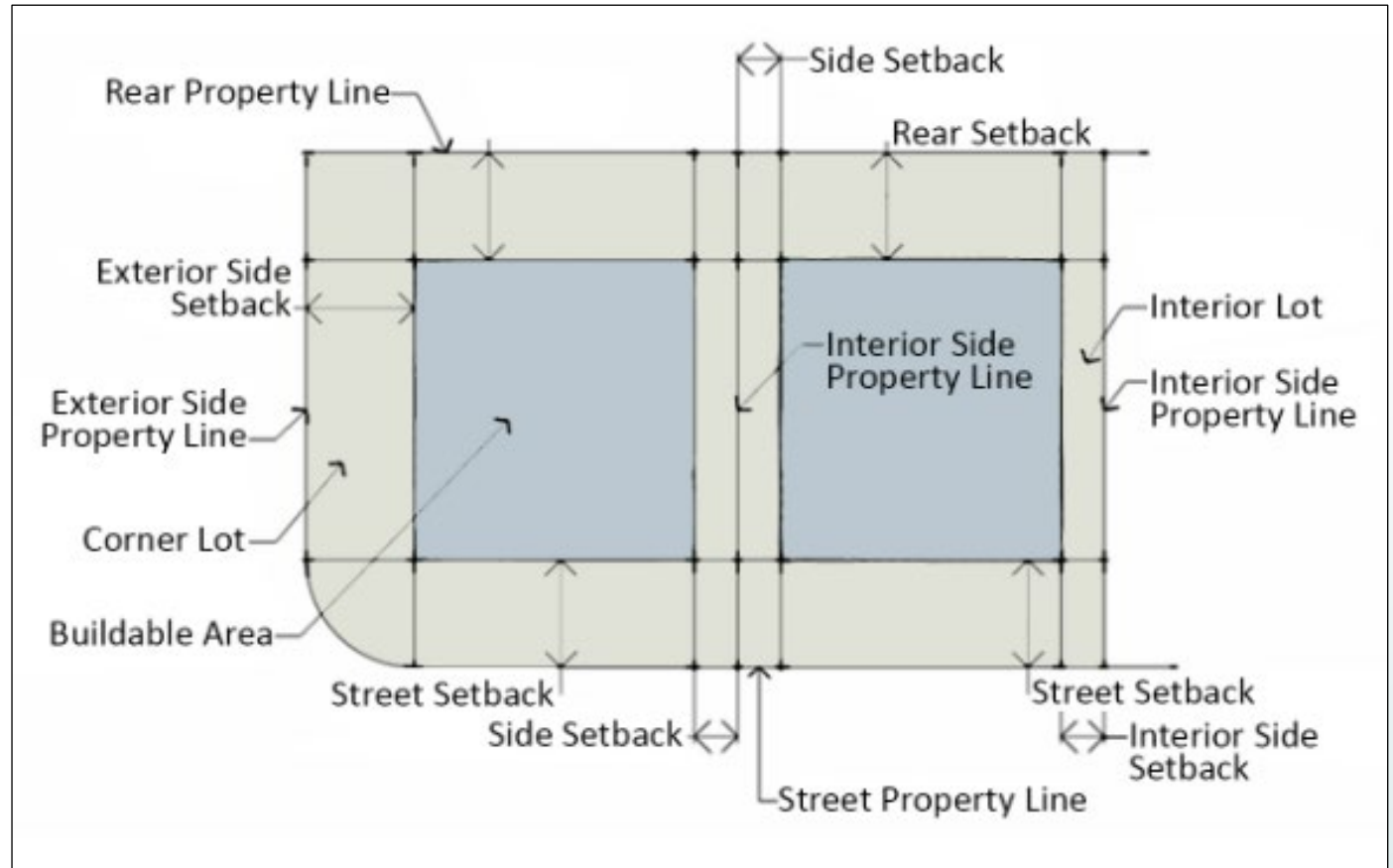
Purpose: To provide information and collect feedback

- Meeting organized and run by the applicant
- 1st meeting required between the Pre-Application Meeting and the First Submittal
- 2nd meeting required between First and Second Submittals
- IHO incentive – removal of one meeting
- Notice sent via postcard and placed on the Development Activity List (DAL)

APPLICATION SUBMITTAL

Key Application Documents

- Site Plan
- Photometric Plans
- Landscape Plans
- Plats
- Final Civil Engineering Plans
- Transportation Impact Study
- Drainage Report



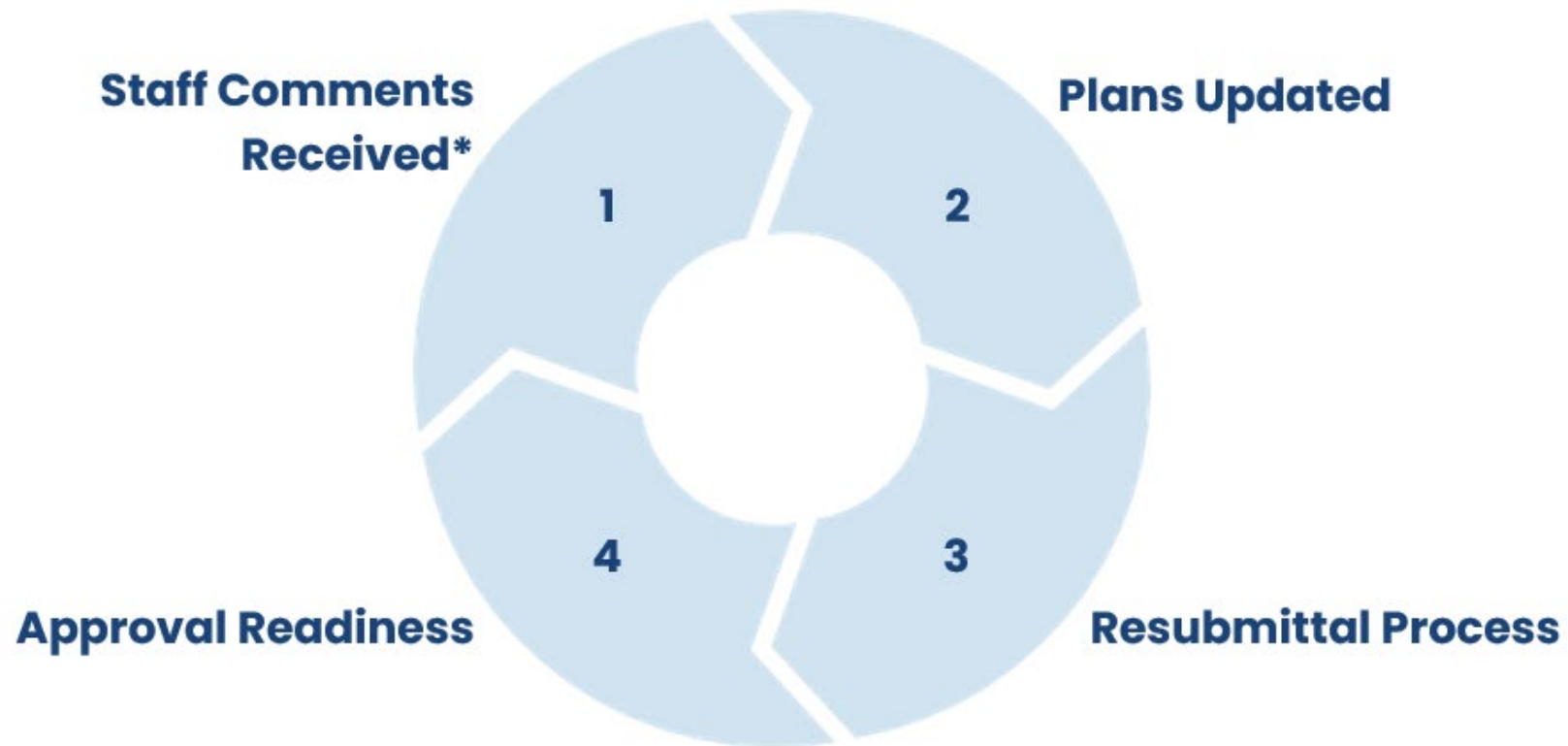
REVIEW AND REVISIONS

Development Review Process:

- Applicant submits* plans and other documentation for review
 - **Review cycle does not begin until an application is deemed complete and fees paid*
- Application is routed to both Internal and External Reviewers, as needed
- Individual Reviewers Provide Comments Following Document Review
- Project Manager Consolidates Comments
- Comments are sent to Applicant



REVIEW AND REVISIONS



**Neighborhood Meeting can be required after receiving staff comments.*

PERMITTING REVIEW PROCESS

Building Division Review and Permit Process:

- Permit Application Completeness Check
 - Are all required documents included?
 - Are the plans referencing the correct code cycle?
 - Do the plans meet the design guidelines in our municipal code?
- Collect Plan Review Fees
- Route for Reviews (following payment of fees)
 - Internal and External Reviewers



PERMITTING REVIEW PROCESS

Building Division Review and Permit Process (continued):

- Respond to customer with correction comments
- Process repeats with corrected submission
- South Metro Fire consistency review (to ensure all agencies received the same plans)
- Collect Permit Fees:
 - Permit Fee
 - Use Tax
 - Open Space Tax

PERMITTING REVIEW PROCESS

Building Division Review and Permit Process (continued):

- Permit Issuance
 - Building, Right of Way, Grading
- Inspections
 - Building
 - Planning
 - Engineering (by Public Works)
- Issue Certificate of Occupancy (If applicable)
 - New Homes, New commercial tenant, Change of Occupancy



CONTINUOUS IMPROVEMENT

CONTINUOUS IMPROVEMENT – A DELIBERATE EFFORT



STAKEHOLDERS

INTERNAL (35)

EXTERNAL (30)

GOALS

UNDERSTAND CHALLENGES

IDENTIFY ROOT CAUSES



WORKFLOW ESTABLISHMENT



ROLES AND RESPONSIBILITIES



STAKEHOLDER EXPECTATIONS



APPLICATION INTAKE



BUSINESS SOFTWARE IMPROVEMENTS



CONTINUOUS IMPROVEMENT



CULTURE OF OPERATION EXCELLENCE



smartsheet



CONTINUOUS IMPROVEMENT



COMPLETENESS
CHECK PROCESS



BUILDING PERMIT
CHANGES



DEVELOPMENT
ACTIVITY LIST
UPDATE



SOP DEVELOPMENT

- INTERPRETATIONS
- SURETY
- PRECONSTRUCTION
- PROJECT CLOSEOUT



Staff remains committed to advancing
improvements as capacity allows

QUESTIONS?

