

# DEVELOPMENT REVIEW PROCESS OVERVIEW

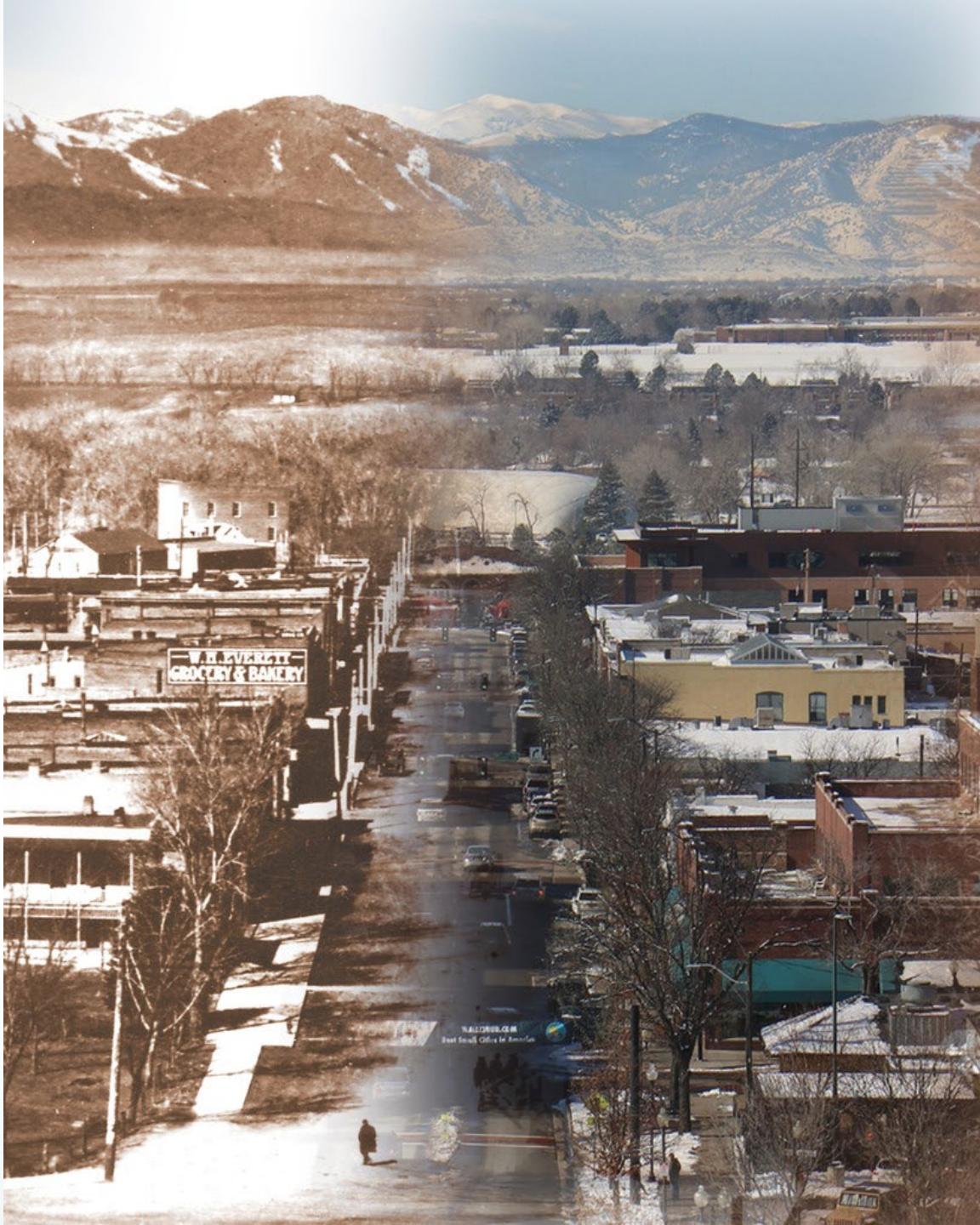
Matt Knight, Community Development Director

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:**

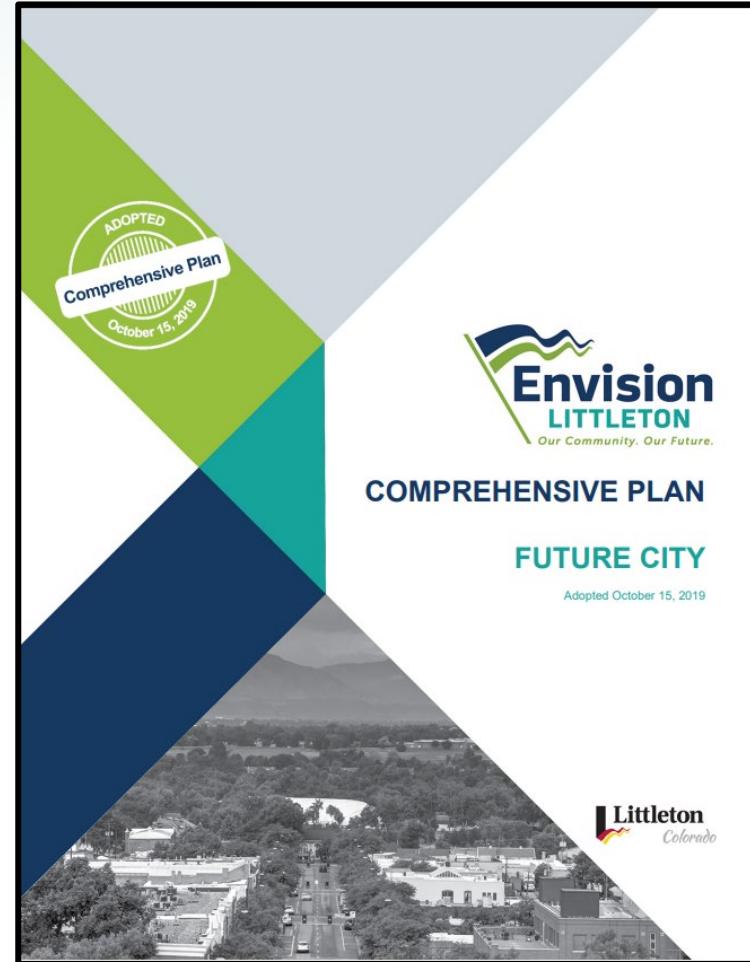
- Community Character
- Ensures Equity
- Promotes Sustainable Growth
- Provides Quality Outcomes
- Community Voice
- Public Safety



# 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

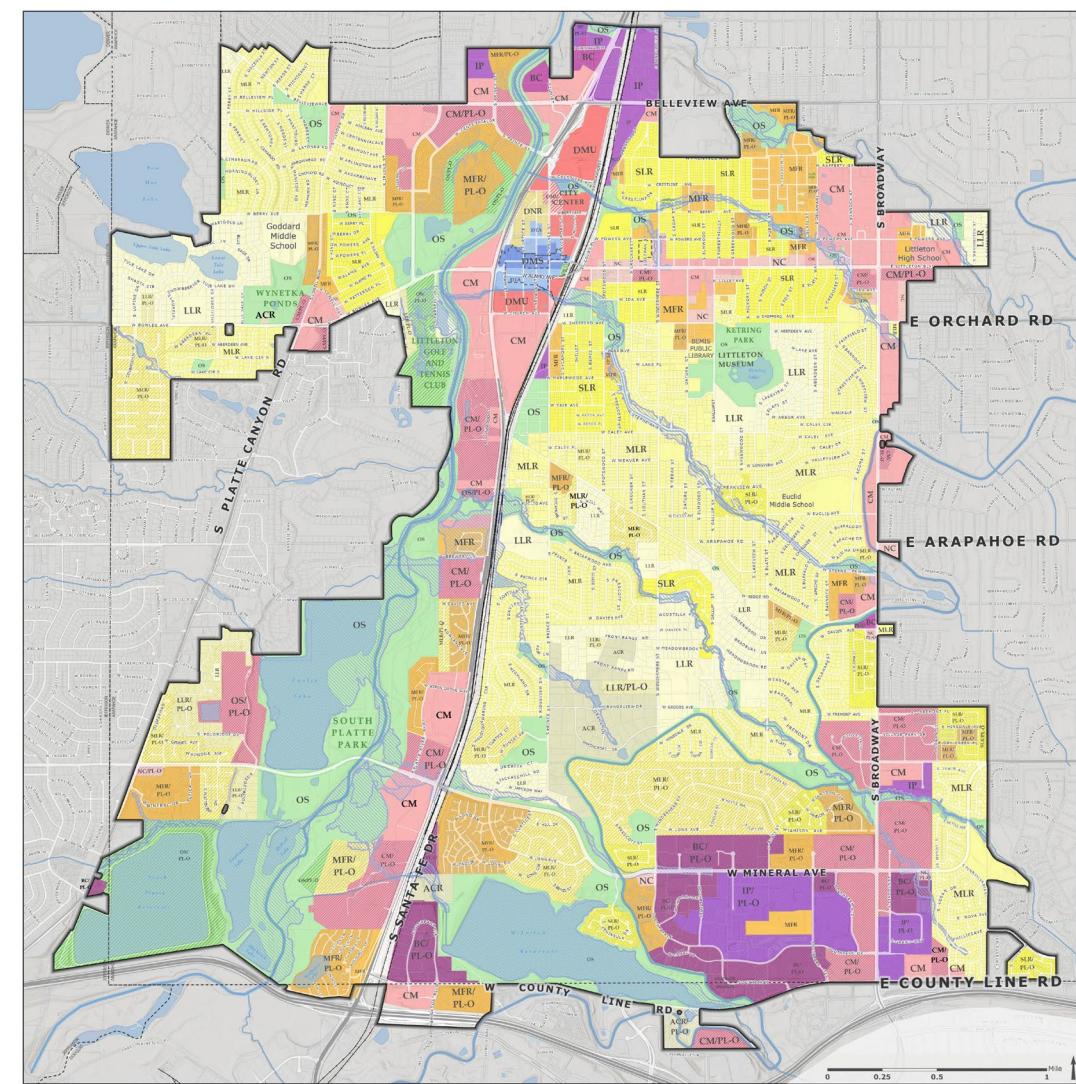
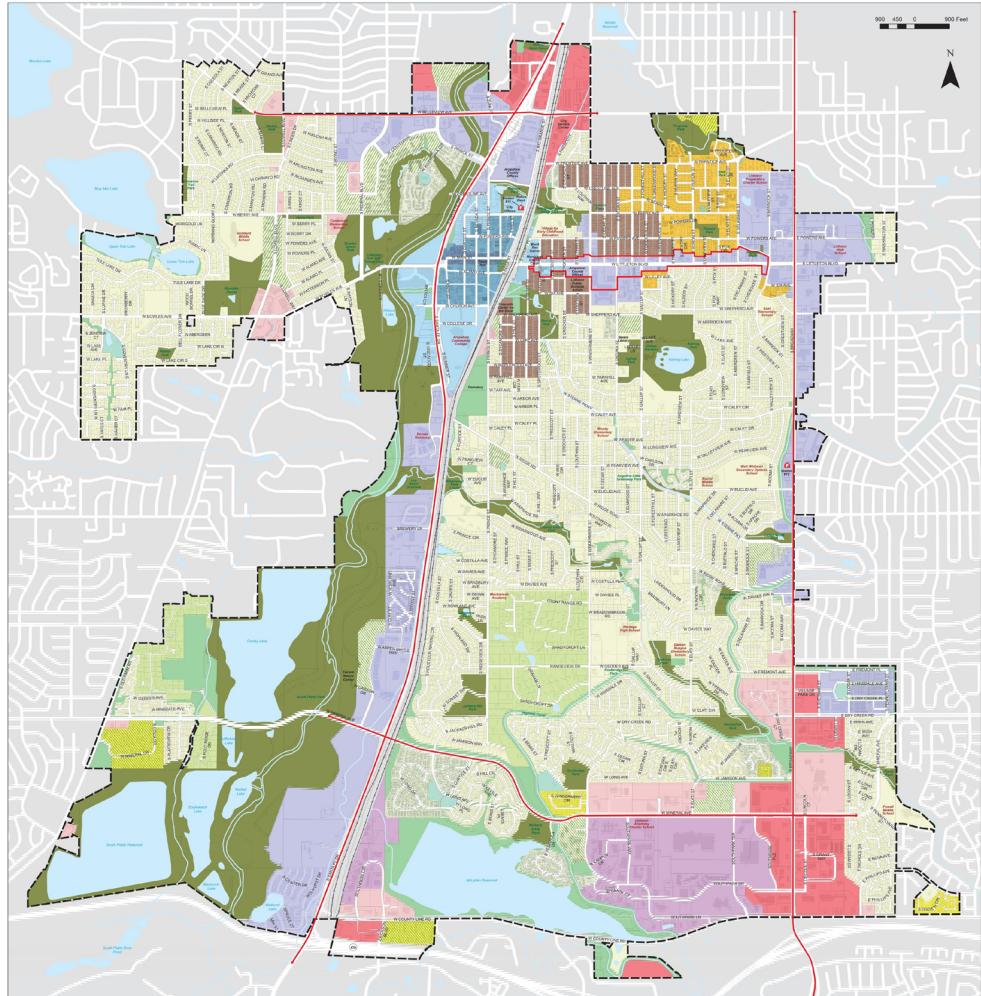
# FOUNDATIONAL DOCUMENTS

## Future Land Use Map versus Zoning Map

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



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



**City of Littleton  
Zoning Map**

# FOUNDATIONAL DOCUMENTS

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

### >Title 10 Unified Land Use Code (ULUC)

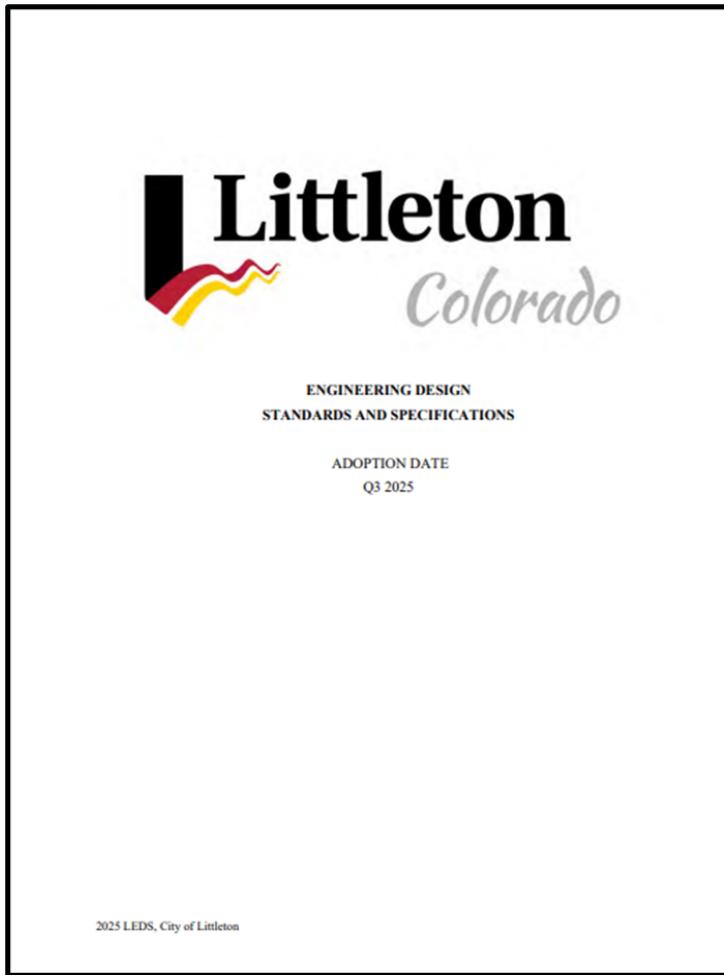
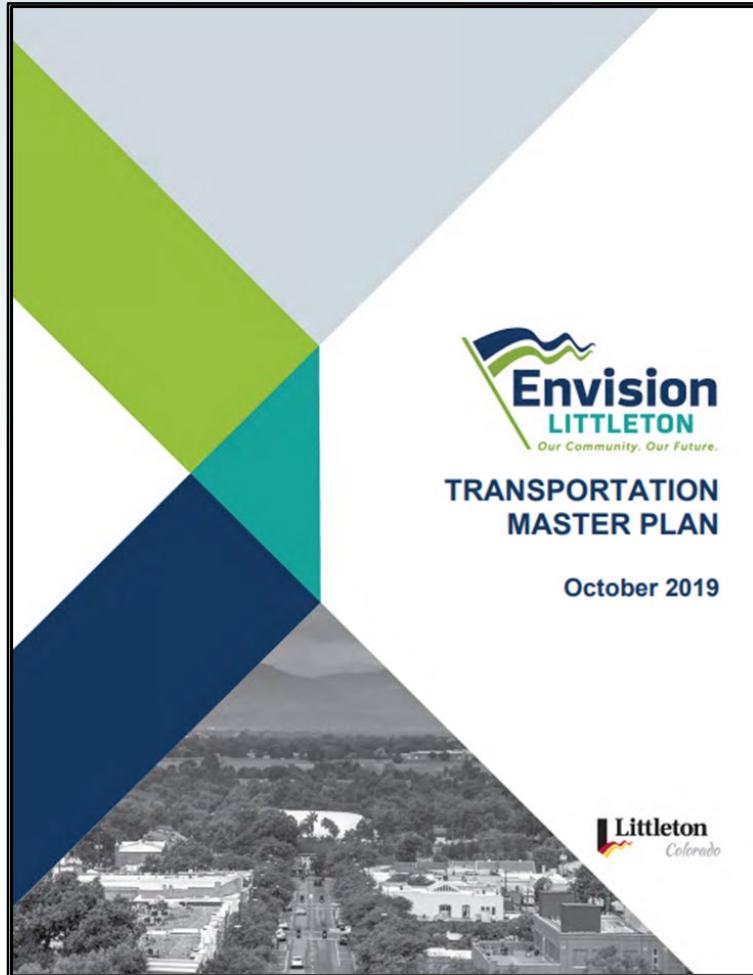
- **CHAPTER 1 STANDARDS FOR ALL DISTRICTS**
- **CHAPTER 2 DOWNTOWN (DT)**
- **CHAPTER 3 CORRIDORS AND MIXED-USE (CMU)**
- **CHAPTER 4 NEIGHBORHOOD (NB)**
- **CHAPTER 5 BUSINESS AND INDUSTRY (BI)**
- **CHAPTER 6 SUBDIVISION STANDARDS**
- **CHAPTER 7 ENVIRONMENTAL MANAGEMENT**
- **CHAPTER 8 HISTORIC PRESERVATION**
- **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			
<b>Agriculture and Animal-Oriented Uses</b>																	
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	
	Pet Store for Sale of Dogs and Cats Only	--	--	--	--	--	--	--	--	--	--	--	--	--	--	10-2-3.2	
	Animal-Oriented Uses (Other than listed)	--	--	--	--	--	--	A	A	--	--	--	--	--	--	10-4-2.2	
																	10-1-1.4.B



# 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

## 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\*\*\*

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

*\*\*Recommended for approval  
by Planning Commission*

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



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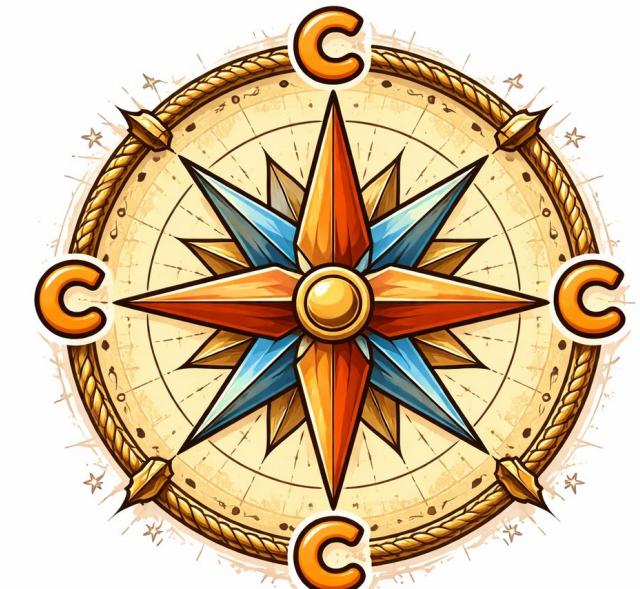
# DEVELOPMENT REVIEW PROCESS



# 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.**

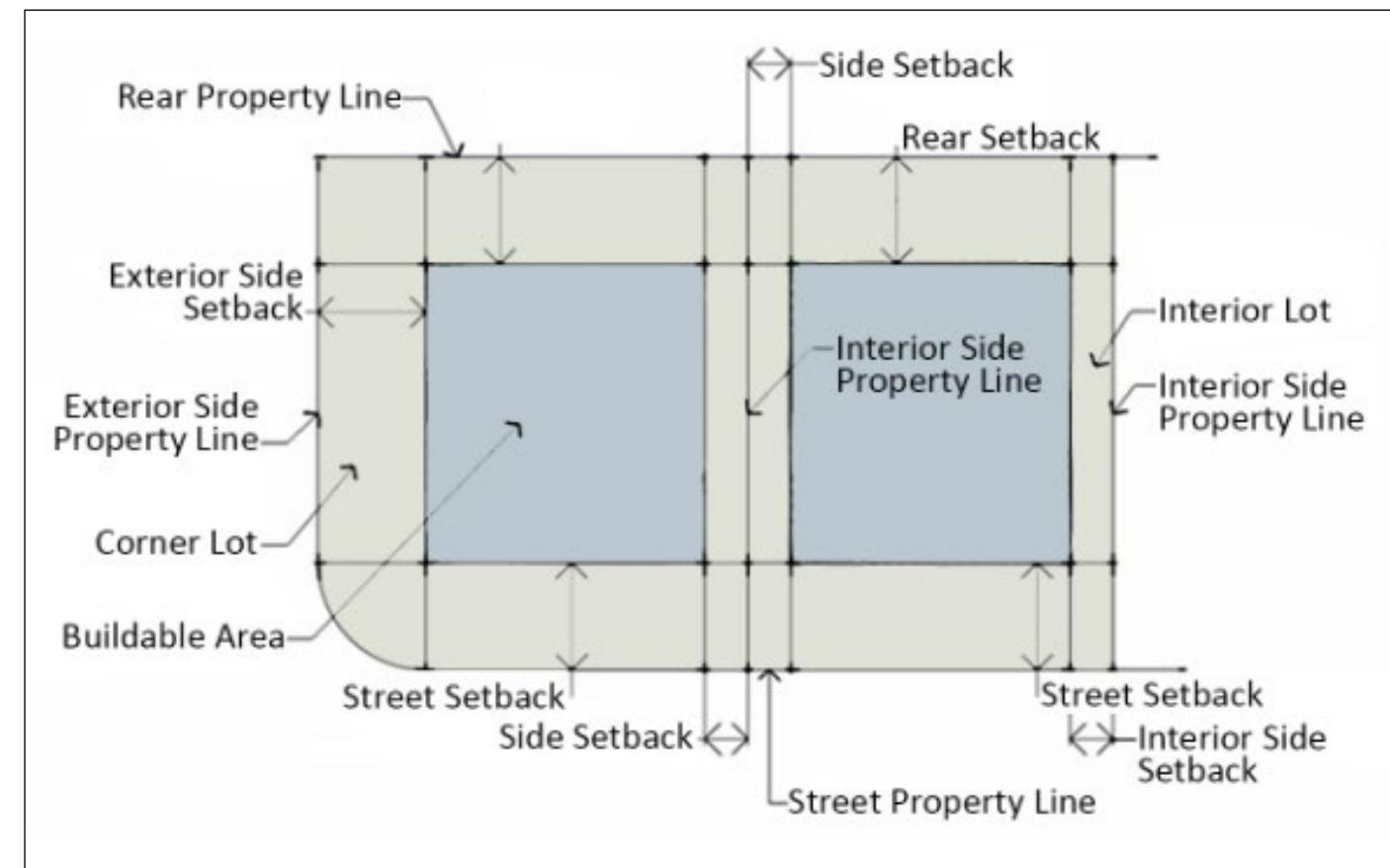
**Purpose: To provide information and collect feedback**

- Meeting organized and run by the applicant
- 1<sup>st</sup> meeting required between the Pre-Application Meeting and the First Submittal
- 2<sup>nd</sup> 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



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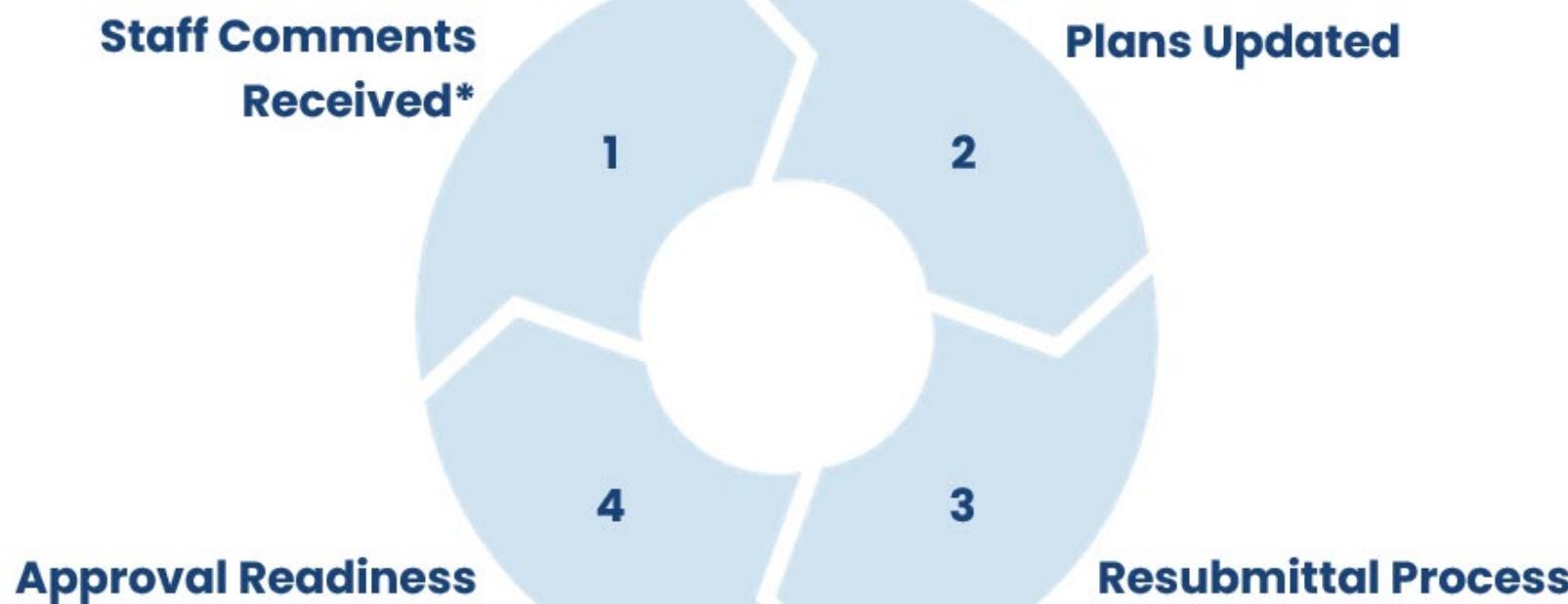
# REVIEW AND REVISIONS

## 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



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# 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

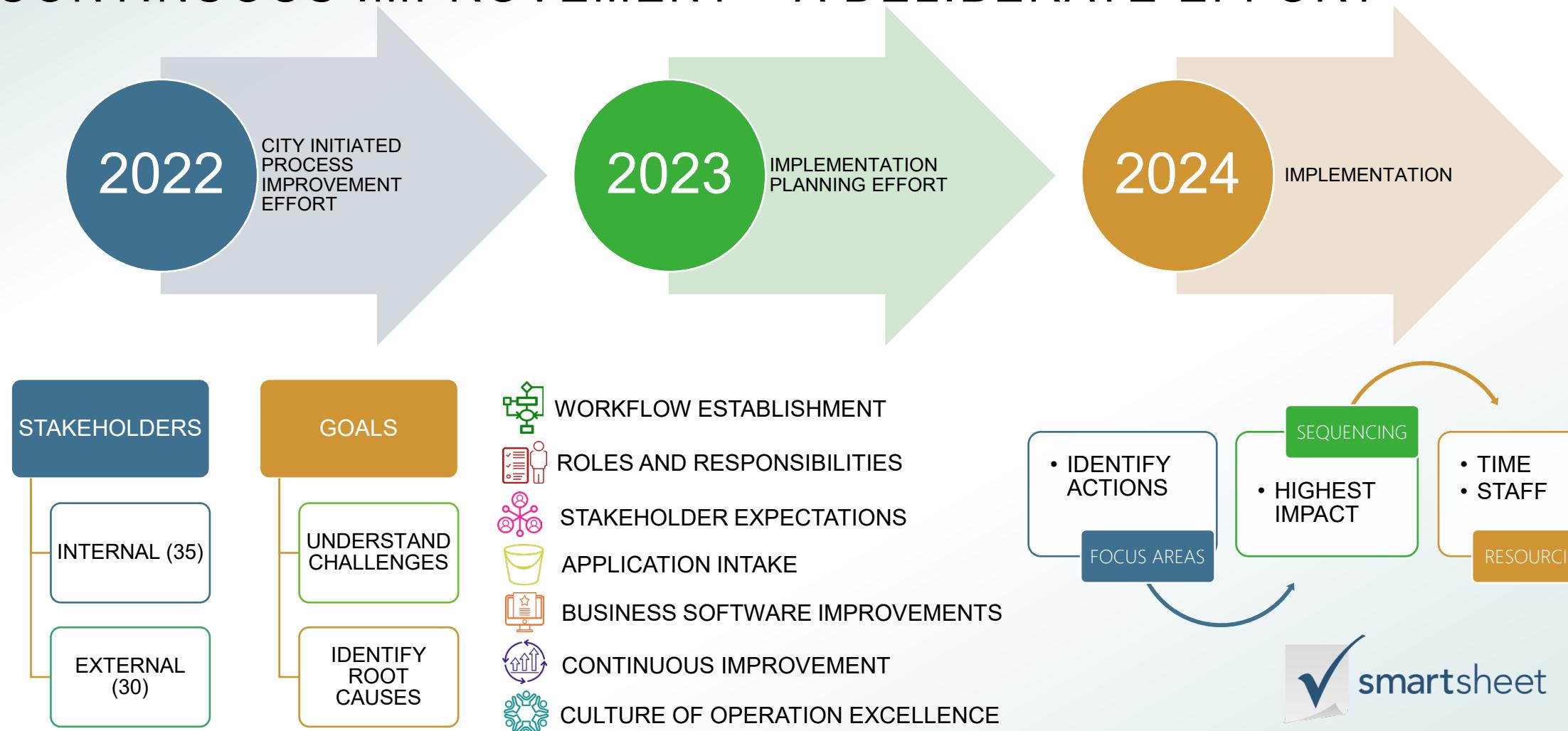
## **Building Division Review and Permit Process (continued):**

- 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



# 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?

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