



Date

Applicant Name
Company Name
Applicant Address
Applicant Email

Re: Case Finalization Letter – SITE-21-12345, Racine Square

Applicant Name:

The ratification for the **Racine Square** is scheduled for XX/XX/XXXX. If the site plan is approved, **the following items must be completed prior to scheduling a pre-construction meeting with the City. The Building Permit and Development Permit will not be released until a pre-construction meeting has been held.**

Please use the below as a checklist to make sure you have submitted everything that is required.

1. **Site civil construction drawings (CDs)** must be approved by the City’s Public Works Department. Please work with engineering reviewer on completion of the CDs by sending a final signed and stamped electronic copy. The City must have proof of **Fire District** and **Water District** approval of the site plan prior to approving the CDs.

Proof of Fire District site plan approval emailed to engineering reviewer at @centennialco.gov

Completed?

Proof of Water District site plan approval emailed to engineering reviewer at @centennialco.gov

Completed?

If you have questions, the engineering reviewer can be reached at 303-325-8000.

2. If not already submitted, the City must have an approved (signed) **Fire Lane Designation Form** on file. Please email the attached form to Case Planner at @centennialco.gov.

Completed?

3. Per Section 12-14-315, within 60 days of approval of a development order, unless stated otherwise in such approval, the applicant shall submit **one (1) signed and notarized 24x36 mylar set of the site plan. Wait to print these until after the ratification in case there are minor changes that need to be made.** The City will record the mylars with Arapahoe County, and the City will invoice the applicant for the recording fees. Once the mylars are complete and signed, mail them to:

City of Centennial
Attn: Case Planner Name
13133 E Arapahoe Rd
Centennial, CO 80112

Completed?

4. Any **easement agreements that will be recorded by separate document** will be required to be submitted to the City. The City will record the easements with Arapahoe County, and the City will invoice the applicant for the recording fees. Once complete, send an original signed copy to:

City of Centennial
Attn: Case Planner Name
13133 E Arapahoe Rd
Centennial, CO 80112

5. A **Public Improvement Agreement (PIA)** is required for all public improvements associated with this project and must be approved by the City. The City will record the PIA with Arapahoe County, and the City will invoice the applicant for the recording fees. Once complete, an original signed and notarized copy of the PIA with the approved (signed) City Public ECE attached must be mailed to:

City of Centennial
Attn: Case Planner Name
13133 E Arapahoe Rd
Centennial, CO 80112

Completed?

6. **A Development Permit with the City of Centennial is required.** The Development Permit must be applied for through the EnerGov Self-Service Portal found here:
 - a. https://energovweb.centennialco.gov/Energov_prod/selfservice#/home
 - b. Under Permits, apply for a "Development Permit" and note that all ECEs will need to be provided and approved by the City and SEMSWA prior to being finalized. Once the ECEs have been approved, fees will be invoiced. The fees include City use tax, County use tax, and the inspection fee. A Development Permit Fee Estimation Calculator is attached for estimation purposes only.

Completed?

7. **A Letter of Credit or cash deposit** in the amount of the City Public ECE is required as collateral for the public improvements. Please note that the amount of the Public ECE will need to be approved by the City prior to the collateral amount being finalized.
 - a. If a cash deposit will be made, it will be invoiced through the EnerGov Self-Service Portal found here: https://energovweb.centennialco.gov/Energov_prod/selfservice#/home
 - b. If a Letter of Credit is chosen, please procure the letter from a Colorado branch bank or affiliate of the issuing bank initiated for **two (2) years**. A template Letter of Credit is attached. Ninety percent (90%) of the collateral is released after two (2) years, and the remaining ten percent (10%) will be released upon Final Acceptance. A letter explaining

how to request acceptance of public improvements is attached. If using Letter of Credit, mail an original copy to:

City of Centennial
Attn: Case Planner Name
13133 E Arapahoe Rd
Centennial, CO 80112

Completed?

8. **Building construction drawings** must be approved by the City of Centennial Building Division. Please work with the plans examiner on completion of the building construction drawings. He can be reached at 303-754-3321 or @centennialco.gov. Please note that the plans examiner must have **proof of Fire District approval of the building permit set** before he can finalize his approval. Once the Building Permit is approved, it will be released along with the Development Permit. Please be aware that building review fees, inspection fees and use tax are separate from the Development Permit fee.

Completed?

9. A **GESC Permit** will be issued through SEMSWA. GESC collateral (in the amount of the highest Engineer's Cost Estimate) is required. If a Letter of Credit is chosen, please procure the GESC Letter of Credit for SEMSWA from a Colorado branch bank or affiliate of the issuing bank for the GESC Permit. These requirements are outlined in Chapter 2.16 of the GESC Manual. Please coordinate with the assigned SEMSWA case engineer concerning the permit and collateral. Case Engineer may be reached at 303-858-8844 or @semswa.org.

Completed?

The following items may be completed after the City's pre-construction meeting:

10. **Any work within the public right-of-way will require a right-of-way permit.** The right-of-way permit desk may be contacted at 303-754-8045, and permit applications and instructions may be found here: <http://www.centennialco.gov/Public-Works/work-within-the-right-of-way.aspx>.
11. A Temporary Use Permit will be required for the construction trailer. Your application must include a site plan showing the location of the trailer and the setbacks. This permit is applied for through the EnerGov Self-Service Portal found here: https://energovweb.centennialco.gov/Energov_prod/selfservice#/home
12. It is the applicant's responsibility to obtain a Stormwater Management Plan Permit from the State.
13. If necessary, it is the applicant's responsibility to obtain a Clean Water Act Section 404 Permit.
14. It is the applicant's responsibility to set up any other pre-construction meetings and obtain any other permits that are required through other agencies. Additionally, it is the applicant's responsibility to make sure any other agency fees are paid.

Once all of the above items have been completed, a **pre-construction meeting** can be scheduled. Pre-construction meetings are generally one hour in length and held on Tuesday mornings between 9:00 A.M. and 12:00 P.M. They must be scheduled one week ahead of time.

Please contact engineering inspector at 303-325-8000 or @centennialco.gov when you are ready to schedule the meeting. The Building Permit and Development Permit cannot be released until after the meeting.

It has been a pleasure working on this project with you. Below is a link to a **customer service survey** that we ask each applicant to fill out at the conclusion of a project. These surveys assist Staff in improving the development application process for future applicants. Please take time to fill out the survey: <http://www.centennialco.gov/survey>.

Please contact me at 303-745-3308 or centennialplanning@centennialco.gov with any questions.

Sincerely,

City of Centennial

Planner I

Enclosed:

Development Permit Fee Estimation Calculator

Fire Lane Designation Form

How to Request Acceptance of Public Improvements

Letter of Credit Template

Public Improvement Agreement (Template)