Development Review Team (DRT)
Comment Form

DRT Review Schedule – 9-12+ weeks*

Initial DRT Comments are due to the case planner within three weeks of the *DRT Application Intake* meeting. Initial DRT review should confirm that the application is complete (i.e. Water Budget has been submitted) and/or identify additional submittals or corrections (i.e. Water Budget needs revision). The case planner will review and convey all *Initial DRT Comments* to the applicant via a *Review Memo*. The applicant must respond to all *Initial DRT Comments* and submit a revised application for Final Review. *Final DRT Comments* are due to the case planner within two weeks of receipt of the revised application. The case planner will review and convey all *Final DRT Comments* to the applicant in a *Final Review Memo*. The complete DRT Review Timeline can range from 9-12+ weeks, depending on the complexity and quality of the application and the total number of applications under review.

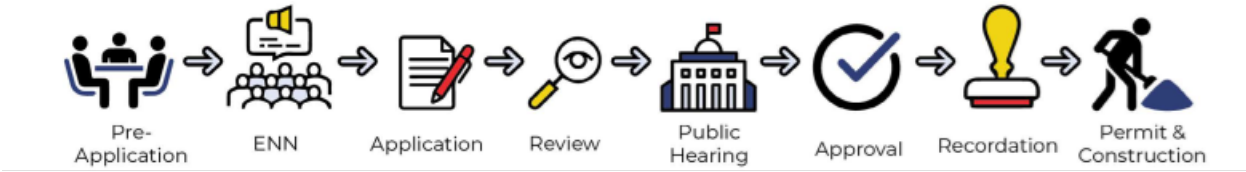


Timing of Conditions of Approval + Technical Corrections

While all DRT conditions of approval and technical corrections must be met by the applicant, the timing of compliance varies. In the "Must be completed by" column in the following tables, please time your conditions of approval and technical corrections to the following development review stages:

a. *Prior to Public Hearing* – these conditions/technical corrections must be addressed before the case may move forward to the public hearing phase of the Development Review Process.
b. *Prior to Recordation* – these conditions/technical corrections may be resolved after the public hearing but must be addressed before the Development Plan or Subdivision plat is recorded.
c. *Prior to Building Permit Approval* – these conditions/technical corrections can be addressed during the building permit review process, but prior to issuance of the permit.
d. *During Construction* – these conditions/technical corrections can be addressed during construction.

Development Review Process Flow Chart



*See the *2024 Development Review Schedule* for details

DRT Review Timeline:

Application Received	DRT Application Intake	DRT Initial Review Comments Due

Form Updated: April 2024

Date: 10/7/2026

DRT Member: Clinton Peterson

Dept/Div: Public Utilities / Water Division

Case No.: 2026-013291. 2395 Richards Ave, Micro Community, Conditional Use Approval

Case Planner: Joel Cruz-Haber

Conditions of Approval and Technical Corrections Tables

Review by this division/department has determined that this application will meet applicable standards if the following Conditions of Approval and Technical Corrections are met:

Case # 2026-11006

Conditions of Approval:	**Must be completed by:**	**Applicant response**:**
1. IF CoSFW determines that site utility improvements for public water necessitate an Agreement for Metered Service (AMS), an approved AMS will be required for all new domestic or irrigation meters.	Prior to Building Permit Approval	
2. IF CoSFW determines that site utility improvements for public water necessitate an ACD and Water Plan, an approved Water Plan will be required for all new public water infrastructure and fire services. Water Plan shall be submitted to the City Water Division for review.	Prior to Building Permit Approval	
3. IF CoSFW determines that site utility improvements for public water necessitate an ACD and Water Plan, an approved Agreement to Construct and Dedicate (ACD) will be required with the Water Division for all new public water infrastructure and fire services.	Prior to Building Permit Approval	
4. A separate irrigation meter will be required if the total landscaped area is 1,000 square feet or greater. An approved backflow prevention device shall be installed beyond the meter on any new irrigation service.	At the time of development	
5. Any re-grading of site over existing water mains shall maintain a minimum of 4 feet of cover and not exceed 5 feet of cover. Depth of existing main to be adjusted to maintain a minimum of 4 feet of cover and not exceed 5 feet of cover if site grading impacts these depth requirements.	At the time of development	
6.		

Technical Corrections:	**Must be completed by:**	**Applicant response**:**
1. Sizing of site master meter may require an ACD/water plan OR an AMS. Applicant shall work with CoSFW to determine which route is appropriate to provide water utility to this site.	n/a	

**The Applicant must respond to the condition of approval or technical correction, indicating they have met the requirement and providing a reference in their revised submittals. If the applicant has not met the requirement, they must indicate as much and provide a response.

The applicant should be aware that the following code provisions or other requirements will apply to future phases of development of this project:

1. [list any additional items]
2.

Explanation of Conditions or Corrections (if needed):

(see following pages for notes required)