

Highlands Ranch Metro District Review Application

All submittals must include a Review Application

| | | |
|------------------------|-------------------|-----------------|
| Project Name: _____ | Filing No.: _____ | |
| Project Address: _____ | | |
| Applicant Name: _____ | Date: _____ | |
| Company: _____ | Phone: _____ | |
| Address: _____ | | |
| City: _____ | State: _____ | Zip Code: _____ |
| Email: _____ | | |

**Submittals received after 3 p.m. will not be processed until the next business day.*

*** Incomplete submittals will not be processed until all paperwork is received.*

Project Type:

New Construction

Civil

Arch/MEP

Tenant Finish

Major

Minor*

**Tenant Finish – Minor applications must clearly demonstrate how they comply with the Highlands Ranch Development Guidelines in the Project Description below.*

Project Description:

Initial Submittal

Resubmittal (Date of response letter from the District) _____

Final Plans for Approval (When requested by District staff)

Note: An electronic copy of plans, bound as a single .PDF file, is required for plan approval

The following table identifies initial submittal requirements for New Construction projects:

| Initial Submittal Requirements (X = required) | Single-Family | Non Single-Family |
|--|----------------------|--------------------------|
| Review Application | X | X |
| Water Customer Data Sheet (WCDS) | | X |
| Industrial Waste Questionnaire (IWQ) | | X |
| Civil Engineering Site Plans <i>(water, sewer, storm, grading, and paving plans required for review)</i> | X | X |
| Architectural/MEP Construction Documents <i>(Arch footprint, MEP and foundation plan required for review)</i> | | X ¹ |

¹ Applicable for projects involving building construction, expansion, or remodeling.

The following table identifies initial submittal requirements for a Tenant Finish projects:

| Submittal Requirements (X = required) | TF - Minor | TF - Major |
|---|-------------------|-------------------|
| Review Application | X | X |
| Water Customer Data Sheet | X | X |
| Industrial Waste Questionnaire | | X |
| TF Plans (1 bound, full-size hard copy of Arch & MEP plans ¹) | | X |
| Review Fee (includes District reviews and inspections) | \$0 | \$300 |

¹ TF Major may require the submittal of Civil Site Plans in addition to Arch & MEP plans.