

CITY OF EVANS DEVELOPMENT ACTIVITY MEETINGS



A Development Activity Meeting is the first step in the City of Evans' development process. Although Development Activity Meetings are not mandatory, they provide the developer with the opportunity to gain necessary feedback from City staff on a proposed project early on, which often saves time later in the process.

- ✚ Development Activity Meetings are held approximately two weeks after a submittal is received, depending on the size and complexity of the proposed project.
- ✚ After an application is submitted to the Evans Planning Department, a meeting date and time will be scheduled and the applicant notified. Submittals should include:
 - The completed form on the reverse side of this handout.
 - Fifteen copies (typically 24"x36") of relevant site plans, plat maps, building elevations, and any other documents or maps/pictures describing the project. Electronic files (.pdf format) are also appreciated.
- ✚ Upon submittal, staff distributes the submittal to various departments within the City of Evans, including Public Works, Engineering, Planning, Building, Parks, Fire, Police, Administration, and Finance. City staff makes every effort to provide the applicant comments from the various departments at least one day prior to the scheduled meeting date.
- ✚ Development Activity Meetings are conducted informally. Generally, the applicant provides an overview of the project, each department states their comments or concerns on the proposal, and the applicant is given the opportunity to address each issue.
- ✚ For more information, or to be scheduled for a Development Activity Meeting, please contact Jim Flesher, Senior Planner, at (970) 475-1118 or jflesher@ci.evans.co.us.

