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1100 37th Street
Evans, CO 80620

City of Evans Site Plan Process

1. As soon as contact is made regarding new construction or expansion of a commercial, industrial, or multifamily building, the applicant is informed of the Development Activity Meeting (DAM) process and asked to submit a completed DAM process form along with any plans available.
2. At the DAM, the applicant will be given a Site Plan Submittal form, and informed whether any submittal requirements do not apply (a traffic study, for example), as well as a Building Permit Application.
3. After the DAM, Site Plans are to be submitted *prior to or concurrent with* a Building Permit Application. For most new projects, it is recommended that the Site Plan be submitted prior to Building Permit submittal.
4. Comments will be compiled in .pdf format and emailed to the applicant. There will be a section for applicant response.
5. Planning will schedule a Site Plan review meeting with the applicant after the comment deadline.
6. Prior to the Site Plan review meeting, Planning will compile comments into one .pdf document to be provided to the applicant, either before or at the Site Plan review meeting. Any decisions made during or after the Site Plan review meeting will be summarized in writing for the applicant. A check list for resubmittal will also be provided.
7. Applicant submits corrected Site Plan to Planning (two sets). If deemed necessary, Planning will schedule another meeting with the applicant. Planning will email the comments on the compiled comment sheet to the applicant along with either a check list for resubmittal or a Letter of Approval noting that construction must be in conformance with the approved Site Plan in order for the project to receive a Certificate of Occupancy. Mylars of approved plans are required. Any subsequent revisions to the Site Plan must be reviewed and approved by the DRC.