

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.