



Town of Lyons
Community Development Department
 432 5th Ave.
 Lyons, CO 80540
 (303)823-6622
 communitydevelopment@townoflyons.com

WHAT TYPE OF REVIEW DOES MY PROJECT NEED?

(LMC 16-17-10, 16-17-20, 16-17-40, & 16-10-40)

APPLICANT NAME:		DATE:
APPLICANT MAILING ADDRESS:		
APPLICANT PHONE:	APPLICANT EMAIL:	
PROJECT ADDRESS (IF DIFFERENT):		

Depending on the specifics of your project, your project will go through one of three different review processes: **The Minor Building Permit Review Process, the Site Plan Review Process, or the Development Review Process.**

Each of these three review processes have different submission requirements, different reviewers, and different decisionmakers. The purpose of this checklist is to ensure that you have submitted enough materials to expedite the processing of your application and to ensure that your project does not need further review according to the Lyons Municipal Code.

Minor Building Permits

Minor building permits are for projects that, due to the nature and scope of the work proposed, do not present any questions of compliance with standards and regulations adopted by the Town not found in the Building Code, such as zoning regulations. "Minor" status is determined by the Town Administrator. *Minor Building Permit projects are exempt from the Site and Development Review Process and only require typical building permit requirements for submission, issuance, and inspection.*

Site Plan Review and Development Plan Review Processes

All development not classified as "minor" by the Town Administrator *must obtain site plan or development plan approval before a building permit can be obtained.* The site plan or development plan depicts how the site will be developed so that the Town can ensure that the building and site design will be in compliance with all applicable Town zoning standards and other regulations not found in the Building Code.

Site Plan Review – Occurs when projects are limited in size and scope. The reviewer and the decisionmaker for the Site Plan Review Process is the Town Administrator.

Development Plan Review – Occurs when projects exceed certain thresholds in size or scope (see checklist on following page). The Planning and Community Development Commission is a reviewer for Development Plan Review Process, and the Board of Trustees is a reviewer and the decisionmaker for this process.

Instructions

- Describe your project, then check the box next to any criteria that applies to your project.
 - If none of the criteria match your project, check off the "None of these" box
- Community Development Department Staff will contact you with an official determination of the type of review your project requires and will also notify you if additional submission materials are needed at that time.

OFFICIAL STAFF DETERMINATION: (initial below determination)

Staff Reviewer: _____

Minor Building Permit	Site Plan Review	Development Plan Review

TOWN CLERK

Date Received: _____



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Briefly describe your project:

Does your project...

- | | | |
|--|---|---|
| <input type="checkbox"/> Include a multifamily residential use with floor area expansion, major structural alteration*, or construction of 3+ dwelling units? | ⇒ | <i>Development Plan Review</i> |
| <input type="checkbox"/> Include commercial accommodation uses (other than a bed and breakfast) with major structural alteration* or construction of 7+ new guest rooms? | ⇒ | <i>Development Plan Review</i> |
| <input type="checkbox"/> Include a nonresidential development (commercial, office, industrial, etc.) with more than 2,000 sq. ft. of new construction or with more than 2,000 sq. ft. of expansion or major structural alteration* of the existing building area? | ⇒ | <i>Development Plan Review</i> |
| <input type="checkbox"/> Include a proposed use subject to special review? (see: https://library.municode.com/co/lyons/codes/municipal_code?nodeId=CHI6ZO_ART5DIUSST_S16-5-10PECOUSUSSPREZODI) | ⇒ | <i>Development Plan Review</i> |
| <input type="checkbox"/> Reconfigure or add 10+ parking spaces? | ⇒ | <i>Site Plan Review or Development Plan Review Possible</i> |
| <input type="checkbox"/> Relocate or alter street access? | ⇒ | <i>Site Plan Review or Development Plan Review Possible</i> |
| <input type="checkbox"/> Alter water or sewer service? | ⇒ | <i>Site Plan Review or Development Plan Review Possible</i> |
| <input type="checkbox"/> Alter drainage? | ⇒ | <i>Site Plan Review or Development Plan Review Possible</i> |
| <input type="checkbox"/> Include site lighting? | ⇒ | <i>Site Plan Review or Development Plan Review Possible</i> |
| <input type="checkbox"/> Have utility easements located along or within the property lines? | ⇒ | <i>Site Plan Review or Development Plan Review Possible</i> |
| <input type="checkbox"/> Have any portion of the property in the flood hazard area? | ⇒ | <i>Site Plan Review or Development Plan Review Possible</i> |
| <input type="checkbox"/> Have an elevation greater than 5,450 ft.? | ⇒ | <i>Site Plan Review or Development Plan Review Possible</i> |
| <input type="checkbox"/> None of these | ⇒ | <i>Minor Building Permit</i> |

*Major structural alteration shall mean the alteration of perimeter foundations, exterior load-bearing building walls or roofs to an extent that less than fifty percent (50%) of the renovated portion of the original exterior load-bearing structure remains intact.