



# Land Use Application

## *A Guide to the Land Use Application Process in the City of Black Hawk*

### **Preliminary Research**

1

Please familiarize yourself with how the City's development review works.

- Review this guide, the City of Black Hawk Municipal Code, and the Design Guidelines.
- Contact Community Planning & Development staff at [cpdinquiry@cityofblackhawk.org](mailto:cpdinquiry@cityofblackhawk.org) to answer questions about processes.

### **Submit Pre-Land Use Application (Required)**

2

- A Complete Application\*
- Deposit Receipt
- All Required Plans and Documents

*\*a Development Services Coordinator will determine if the submittal is complete and coordinate the next steps:*

### **Pre-Land Use Application Meeting**

3

The applicant will present the proposed land use to the Development Review Committee (DRC). The DRC members will review the proposed Land Use project and ask exploratory questions at the meeting to ensure applicant is provided with the most beneficial DRC comments prior to a Formal Application.

*\*the DRC meets every Wednesday @ 10:30a.m.*

### **DRC Comments Provided**

4

Within 10 business days of the DRC meeting, the City of Black Hawk's Planning Consultant will provide the applicant with project comments from all reviewers, as well as a Formal Land Use Application Checklist that is customized to the project and which outlines required items to be included with the Formal Land Use Application.

Applicant will also receive a cost estimate to process the Formal Land Use Application.

### **Formal Land Use Application**

5

- Once received, the Planning Consultant will review the application for completeness based on the checklist provided with DRC comments.
- Once submittal is accepted and deemed complete, a Planner will be assigned to the project and fees (costs for reimbursement of consultants time) will begin to accrue.

### **Project Review Begins:**

- Review times vary based on type of application
- Multiple rounds of review might be necessary, and the Planning Consultant will communicate directly with the applicant to ensure comments are heard provided, and addressed.

### **Review Complete**

6

Once the review is complete and meets the minimum City standards, a decision, approval or denial, will be made either administratively by City Staff or formally by the City Council.

### **Decision: Administrative**

7

Some applications may be allowed to be reviewed and approved administratively by City Staff (the City Manager or his/her designee)

OR

### **Decision: City Council**

If the application cannot be approved administratively, it is scheduled to a City Council meeting for their review and decision. Applications that go to City Council may also require a public hearing including public notices in a newspaper and/or sign on the property.