



# ADMINISTRATIVE REVIEW TEAM

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*An optional way to obtain education and assistance  
Prior to formal land use applications*

**Focus/goals:** The Administrative Review Team (ART) is comprised of representatives from Routt County Planning, Building, Environmental Health, Road and Bridge, and other related agencies from other local, County, and State organizations. The purpose of the ART is to provide feedback to those considering submitting a land use application under the County Zoning and Subdivision Regulations. The ART is designed to be a no-cost or low-cost (creation of submittal information) method to obtain information from those organizations/agencies that might be involved in the processing or review of land use applications. Comments are provided by the team with the goal of helping the applicant put together a complete application and to discuss problems that may surface. The format of the ART meetings is an informal exchange of information between the applicant and the team members present. No decisions regarding the application will be rendered at the ART meetings (nor will the ART members discuss the likelihood of application approval – only input on compliance with standards or policies). The focus of the team will be to better prepare an applicant with regards to process and information required for Routt County administrative, Planning Commission, or Board of County Commissioners review.

The ART provides comments under two scenarios:

- Comments on specific information submitted ahead of the meeting. Once Planning staff has been contacted regarding a requested ART review, the applicant will submit information related to the project for the team members to review and prepare comments. The amount, and quality of, information submitted is up to the applicant, however, with more detail submitted, the team members will be better prepared to offer quality input. Recommended submittal materials are project narrative, property location, proposed site plan (sketch), existing conditions, and other information on which the applicant would like to receive feedback.
- Comments based on a general presentation with little advanced information. If an applicant is in the formative stages of a project (nothing more than an idea), the applicant may request an ART review. For such discussions, the submittal information is, at a minimum, a brief narrative including property location.

**To schedule:** Contact the Routt County Planning Department and request an ART review. All information must be received at least two weeks prior to the meeting date. Information must be delivered in an electronic format (email, flash drive, etc.). Assistance in this process is provided by the staff planner.

**At the meeting:** Each agenda item will begin with the applicant presenting/discussing their project (or idea). This will typically be followed by question-and-answer time, then comments from the staff planner. This will then be followed by comments from the other departments and agencies in attendance. The planner will take notes, which will be typed and forwarded to the applicant within the next few days.

**Cost:** No charge

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