



## NORTHERN COLORADO REGIONAL AIRPORT

The following outline provides a general guide of the Airport development process:

#	Item Description	Responsibility	Action
1 <input type="checkbox"/>	Discuss concept with Airport staff	Airport/Applicant	Identify potential locations, building size and use(s), type of aircraft to be housed, major utilities required, and special requirements such as parking, access, etc.
2 <input type="checkbox"/>	Provide potential locations with building diagrams	Airport	Airport staff will work with developer on site location diagrams in accordance with the applicant's needs. Site location and dimensions will depend upon a variety of considerations, including alignment with Airport Land Use and Design Standards, Airport Master Plan, Utility Plan, FAA development standards, Airport Minimum Standards, existing infrastructure, and City of Loveland adopted codes
3 <input type="checkbox"/>	Identify preferred building location	Applicant	Identify the most suitable location for the development
4 <input type="checkbox"/>	Develop project proposal	Applicant/Airport	Work with Airport staff to determine infrastructure needs, setbacks, construction type, layout, landscaping, etc. Applicant will prepare preliminary site plan, building elevations, and landscaping plan diagrams in accordance with Airport Design Standards.
5 <input type="checkbox"/>	Airport staff review	Applicant/Airport	Present project proposal details to Airport staff for feedback.
6 <input type="checkbox"/>	Enter into an optional intent to lease agreement	Applicant/Airport	Enter into an agreement, and provide payment of \$1,000 or \$1,000 per acre (whichever is greater) to secure lot for up to three months to allow applicant to progress through steps 7-14. Deposit will be applied toward the land lease or the cost of the survey if land is not leased.
7 <input type="checkbox"/>	Schedule building consultation (simple projects) or concept review (complex projects) with City of Loveland	Applicant/Airport	Airport will work with applicant to provide information to City of Loveland staff and schedule a meeting to discuss project details. These meetings are not required but highly recommended to avoid potential pitfalls.
8 <input type="checkbox"/>	Attend building consultation or concept review meeting	Applicant/Airport/ Loveland Development Review Team	Receive input from City of Loveland staff regarding permit preparation. Obtain information on building/fire code requirements, utilities, transportation, stormwater, etc. Determine if architect and/or site plan review will be required.
9 <input type="checkbox"/>	Prepare project proposal for PDSC review	Applicant	Incorporate feedback from City/Airport staff to refine project proposal. (See Note A for submittal requirements)
10 <input type="checkbox"/>	Planning & Development Subcommittee (PDSC) Review	Applicant/Airport/ PDSC	Present project proposal details to the PDSC for feedback and potential recommendation to the Airport Commission.
11 <input type="checkbox"/>	Perform utility locate	Applicant	Applicant will schedule utility locate; Airport will provide necessary support for access to site.
12 <input type="checkbox"/>	Perform basic site survey	Airport	Once the lot area is confirmed by the applicant, the Airport will order and pay for a basic site survey of the lot area to be leased (Note: The Airport will only pay for one survey per lot).
13 <input type="checkbox"/>	Finalize project details and prepare for Airport Commission review	Applicant	Incorporate feedback from PDSC to finalize project proposal. (See Note A for submittal requirements)
14 <input type="checkbox"/>	Sign land lease	Applicant/Airport	The applicant will sign a land lease with the Airport based on the area defined by the site survey.

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**Updated 10/5/2020**

15 <input type="checkbox"/>	Airport Commission review and lease execution	Applicant/Airport/Airport Commission	Present site plan, elevations, and landscaping plan for Airport Commission review and feedback. If project is approved by the Commission, the lease will be executed.
16a <input type="checkbox"/>	If no site development plan (SDP) review required	Applicant	Proceed to 16 - Building permit (Typically only required for projects with multiple buildings, multiple uses, or large buildings.)
16b <input type="checkbox"/>	If site development plan (SDP) review required	Applicant	Prepare site plan in accordance with City's site plan review process
17 <input type="checkbox"/>	Building permit	Applicant	Applicant will prepare building permit submittal in accordance with City of Loveland Permit requirements. Airport may provide limited support as necessary.
18 <input type="checkbox"/>	Pre-construction meeting with Airport Staff	Applicant/Airport	Applicant and/or contractors must obtain Airport access badge(s). Site access and security plan must be approved by the Airport Security Coordinator. Discuss project schedule, temporary fencing, erosion control, impact to Airport operations, etc., with staff.
19 <input type="checkbox"/>	Begin Construction	Applicant	Basic site work, including excavation, may be performed with the consent of the Airport in advance of building permit issuance.
20 <input type="checkbox"/>	Airport Inspection and Approval	Airport	Airport Staff will inspect the project site and all improvements to confirm compliance with Airport Design Standards. Airport approval is required prior to certificate of occupancy from the City.
<b>Steps</b>		<b>Estimated Minimum Time Required</b>	
1 – 6		4 Weeks	
7 – 15		6 Weeks	
16 (Large projects only)		6 Weeks	
17-19		4-6 Weeks (assumes no major revisions)	
<b>Total Time to Building Permit Issuance</b>		<b>14-16 Weeks (typical projects)</b> <b>22+ Weeks (large projects)</b>	

**Note A: Submittal requirements for PDSC and Airport Commission Review (must be provided at least two weeks before meeting)**

**Site Plan:** Site plan drawn to scale showing existing and planned final contour grades, the location of all improvements, including structures, aprons, taxi lanes, walks, patios, driveways, parking, fences and walls, utilities, and the location of all improvements that may occur in future phases. All site data and dimensions shall be included.

**Elevations:** Colored exterior elevations drawn to scale illustrating all sides of planned structure(s). Building heights to the highest point shall be included. Elevations shall include building mounted signage and descriptions of all materials to be used, including colors, textures, and shapes.

**Landscape Plan:** Landscape plan drawn to scale showing the size, type, location, and spacing of all plants and other materials, elevation changes, and irrigation systems for all unpaved areas within the leased area.

**Project Narrative:** A written description of the uses and activities associated with the planned facilities, including number and type of aircraft, frequency of aircraft operations, and business activities.