IMPORTANT SCAM ALERT: Official payment requests from the Town of Castle Rock will only come from your specific staff contact using an "@CRgov.com" email address. The Town will never request payment via wire transfer. Verify all fees through eTRAKiT and contact your staff contact directly if you receive a suspicious request prior to paying it.

Quasi-Judicial Fact Sheet

PROJECT: Sky Cliff Residential Development
PREAPP26-0035
Project Coordinator: Sandy Vossler
Email: svossler@crgov.com
Phone Number: 720-765-7776

Project Review Type	Checklist online (crgov.com)
Annexation	Annexation Checklist (PDF)
Development Agreement	Land Development Application (PDF)
Planned Development Plan	Planned Development Plan (PDF)

Online Resources:

- Development Constraints Map
- Fee schedule | Castle Rock, CO - Official Website (crgov.com)
- Land development applications and checklists | Castle Rock, CO - Official Website (crgov.com)
- Town of Castle Rock Municipal Code

Neighborhood Meetings:
Quasi-judicial applications require a minimum of three neighborhood meetings: the first prior to formal submittal, the second during the review process and the last after review by Town staff but before public hearings. The purpose of these applicant hosted meetings is for the applicant to share the proposal, obtain feedback, and answer any questions residents may have about the project. Public notice, mailing, sign(s) posting and website posting must be completed fifteen (15) days prior to scheduled hearing date. Please contact the project coordinator to set up the first required neighborhood meeting.

Submittals:
A submittal meeting is required for each project type prior to formal acceptance and review of the project. Please contact your project coordinator to schedule the submittal meeting. Submittal documents must follow the file naming conventions as outlined at the end of each submittal checklist.

Please send all Quasi-Judicial Submittals to: svossler@crgov.com
Review Timelines:

- 1st Review - 5.5 weeks depending on the project size

Please Note: Based on review comments from staff, your project will be given an overall rating. The overall rating is based on the most comprehensive review time required for your next submittal. See Red, Yellow, Green ratings below:

- Red - 5.5 weeks – Substantial redesign of plans or major changes to reports
- Yellow -3.5 weeks - Moderate changes to plans or reports
- Green w/Revisions – 6 business days - Minor corrections to plans or reports

Public Hearings:
Public hearing(s) will be scheduled once staff has fully completed the technical review. All fees associated with the review must be paid prior to scheduling public hearings. Public hearings are required before Planning Commission for review and recommendation, followed by a public hearing before Town Council for review and final decision.