

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.

Administrative Site Development Plan Application Fact Sheet

PROJECT: Promenade New Tenant Retail Building

PREAPP26-0039

Project Coordinator: Sandy Vossler

Email: svossler@crgov.com

Phone Number: 720-765-7776

PROJECT REQUIREMENTS: Project Review Type	Checklist online
Administrative Site Development Plan (SDP)	Site Development Plan

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](#)

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 submittals for Site Development Plans to: svossler@crgov.com

Review Timelines:

- 1st Review - 3.5 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 - 3.5 weeks – Substantial redesign of plans or major changes to reports
- Yellow - 2.5 weeks - Moderate changes to plans or reports
- Green w/Revisions – 6 business days - Minor corrections to plans or reports