

Town of New Castle  
Land Use  
Development  
Application Process

**\*The public is always  
welcomed & encouraged  
to attend any and all  
town meetings.**

All completed  
applications are posted  
on the town's website:  
[www.newcastlecolorado.org](http://www.newcastlecolorado.org)

Town Hall staff are always  
available to answer any  
questions about projects.  
(970) 984-2311  
450 W Main St.

## PHASE 1

### Sketch Plan

#### **(First) Planning & Zoning Commission**

The sketch plan is the very first introduction to the development proposal.

This meeting lets the commission look at the plans for the very first time and provide feedback to the applicant/owner.

#### **(Second) Town Council**

Next, the applicant/owner then presents the sketch plan to Town Council for their very first look at the development proposal.

Town Council also provides feedback to the applicant/owner.

## PHASE 2

### Open House

#### **Community**

Next, they will host an Open House to hear from the Community.

All members of the public are welcomed and encouraged to speak with the applicant/owner.

This Open House provides the opportunity for the applicant/owner to have an intimate conversation with the public and hear any comments & concerns.

The applicant/owner will process the feedback received from the public.

## PHASE 3

### Preliminary

#### **Planning & Zoning Commission and Community**

Preliminary occurs after consideration of the feedback received from:

- Planning & Zoning,
- Town Council,
- and the public at Open House.

The applicant/owner may consider design changes.

They will return to the commission with a revised design for everyone to review.

The Preliminary Meeting includes a Public Hearing where members of the public are welcome to comment on the proposal.

## PHASE 4

### Final

#### **(First) Planning & Zoning Commission and Community**

The applicant/owner considers the feedback and may make additional design changes.

They will return to the commission with a final design for either recommendation or denial.

The Final Meeting includes a Public Hearing where members of the public are welcome to comment.

#### **(Second) Town Council and Community**

Next, they will return to Town Council with a final design for either approval or denial.