



COMMUNITY DEVELOPMENT  
FACSIMILE: 720-898-7437 ▲ TDD: 720-898-7869  
PHONE: 720-898-7435

8/23/2022

Mark Shifter

**Re: Acceptance of Development Application**

DA2022-0073  
7207 Grandview Ave Site and Structure Improvements  
7207 GRANDVIEW AVE  
ARVADA, CO 80002

Dear Mark Shifter,

The City of Arvada Community and Economic Development Department has accepted your development application for: for 7207 Grandview Ave Site and Structure Improvements on Monday, August 22, 2022 and has assigned it to Carol Ibanez who will be your main contact at the City and will guide you through the development review process. Carol Ibanez can be reached at 720-898-7463 or [cibanez@arvada.org](mailto:cibanez@arvada.org). Based on your submittal date and the type of development you are proposing, your project has been placed on the administrative review track.

The application fee of \$1,775.00 is due now and can be paid with a credit card by logging into your eTRAKiT account at [www.arvadapermits.org](http://www.arvadapermits.org). Payment may also be made at the Planning Department counter on the 2nd Floor of City Hall by cash, check, or credit card. Payment must be made before the 1st Review comments are released.

Attached to your case is a "Notice of Administration Application" form and a mailing affidavit. This will need to be filled out and mailed no later than August 28, 2022 to all property owners that are within 500 feet of the development boundary. The notice shall also be sent to homeowners associations and/or City registered neighborhood organizations if there are any within the area. You as the applicant are responsible for obtaining the addresses, please contact the county for the list. The mailing affidavit must be signed and returned to the City prior to releasing your 1st review comments.

The City's 1st Review completion deadline is Friday, September 16, 2022. When 1st Review comments are available, you will receive an email notification to login to the eTRAKiT system at [www.arvadapermits.org](http://www.arvadapermits.org) to access these comments. Once you have received and reviewed your 1st Review comments, please feel free to contact your Project Manager with any questions you may have or if you would like to schedule a meeting to discuss the comments.

**Important note: You will always need to be logged in to your account to pay fees, access project specific information, download comments, or upload response comments and revised documents. Instructions on using this system are located at <https://arvada.org/permithelp>.**

Additional reviews beyond the 1st review may be needed, depending on the number or significance of outstanding issues. A complete set of revised plans may be submitted at any time and will start the next review cycle the following Monday if the submission is submitted by midnight on Sunday. To ensure the project can be reviewed and approved as quickly as possible, these plans must provide a detailed response to each staff review comment. The City reserves the right to reject any submission that is determined to be incomplete or if comments are not adequately addressed.

For additional information regarding your application or the development review process, please feel free to contact your Project Manager or visit [www.arvada.org/develop](http://www.arvada.org/develop). If at any time you have concerns about the timing or content of our reviews or have any other questions, you may also call me at 720-898-7435. We look forward to working with you on this project!

Sincerely,

A handwritten signature in black ink, appearing to read "Rob Smetana". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Rob Smetana, AICP  
Manager of City Planning and  
Development  
720-898-7438  
rsmetana@arvada.org