



Metropolitan District Conceptual Review Guide

This guide is provided to assist with the application of a Metropolitan District conceptual review, which is the first step in the formation of a Metropolitan District within Commerce City, Colorado.

Municipal Code Reference: This guide is based upon Chapter 13 of the Commerce City Revised Municipal Code (“CCRMC”).

Information on the Service Plan Concept Review is found within Section 13-3101 CCRMC. It is recommended that a review of Chapter 13 in its entirety is conducted for a comprehensive understanding of the City’s regulations on Metro Districts.

More information on the entire process, including a copy of the City’s model service plan can be found at c3gov.com/living-in/taxes-fees/metro-districts.

Purpose: The conceptual review process in Sec. 13-3101 of the CCRMC is intended to provide information to the applicant for use in determining whether it will submit an application for a service plan and the contents of such application. Any comments, suggestions, and recommendations by the city, including the city council and city staff, are not binding or limiting on the city in any manner. No service plan application will be accepted unless a conceptual review under this subsection has been completed within the preceding twelve (12) months for the same or substantially similar property and for the same or a substantially similar purpose.

Concept Letter:

Please provide a summary narrative of the proposed service plan and the development it will serve, including the current status of the development. Please attach the narrative on your organization’s letterhead.

Submittal Requirements:

- A. The submittal requirements for a concept letter include:
- A detailed proposal for the metropolitan district, including: (1) a clear justification of the need for the district,
 - Proforma analysis or other appropriate documentation demonstrating that no other entities (including the applicant) consider it desirable, feasible or practical to undertake the public improvements or demonstrating that it is more economically advantageous to the future end users of the proposed metropolitan district for the district to undertake the public improvements;
 - Explanation of the public benefits that the district will provide;
 - anticipated modifications to the model service plan;
 - proposed district powers;
 - estimated costs to be financed;
 - anticipated fees and purposes;
 - anticipated proposed mill levy rates;
 - anticipated repayment term;
 - A detailed description of the services that the district will provide.
 - proposed timeline for district formation; and
 - anticipated build-out period
- B. A sketch plan detailing:
- the property location and boundaries;
 - surrounding land uses;
 - proposed use(s);
 - proposed public improvement(s) (including structures, infrastructure, parks, drainage; and landscaping); and
 - significant natural features (including irrigation ditches and canals); and known utility locations.

General Process:

- Schedule a pre-application meeting with Community Development by emailing the request to jroberts@c3gov.com
- Community Development will schedule a pre-application meeting to review the process and requirements.
- Applicant submits conceptual review application, required documentation, and pays all required fees. The application can be submitted through the City's E-TrackIt Portal (provide link). Fees are due at the time of application.
- Internal staff review. The application will be routed to applicable departments and external agencies, and the city's financial consultant for review and comment. The review will inform guidance for the applicant, but also for the staff report for the public hearing. This review may take up to 6 weeks to complete.
- Preliminary staff meeting to review the concept application material and discuss the proposal and initial staff feedback. If additional information is needed, a resubmittal will be required.

- Staff will schedule an informal public hearing with City Council at which the applicant, staff, and the public may be heard and the city council may provide informal, non-binding comments.
 - At least fifteen (15) days prior to the hearing, the applicant must cause written notice of the hearing to be sent by first-class mail to: (A) all fee title owners of real property in the proposed boundaries or future inclusion area of the proposed district; and (B) all special districts in which the property subject to the application is included.

Additional Information:

- [CCMC Sec 13-3101](#)
- [Model Service Plan adopted pursuant to Resolution 2023-136](#)