



Development Assistance Packet

Site Plan Adjustment

Guide to the Town of Parker's eTRAKiT Electronic Development Review System

eTRAKiT is a state-of-the-art online tool utilized to facilitate the land development review process. eTRAKiT's online system provides access to land use applications, plan reviews, code inspections, projects, permits and licenses. Contractors and homeowners are able to apply and pay for permits, submit plans, view and respond to plan review comments, schedule and see inspection results all electronically. Access is available 24 hours a day, 7 days a week.

Applicants will be assigned a login and password during a pre-application meeting, by Town Staff. For additional questions about the eTRAKiT system, please contact the Town of Parker's Community Development Department at 303.841.2332.

eTRAKiT is located at: <https://lms.parkeronline.org/etrakit3>

Please Note:

Development Assistance Packets are prepared to facilitate land use applicants in the review procedures, submittal requirements and overall process for evaluation of land use applications in the Town of Parker, Colorado.

Applicants should be advised that although this Assistance Packet contains information regarding the land use review process, it is not a complete summary of the Town's Land Development Ordinance, nor is it intended to be. Applicants for land use projects in the Town of Parker are highly encouraged to familiarize themselves with the requirements of the Town's Land Development Code and all amendments thereto.

Prepared By:

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Town of Parker Community Development Department

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PARKER
C O L O R A D O

Application Submittal Checklist - Site Plan Adjustment

Submittal Item	Required	Submitted	Missing	Notes:
Trakit located online at:				
https://lms.parkeronline.org/etrakit3/				
General Submittal Requirements - Electronic Submittals to be uploaded into eTRAKiT				
Signed Letter of Authorization	x			Form enclosed; completed and signed by property owner; electronic PDF document
Site Plan Exhibits of changes	x			Your planner will let you know if additional exhibits are needed.
Project Narrative	x			Electronic PDF Document
For Approval				
Final Site Plan Set				



Letter of Authorization from Property Owner
(for Sign Permits and Site Plan Adjustment Applications)

Date _____

Community Development Department
Town of Parker
20120 East Mainstreet
Parker, CO 80138

Regarding: Property Owner Project Authorization
Project Address & Description: _____
eTRAKiT Number: _____

I, _____, hereby certify that I am the **legal owner of record of the land (not the business)** referenced in the project address above, and do hereby authorize the following person and company, to act as the owner's representative to process this application on behalf of the subject property: _____
_____.

I understand that in the review of this project, by providing this authorization, I will allow Town of Parker Staff to enter the subject property for purposes of evaluating this land use request, as the specifics of this application may require.

Signature of Property Owner

Print Name: _____

Address: _____

Phone Number: _____