



## 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:**

**The Town of Parker Community Development Department**

Town Hall / 20120 East Mainstreet

Parker, CO 80138

303/841.2332 [phone]

<http://www.parkeronline.org> [internet]

Town of Parker Community Development Department

Town Hall / 20120 East Mainstreet, Parker, CO 80138



**PARKER**  
C O L O R A D O

## Application Submittal Checklist - Site Plan Adjustment

Submittal Item	Required	Submitted	Missing	Notes:
<b>Trakit located online at:</b>				
<b><a href="https://lms.parkeronline.org/etrakit3/">https://lms.parkeronline.org/etrakit3/</a></b>				
<b>General Submittal Requirements - Electronic Submittals to be uploaded into eTRAKiT</b>				
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
<b>For Approval</b>				
Final Site Plan Set				



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

Date 3-8-24

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

Regarding: Property Owner Project Authorization  
Project Address & Description: 19502 Parker Road, Parker, CO Gunther Toody's remodel  
eTRAKiT Number: COM23-0246

I, Brian M. Burr, 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: Jeffrey C. Chacon, P.E. Structural Design Collaborative, LLC.

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.

*Brian M. Burr*

\_\_\_\_\_  
Signature of Property Owner

**Print Name:** Brian M Burr

**Address:** 2105 S Nevada Street, Oceanside, CA 92054  
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**Phone Number:** 760-445-3879