

## MAJOR SITE PLAN REVIEW SUBMITTAL CHECKLIST

Major Site Plan Review is required for the approval of site layout for any development activity which includes 10,000 SF or more of new floor area in most zones and 40,000 SF or more of new floor area in the CR zone. The first step is to review the proposed site layout and determine if the project meets the Land Use and Development Code (LUDC). This is done by staff at varying agencies and the final decision is made by the Planning Commission at a public hearing. If the submittal is approved by the Planning Commission, the final design of the building and site will be reviewed and decided on by the Design Review Board.

### **STEP ONE: SITE LAYOUT & DEVELOPMENT CODE COMPLIANCE SUBMITTAL REQUIREMENTS**

Submit one (1) digital copy (PDF format) and one (1) 8.5"X11" hard copy sets of the following:

- Completed [Land Use Application](#) along with application fee of \$1,000
- A written narrative describing the overall project & site improvements

Submit one (1) digital copy (PDF format), two (2) 24"X36" plan sets and one (1) 11"X17" plan set of the following:

- Accurately scaled conceptual site plan including:
  - Structure footprint
  - Vehicular circulation, fire lane, parking and loading plan
  - Show the location, number and dimension of parking spaces
  - Location and number of bicycle parking spaces
  - Service and trash collection area
  - Landscaped areas including approximate number of trees and other plants
  - Public Improvements (if required)
- Accurately scaled preliminary elevations
- Accurately scaled floorplans
- Land Survey performed by a licensed Colorado land surveyor
- Engineered Utilities Plan, showing existing utilities and any proposed changes to the utilities
- Engineered Grading and Drainage Plan

### **STEP TWO: DESIGN REVIEW COMPLIANCE SUBMITTAL REQUIREMENTS**

Submit one (1) digital copy (PDF format), two (2) 24"X36" plan sets and one (1) 11"X17" plan set of the following:

- Completed [Design Review Application](#)
- Accurately scaled final site plan incorporating any comments received
- Accurately scaled final elevations incorporating any comments received
- Color renderings
- Pictures and/or samples of materials
- Color swatches for proposed colors
- Detailed Landscape & Irrigation Plans by a CO Licensed Landscape Architect
- Lighting Plan showing photometric data and including fixture specification sheets