

## MINOR SITE PLAN REVIEW SUBMITTAL CHECKLIST

A Minor Site Plan Review is required for the approval of site layout for any development activity which includes less than 10,000 SF of new floor area in most zones and less than 40,000 SF of new floor area in the CR zone. Minor Site Plan Review is an administrative review by staff. The flow chart on the back of this page shows how the process works. Based on the complexity of the project and alignment with City Design Guidelines, staff may choose to refer projects to the Design Review Board for final design approval

### **MINOR SITE PLAN REVIEW 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 \$550
- 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 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
- Accurately scaled final site plan 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