

# SUMMIT COUNTY PLANNING DEPARTMENT



## SUBMITTAL REQUIREMENTS FOR DEVELOPMENT REVIEW WORK SESSION

### CLASS 3 DEVELOPMENT REVIEW PROCESS

Per the provisions of Section 12003 of the Summit County Land Use and Development Code (“Code”), it is hereby acknowledged that situations will occur when all of the listed submittal requirements will not be needed, and situations will also occur when items not listed as submittal requirements will be needed in order for the County to have sufficient information to fully evaluate the impacts of an application. Accordingly, the Planning Department is authorized by the Summit County Board of County Commissioners (“BOCC”) per the provisions of Section 12003 et seq. of the Code to determine, based on the nature of an application, whether to waive BOCC adopted submittal requirements or require additional information based on the nature of each application.

The following shall be submitted to the Planning Department with a Class 3 development review application for a development review worksession, except for items that may be waived, or additional items that may be required, in accordance with Section 12003 et seq. of the Code:

Initial and date when required (Office use only)	Initial and date when submitted (Office use only)	<b>A. Written Material</b>
		<b>1. Application Form:</b> Attached to the packet.
		<b>2. Letter from Property Owner(s):</b> Letter from property owner indicating that such owner is applying for a development review application, or a letter from the property owner giving permission for another person or entity to apply for a development review worksession.
		<b>3. Legal Description and Acreage:</b> If unplatted, prepared by registered land surveyor. If legally platted, the legal description can be on the application form.
		<b>4. Preliminary Title Report:</b> An applicant shall submit a preliminary title report (Schedule B).
		<b>5. Project Narrative:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Description of development goals and key components of such development.</li> <li><input type="checkbox"/> Total development area.</li> <li><input type="checkbox"/> Land uses proposed, and total area devoted to each use, percentage of area devoted to each use.</li> <li><input type="checkbox"/> Number of any residential units proposed.</li> <li><input type="checkbox"/> Floor area of proposed residential density (as defined by the Code).</li> <li><input type="checkbox"/> Residential densities proposed (Units/acre).</li> <li><input type="checkbox"/> Floor area of non-residential uses proposed, by type of use (as defined by the Code).</li> <li><input type="checkbox"/> Number of any lodging rooms proposed.</li> <li><input type="checkbox"/> Amount of any open space proposed.</li> <li><input type="checkbox"/> Proposed phasing.</li> <li><input type="checkbox"/> Commitments for preservation of natural features and open space.</li> <li><input type="checkbox"/> Commitments for providing trails.</li> <li><input type="checkbox"/> Design criteria for development per the applicable provisions of the Code, such as Section 3505 et seq. and Section 8104 et seq.</li> </ul>
		<b>6. Water Supply:</b> Description of water supply proposed: <ul style="list-style-type: none"> <li><input type="checkbox"/> Amount of water needed (in gallons per day).</li> <li><input type="checkbox"/> Type of water system proposed.</li> <li><input type="checkbox"/> Copy of well permit.</li> <li><input type="checkbox"/> Status of water rights.</li> <li><input type="checkbox"/> Copy of water augmentation plan.</li> </ul>

		<ul style="list-style-type: none"> <li><input type="checkbox"/> Letter from the applicable district.</li> </ul>
		<p><b>7. Sewage Disposal:</b> Description of means of sewage disposal:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Amount of wastewater to be generated (in gallons per day).</li> <li><input type="checkbox"/> Type of wastewater disposal system proposed.</li> <li><input type="checkbox"/> Amount of solid waste to be generated (in pounds).</li> <li><input type="checkbox"/> Method of solid waste disposal proposed.</li> <li><input type="checkbox"/> Copy of ISDS permit.</li> <li><input type="checkbox"/> Letter from the applicable district.</li> </ul>
		<p><b>8. Provision of Other Utilities:</b> Statement of proposed method of providing utilities (i.e., gas, electric, phone).</p>
		<p><b>9. Worksession with the BOCC:</b> An applicant should request a worksession with the BOCC as a part of its narrative if such is desired. The BOCC may decide to have a worksession application per the provisions of Section 12000.C.3.d of the Code.</p>
		<p><b>B. Graphic Material</b></p>
		<p><b>1. Vicinity Map</b></p>
		<p><b>2. Existing Conditions Plan:</b> To engineering scale (1":10', 1":20' or 1":30' scale), showing:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Property lines and dimensions.</li> <li><input type="checkbox"/> Certified topographic survey of the property in the areas where development is proposed in two foot contour intervals (shown with a dashed line) prepared by a Colorado Licensed Surveyor.</li> <li><input type="checkbox"/> Certified survey of wetland delineation flagged by a qualified consultant, prepared by a Colorado Licensed Surveyor.</li> <li><input type="checkbox"/> Steams, ponds, lakes and other water features.</li> <li><input type="checkbox"/> Certified survey of all existing development and improvements, such as buildings and structures, utility lines, wells, septic and leach fields, sewer and water line connections, trails, driveways, and parking areas prepared by a Colorado Licensed Surveyor.</li> <li><input type="checkbox"/> Slope analysis showing all slopes that are 30% or greater.</li> </ul>
		<p><b>3. Preliminary Conceptual Development Plan</b> (1":10', 1":20' or 1":30' scale) including (if required):</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Proposed building, lot or structure layout.</li> <li><input type="checkbox"/> Proposed parking area layout per Section 3700 et seq. and Chapter 5 of the Code.</li> <li><input type="checkbox"/> Proposed landscaping layout per Section 3600 et seq. of the Code.</li> <li><input type="checkbox"/> Proposed grading and drainage layout, with proposed grading shown in two foot contour intervals by solid lines and spot elevations on any foundations, parking areas, trails, sidewalks and roadways. <ul style="list-style-type: none"> <li>✓ Maximum 2:1 side slope allowed.</li> <li>✓ Indicate direction of flow.</li> <li>✓ See Chapter 6, 7 and 8 of the Code, or contact the Engineering Department at (970) 668-4200, for more information regarding grading and drainage requirements.</li> </ul> </li> <li><input type="checkbox"/> Proposed snow storage plan per Section 3505.19 et seq. of the Code.</li> <li><input type="checkbox"/> Proposed recreational vehicle storage area per Section 3505.12 of the Code.</li> <li><input type="checkbox"/> Proposed setbacks per Section 3505.13 et seq. of the Code.</li> <li><input type="checkbox"/> Proposed dumpster location per Section 3505.03 et seq. of the Code if a development's trash service will be provided by a dumpster.</li> <li><input type="checkbox"/> Proposed access plan (roadways, driveways, etc.) per Chapter 5 of the Code.</li> <li><input type="checkbox"/> Proposed open space and trail plan.</li> <li><input type="checkbox"/> Other intended uses by area (outdoor storage areas, etc.).</li> <li>❖ The proposed activity or use should be designed to avoid, to the greatest extent practicable, visual impacts, steep slopes, ridgelines, wetlands, waterways, wetlands and wetland setback areas, wildlife habitat and other significant natural features.</li> </ul>
		<p><b>4. Wildlife Habitat Overlay District Requirements:</b> Land within Summit County is categorized by the land cover classifications used on the official Wildlife Overlay District Map (See Section 4200 of the Code).</p>

		<ul style="list-style-type: none"> <li><input type="checkbox"/> Map of property showing approximate areas of land cover classifications (see attached), or</li> <li><input type="checkbox"/> In narrative, include a breakdown of the land cover classifications by the percentage of land area covered by each type of classification.</li> </ul>
		<p>5. <b>Wetlands:</b> If soil disturbance is proposed within 25 feet of a wetland, or wetland fill is proposed, information as required by the Wetland Regulations contained in Section 7105 of the Code will need to be submitted, including but not limited to:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A narrative on how a proposed soil disturbance in the wetland setback or wetland fill will meet the criteria for allowing such activity per Section 7105.</li> <li><input type="checkbox"/> A proposed disturbance plan that quantifies the wetland setback area or wetland area proposed to be impacted.</li> <li><input type="checkbox"/> A mitigation plan.</li> <li><input type="checkbox"/> A site plan improvements agreement and associated financial guarantee.</li> <li><input type="checkbox"/> A wetland delineation by a certified wetland consultant is required to prove compliance with the above mentioned items. The Planning Department has a list of approved consultants who can perform the delineation.</li> </ul>
		6. <b>Floodplains:</b> If a proposed activity will be located in an area subject to the Floodplain Overlay District, information and plans per Section 4100 et seq. of the Code.
		7. <b>Streamside Setback:</b> If a proposed activity will impact the 25 foot streamside setback, information per Section 7103 of the Code.
		8. <b>Road or Utility Crossings of Streams:</b> If a proposed road or utility will cross a stream, information per Section 7104 of the Code.
		<b>C. Information Required for Public Meeting</b>
		<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Adjacent Property Owner Notification:</b> The applicant shall provide to the Planning Department: 1) a list of the adjacent properties within 300 feet of the subject property (or other distance required by the Planning Department) for which public notice is required; and 2) either a) envelopes with postage pre-paid that are also (i) addressed to the adjacent property owner addresses and in the format obtained from the County Assessor, and (ii) listing thereon the address of the Summit County Planning Department as the return address (P.O. Box 5660, Frisco, CO 80443); or b) if approved by the Planning Department, a computer file and/or labels of the adjacent properties for which public notice is required for the Planning Department to send out notice.</li> <li><input type="checkbox"/> <b>Source of the Adjacent Property Owner Mailing Lists:</b> All mailing lists shall be obtained from the County Assessor's records in accordance with Section 13103.01 et seq. of the Code.</li> <li><input type="checkbox"/> <b>Affidavit of Adjacent Property Owner List:</b> The Affidavit of Adjacent Property Owner List shall be submitted with the submission of the envelopes prepared for the mail out of the public notice.</li> </ul>
		1. <b>Affidavit of Posting:</b> At time of the meeting, the affidavit that signs advertising the public meeting were posted on the project site by the applicant at least 15 days prior to the meeting by either the Planning Commission or, if applicable, the Board of County Commissioners.
		<b>D. Other Materials</b>
		1. <b>Development Review Processing Fee:</b> Required fee and adjacent property owner notification printing & mailing cost (payable to Summit County Government).
		<p>2. <b>Number of Copies Required:</b></p> <p>a. <u>Initial Submittal</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 10 copies of stapled packets of the graphic material, in the scale as outlined above at 24" x 36" in size, <b>folded to 8½"x11"</b>.</li> <li><input type="checkbox"/> 10 copies of stapled packets of the graphic material that are scalable at 11" x 17" in size, <b>folded to 8½"x11"</b>.</li> <li><input type="checkbox"/> 4 copies of the written materials.</li> <li><input type="checkbox"/> If available, one electronic copy of the plans and all submittal requirements.</li> </ul> <p>b. <u>Planning Commission Meeting (Revised during the development review process)</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 8 copies of scalable maps, 11" x 17" in size, <b>folded to 8½"x11"</b>, two weeks prior to the</li> </ul>

		Planning Commission hearing date, if necessary. c. <u>Board of County Commissioners (“BOCC”) Meeting</u> <input type="checkbox"/> 4 copies of scalable maps, 11” x 17” in size, <b>folded to 8½”x11”</b> , two weeks prior to BOCC date, if necessary.
		<b>2. The BOCC, Planning Commission or Planning Department</b> may require you to submit additional information needed for review of your application.

I, \_\_\_\_\_ understand and acknowledge the above listed submittal requirements are needed in order to make application for a Development Review Worksession Application. The application includes all the submittal requirements as indicated by an initial and date on the submittal requirement checklist. All applicable fees, any required plans and any other submittal documents so indicated “*When Required*” on this checklist are also included in the submittal.

Date of Pre-Submittal Meeting: \_\_\_\_\_

Planner’s Signature: \_\_\_\_\_