

# SUMMIT COUNTY PLANNING DEPARTMENT

## SUBMITTAL REQUIREMENTS FOR SITE PLAN REVIEW



### CLASS 4 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 4 development review application for a site plan review, 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 site plan review.
		<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. Criteria for Decision Statement:</b> Statement of how the required criteria for decision can be met.
		<b>7. 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"/> Status of water rights.</li> </ul>

		<ul style="list-style-type: none"> <li><input type="checkbox"/> Copy of water augmentation plan.</li> <li><input type="checkbox"/> Copy of well permit.</li> <li><input type="checkbox"/> Letter from the applicable district.</li> </ul>
		<p><b>8. 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>9. Provision of Other Utilities:</b> Statement of proposed method of providing utilities (i.e., gas, electric, phone).</p> <ul style="list-style-type: none"> <li>✓ Letters of consent from utility companies.</li> </ul>
		<p><b>10. Site Plan Improvements Agreement:</b> A site plan improvements agreement per Section 12607 of the Code.</p>
		<p><b>11. Statement of Intent on Subdividing:</b> A statement of any intended means of subdividing to ensure that the proposed site plan can be subdivided base on the proposed plan.</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 and easements</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 wetland delineation flagged by a qualified consultant, and surveyed 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. Site Plan (1":10', 1":20' or 1":30' scale) including:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Proposed building or structure layout.</li> <li><input type="checkbox"/> Proposed parking area layout per Section 3700 et seq. and Chapter 5 of the Code, including: <ul style="list-style-type: none"> <li>✓ Alignments and names of streets that border the site.</li> <li>✓ Configuration of proposed driveways or other accessways.</li> <li>✓ Parking areas showing the dimensions of parking stalls and aisles or driveways, handicapped parking spaces and required signage, pavement stripping and markings, parking area signs, location of plazas, curbs, gutters, sidewalks, walls and fences, parking area lighting, parking area landscaping, and any required loading/unloading areas.</li> <li>✓ Spot elevations of proposed parking areas and associated aisles or driveways.</li> <li>✓ Refer to Section 3700 and review the detailed parking requirements of the Code.</li> </ul> </li> <li><input type="checkbox"/> Proposed building height per the submittal requirements and provisions of Section 3505.06 et seq. of the Code.</li> </ul> <ul style="list-style-type: none"> <li>✓ A certified topographic survey of the building site with one (1) or two (2) foot contour intervals in a United States Geological Survey ("USGS") datum prepared by a Colorado Professional Land Surveyor (Other provisions of this Code require a topographic survey of all areas to be disturbed). Such survey shall be prepared to ensure that the County can certify elevations, floorplans and overall height based on reliable site plan datum. The USGS datum shall be indicated as a note on the topographic survey stating what datum was used and how it was derived.</li> <li>✓ A site plan view (birds eye view) of the building site that shows the (1) natural grade, (2) finished grade, (3) outline of the building; (4) outline of the roof dripline and the</li> </ul>

		<p>corresponding mean sea elevation for all horizontal eaves, (5) a roof plan showing roof ridgelines and the corresponding mean sea level elevations in a USGS datum, and (6) the roof appendages and the corresponding mean sea level elevations in a USGS datum. The above mentioned information shall be depicted using differing line weights so as to be clearly differentiated where applicable.</p> <ul style="list-style-type: none"> <li>✓ Elevation drawings of all facades of a proposed building or structure that shows (1) the maximum roof or structure height in mean sea level elevation in a USGS datum based on the certified topographic survey datum as specified above, (2) the natural grade of the site, (3) the finished grade of the site; and, 4) the ridgeline elevations in mean sea elevation.</li> <li>✓ Notwithstanding the foregoing, the Planning Department may waive the submission of existing topographic data if a proposed building is: 1) located on slopes that are 10% or less, and 2) the proposed building or structure and any associated roof appendages are not within five (5) feet of the maximum height allowed by the underlying zoning district.</li> </ul> <ul style="list-style-type: none"> <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, including connections to existing, proposed or requested trail systems, mass transit stops or other community centers or activity areas.</li> <li><input type="checkbox"/> Other intended uses by area (outdoor storage areas, etc.)</li> <li><input type="checkbox"/> Statistical summary of the site. <ul style="list-style-type: none"> <li>✓ Acreage and square footage of the site.</li> <li>✓ Number of dwelling units, broken out by the type of dwelling unit.</li> <li>✓ Density per Section 3505.02 et seq. of the Code, including the floor area broken out by type of use (See definition of floor area in Chapter 15).</li> <li>✓ Open space per Section 3505.10 et seq. of the Code.</li> <li>✓ Site area per Section 3505.14 et seq. of the Code.</li> <li>✓ Site coverage per Section 3505.15 of the Code, broken out by building site coverage and other impervious site coverage.</li> <li>✓ Number of parking spaces required by use.</li> <li>✓ Number of parking spaces provided.</li> </ul> </li> <li><input type="checkbox"/> Location of walls, fences and retaining walls per Section 3505.17, including the top of wall and bottom of wall elevations and the proposed wall or fence material.</li> <li><input type="checkbox"/> Snow storage and snow shedding per Section 3505.19 et seq. of the Code.</li> <li><input type="checkbox"/> Location of all exterior lighting per the provisions of Section 3505.07 et seq. of the Code and cut sheets of each type of exterior light fixture.</li> <li><input type="checkbox"/> Proposed location of staging areas, construction office or storage trailers, soil storage areas and construction fencing, construction access points or other key areas of construction activity.</li> </ul>
		<p><b>4. Landscaping Plan:</b> Proposed landscaping plan per Section 3600 et seq. of the Code, including but not limited to:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Minimum planting requirements per Section 3603.B et seq of the Code (3 trees and 2 shrubs per actual unit or per 1,000 sq. ft. of floor area, whichever situation applies (both could apply in mixed use development).</li> <li><input type="checkbox"/> Preservation of Significant Trees per Section 3603.C et seq. of the Code, including a certified survey of the "significant trees" (conifers with 8 inches caliper or greater and deciduous tree with a caliper of 4 inches or greater).</li> <li><input type="checkbox"/> Buffering and screening per Section 3603.D et seq. of the Code.</li> <li><input type="checkbox"/> Parking area screening per Section 3603.E et seq. of the Code.</li> <li><input type="checkbox"/> Mandatory landscaping design standards per Section 3604 et seq. of the Code.</li> <li><input type="checkbox"/> Landscaping plan requirements per Section 3605 et seq. of the Code.</li> <li><input type="checkbox"/> Plant installation standards per Section 3606 et seq. of the Code (Quality Standards and</li> </ul>

		<p>Minimum Plant Sizes).</p> <ul style="list-style-type: none"> <li>❑ Landscape guarantee per Section 3608 et seq. of the Code (costs included in the required site plan improvements agreement discussed above).</li> <li>❑ Landscaping maintenance plan per Section 3609 et seq. of the Code (to be included in the projects covenants, declaration or other homeowner's association legal documents).</li> <li>❖ This section of the Code is very detailed and an applicant will need to ensure that all the applicable provisions of Section 3600 et seq. are met.</li> </ul>
		<p><b>5. Civil Plans:</b> To the same engineering scale as the site plan, prepared by a Colorado Professional Engineer, including but not limited to:</p> <ul style="list-style-type: none"> <li>❑ Proposed grading and drainage plan, with proposed grading shown in a USGS datum with 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>❑ Drainage calculations and detention or retention ponds per Section 8102 et seq. of the Code.</li> <li>❑ Proposed finished grade of the site in a USGS datum, including but not limited to all driveways, walkways, parking areas, parking aisles, and trails or recpaths.</li> <li>❑ Proposed top of retaining wall and bottom of retaining wall heights.</li> <li>❑ Proposed drainage swales, culverts, ditches and other drainage improvements and rip-rap or other detail of the grading and drainage plan.</li> <li>❑ Construction details of grading and drainage improvements.</li> <li>❑ Cross-section(s) of paving for driveways, parking areas, trails and other paving per the provisions of Chapter 5.</li> <li>❑ Composite utility plan showing existing and proposed water, sewer, gas, electric and telecommunication lines.</li> <li>❑ Proposed water quality protection plan (erosion control plan) per the provisions of Chapter 6 and 7 of the Code.</li> </ul>
		<p><b>6. Architectural Plans</b></p> <ul style="list-style-type: none"> <li>❑ <b>Floor Plans:</b> Dimensioned floor plans to ¼:1 to 1/8:1 architectural scale, or other scale as may be approved by the Planning Department based on the extent of a proposed building, including: <ul style="list-style-type: none"> <li>✓ Use of interior spaces and proposed configuration of countertops, kitchens, wetbars, bathrooms, sinks, etc.</li> <li>✓ Location of all entries and doors.</li> <li>✓ Location of all windows and wall openings.</li> <li>✓ Location of all interior walls and doors.</li> <li>✓ Finished floor slab elevations in a USGS datum.</li> <li>✓ Patios, decks, stairs, bay windows, chimneys and all other improvements associated with the dwelling.</li> <li>✓ Exterior walls with a solid line and the roof dripline in a dashed line.</li> <li>✓ Size of cabinet areas for wetbars or kitchenettes as provided for in the Code.</li> </ul> </li> <li>❑ <b>Elevations:</b> Dimensioned elevations to ¼:1 to 1/8:1 architectural scale, or other scale as may be approved by the Planning Department based on the extent of a proposed building, including: <ul style="list-style-type: none"> <li>✓ Proposed exterior materials.</li> <li>✓ Proposed windows, doors, chimney(s), deck(s), stair(s), roof appendage(s), trim, columns, beams and other proposed elevation details.</li> <li>✓ Proposed building mass and scale per Section 3505.05B of the Code.</li> <li>✓ Primary building entrances per Section 3505.05.C of the Code.</li> <li>✓ Proposed building and roofing material and colors per Section 3505.05.D of the Code. A separate materials and colors board will need to be submitted, along with an exact color copy of such, will need to be submitted.</li> <li>✓ For mixed use or commercial development, proposed design standards per Section</li> </ul> </li> </ul>

		<p>3505.05.E of the Code.</p> <ul style="list-style-type: none"> <li>✓ Proposed roof ridge elevations in a USGS datum (Please refer to the building height requirements listed above).</li> <li>✓ Proposed location of all exterior lights.</li> <li>✓ Proposed water quality protection plan per the provisions of Chapter 6 and 7 of the Code.</li> </ul>
		<p><b>7. 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>□ 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>□ A proposed disturbance plan that quantifies the wetland setback area or wetland area proposed to be impacted.</li> <li>□ A mitigation plan.</li> <li>□ Evidence of compliance with Section 404 of the Federal Clean Water Act.</li> <li>□ A site plan improvements agreement and associated financial guarantee.</li> <li>□ 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>
		<p><b>8. 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.</p>
		<p><b>9. Slopes 30% or Greater:</b> If a proposed activity will impact slopes that are 30% or greater, information per Section 7102 et seq. of the Code.</p>
		<p><b>10. Streamside Setback:</b> If a proposed activity will impact the 25 foot streamside setback, information per Section 7103 of the Code.</p>
		<p><b>11. Road or Utility Crossings of Streams:</b> If a proposed road or utility will cross a stream, information per Section 7104 of the Code</p>
		<p><b>C. Other Materials</b></p>
		<p><b>1. Development Review Processing Fee:</b> Required fee and adjacent property owner notification printing &amp; mailing cost (payable to Summit County Government).</p>
		<ul style="list-style-type: none"> <li>□ <b>2. 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>□ <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>□ <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>
		<p><b>3. Affidavit of Posting:</b> At time of hearing, affidavit that signs advertising the public hearing were posted on the project site by the applicant at least 15 days prior to the hearing by the Planning Commission.</p>
		<p><b>4. Number of Copies Required:</b></p> <p>a. <u>Initial Submittal</u></p> <ul style="list-style-type: none"> <li>□ 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>□ 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>□ 4 copies of the written materials.</li> <li>□ If available, one electronic copy of the plans and all submittal requirements.</li> </ul>

		b. <u>Planning Commission Hearing (Revised during the development review process)</u> <input type="checkbox"/> 8 copies of scalable maps, 11" x 17" in size, <b>folded to 8½"x11"</b> , two weeks prior to the Planning Commission hearing date, if necessary.
		<b>5. The 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 Site Plan 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: \_\_\_\_\_