Site Plan Requirements:
- Site Plan must be complete and accurate. Plans prepared by a registered design professional are preferred; however, stamped plans are not required for zoning submittals.
- Provide a fully dimensioned black line site plan showing all existing and proposed structures. Show all required building setbacks and build-to lines/dimensions.
- Must be drawn to a commonly recognized scale. Scale must be included on the plan(s). Drawings that are subsequently reduced/scanned and cannot be verified for dimensions will be rejected. The total gross floor area of the proposed use stated on the application must match the dimensions shown on the submitted floor plans. Any discrepancies must be corrected prior to the issuance of the requested permit.
- North arrow.
- Title block with business name, site address, applicant name, and date.
- Label all Zone Lot Lines (e.g., Primary Street, Side Street, Rear).
- Identify all site features including vehicular ingress and egress, landscape areas, additions/sheds/exteriors storage, trash enclosures, transformers, bollards, new vents/flues/roof top mechanical equipment, canopies, patios, fences, railings, and ramps.
- Provide all required zoning site information (see sample table below).
- Spot grade elevations and base plane calculations may be required for any proposed exterior modifications.
- Multi-tenant spaces must indicate the number of parking spaces allocated for the business.

*G.F.A. for other tenants in your building is very helpful to determine parking compliance. Your landlord should be able to provide this information.

Required Zoning Site Information
- Zone District: U-MX-2x
- Zone Lot Size (Gross Area): 37,925
- Primary Use(s): Retail Sales
- Building Form Used: General
- Gross Floor Area by Use and Floor: 4,400
- Landscape Area Provided (Gross Area): 3,750
- Building Height, Stories (min/max): 1
- Building Height, Feet (min/max): 34
- Standard Parking Spaces Provided: 0
- Compact Parking Spaces Provided: 0
- Accessible Parking Spaces Provided: 2
- Total Parking Spaces Provided: 36
- Bicycle Parking (enclosed/fixed): 7

Sample Zoning Plan

Zone Lot Line
Trees
Landscape Area
Pedestrian Access

Multi-Tenant Zoning Plan

Tenant Business Name
Address
Applicant Name
Date
Floor Plan Requirements:

- Drawing must be complete and accurate. Plans prepared by a design professional are preferred; however, stamped plans are not required for zoning submittals.
- Must be drawn to a commonly recognized scale. Scale must be included on the plan(s). Drawings that are subsequently reduced/scanned and cannot be verified for dimensions will be rejected. The total gross floor area of the proposed use stated on the application must match the dimensions shown on the submitted floor plans. Any discrepancies must be corrected prior to the issuance of the requested permit.
- Dimension all floors of the proposed project including the roof if work is being proposed on the roof (e.g., new rooftop mechanical equipment).
- Label all areas with existing/proposed use or activity and gross floor area (G.F.A.) as defined by the Denver Zoning Code (DZC), Sec. 13.3-11 / Former Chapter 59 (FC 59), Sec. 59-2 (131).
- Identify all points of pedestrian and vehicular access to the structure.
- Provide a legend with zone district, primary use(s), accessory use(s) as applicable, and gross floor area by permitted zoning use and floor (see below).
- Title block with business name, site address, applicant name, and date.

Required Zoning Floor Plan Information

- Zone District: U-MX-2x
- Primary Use(s): Retail Sales
- Building Form Used: General
- Gross Floor Area by Use and Floor (S.F.):
  - First Floor-Retail: 4,400
**Elevation Requirements:**

- Drawing must be complete and accurate. Plans prepared by a registered design professional are preferred; however, stamped plans are not required for zoning submittals.
- Must be drawn to a commonly recognized scale. Scale must be included on the plan(s). Drawings that are subsequently reduced/scanned and cannot be verified for dimensions will be rejected.
- Provide fully dimensioned elevations of the project site as proposed, including all structures, mechanical equipment, building penetrations, and zone lot lines (ZLL).
- Label all elevations with building face (e.g., "South Elevation," "North Elevation").
- Title block with business name, site address, applicant name, and date.
- Dimension all height from applicable zoning base plane to top of floor/structure including all proposed mechanical equipment.
- Dimension all floors of the proposed project including the roof and all mechanical equipment.
- Label all doors and windows.
- Illustrate how screening meets Denver Zoning Code, Sec. 10.5.7.3 or Former Chapter 59, 59-96, when required, and dimension all proposed screening.
- Provide transparency calculations per Denver Zoning Code, Sec. 13.1.6.2 or Former Chapter 59, 59-272 (as applicable).

It is the responsibility of the applicant to fulfill all submittal requirements including a complete application. The zoning reviewer reserves the right to request additional information when it is required to evaluate a particular application for compliance to Denver Zoning Code regulations. Plans that do not meet these minimum requirements will not be accepted as a complete application.

**Required Transparency Calculations**

Primary Street building facade 7'x40'=280s.f.
Facade Windows 7' x 33' = 231 s.f.
Total Transparency Primary Street (%)—83%