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, trash enclosures, transformers, bollards, new vents/flues/rooftop 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.

Required Zoning Site Information

<table>
<thead>
<tr>
<th>Zone District</th>
<th>G-MS-3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zone Lot Size (Gross Area)</td>
<td>32,375 S.F.</td>
</tr>
<tr>
<td>Primary Use(s)</td>
<td>Retail Sales</td>
</tr>
<tr>
<td>Accessory Use(s)</td>
<td>Outdoor Retail Sale and Display</td>
</tr>
<tr>
<td>Building Form Used</td>
<td>Shopfront</td>
</tr>
<tr>
<td>Gross Floor Area by Use and Floor (S.F):</td>
<td>9,430</td>
</tr>
<tr>
<td>First Floor</td>
<td>6,693.75</td>
</tr>
<tr>
<td>Second Floor</td>
<td></td>
</tr>
<tr>
<td>Landscape Area Provided (Gross Area)</td>
<td>3,750</td>
</tr>
<tr>
<td>Building Height, Stories (min/max)</td>
<td>2</td>
</tr>
<tr>
<td>Building Height, Feet (min/max)</td>
<td>30’</td>
</tr>
<tr>
<td>Standard Parking Spaces Provided</td>
<td>47</td>
</tr>
<tr>
<td>Compact Parking Spaces Provided</td>
<td>0</td>
</tr>
<tr>
<td>Accessible Parking Spaces Provided</td>
<td>2</td>
</tr>
<tr>
<td>Total Parking Spaces Provided</td>
<td>49</td>
</tr>
<tr>
<td>Bicycle Parking (enclosed/fixed)</td>
<td>2</td>
</tr>
</tbody>
</table>

Site Legend

- Zone Lot Line
- Trees
- Landscape Area
- Pedestrian Access

Sample Zoning Plan

Scale: 1” = 30’
**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: G-MS-3
- Primary Use(s): Retail Sales
- Building Form Used: Shopfront
- Gross Floor Area by Use and Floor (S.F.):
  - First Floor: 9,430 S.F.
  - Second Floor: 6,693.75 S.F.
**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' x 98' = 686 s.f.
- Side Street building facade 7' x 105' = 735 s.f.
- Primary Street Windows 7' x 85' = 595 s.f.
- Side Street Windows 7' x 64' = 449 s.f.
- Total Transparency Primary Street (%) = 87%
- Total Transparency Side Street (%) = 61%

Rooftop mechanical equipment, shall be screened from ground level view, as viewed from an abutting Primary Street. It will be measured vertically from the far side of the abutting street. All measurements will be taken perpendicular to the subject property. Screening shall be of a material similar in quality and appearance to other areas of the building facade. For example, a parapet wall may be used to screen rooftop equipment.