

Formal Site Development Plan Submittal Checklist

General Submittal Requirements

- I. Project Initiation Sheet (if any information changed since Concept Plan submittal)**
- II. Review Fees (Refer to the Concept Letter for the amount. Fees due at the time of 2nd formal submittal.)**
- III. Site Development Plan set, including the following sheets:**

Sheet 1	Cover Sheet
Sheet 2	Survey
Sheet 3	Site Plan
Sheet 4	Parking Plan Sheet(s) (if applicable)
Sheet 5	Utility and Grading Plan
Sheet 6	Landscape Plan
Sheet 7	Architectural Building Elevations
Sheet 8	Photometric Plan
Sheet 9	Details (this sheet is optional, details may be shown on other sheets as space permits)

General Format Requirements Applicable to All Sheets

1. Sheet Size: All submittals are accepted electronically in PDF format. Original AutoCAD drawings must be formatted to 24" x 36" sheet size.
2. Scale: 1"=50' (preferred); 1"=20', 1"=30', 1"=40', 1"=60', and 1"=100' (may be also used). Architectural building elevations may be shown in architectural scale. Please label each plan with scale used.
3. A border, 1 inch from the top, bottom, and right side, and a minimum of 3 inches in from the left side.
4. A Title Block including name of development, type of development, quarter section, township, and range. The Title must also include address or location of project by nearest intersection when address is not available. The Title needs to be centered at the top of the sheet.
5. Name of development needs to be in lower right hand corner underneath the border.
6. Page number in lower right hand corner of each sheet above the border.

7. Zone Lot boundaries must be clearly shown in solid heavy line on all sheets.
8. All lettering must be at least 3/32 inch high (equivalent to 10 point height) at the 24"x36" format.
9. North arrow must be clearly shown and must be in same direction on all sheets.
10. All information must be presented in black and white format, except for building elevations rendering submitted for the Urban Design Review (when applicable).

Information to be Shown on Site Development Plan Sheets

Sheet 1 - Cover Sheet

1. **Title Block**
2. **Vicinity Map** identifying the subject property, the adjoining streets, and the major streets in the surrounding area. Generally, the vicinity map should include the area within a one-half mile radius of the site and should be at a scale of 1"=1000' or 1" = 2000'. If site is in a view plane, or within 200' of a view plane, document location and name of view plane on the vicinity map.
3. **Legal Description.** If the subject site is a portion or phase of a larger area integral to the subject site, legal descriptions may be required for both the overall area and the phase or phases for which plans are submitted. These phases, if any, should be illustrated on a key map. Legal description needs to include square footage of the property.
4. **Statistical Information. (Choose one, Table A or Table B)**

Table A.

(Use this template for projects reviewed under the new code - Denver Zoning Code)

Zone District		
General Zone Lot Information	Sq. Ft	Acres
Zone Lot Size (Gross Project Area)		
Area to be deeded for additional right-of-way		
Net project area (after deeding of any needed public right-of-way)		
Primary and Side Street Designations		
Proposed Use (s)		
Number of dwelling units (residential projects only)		
Gross Floor Area for each use (for non residential and mixed-use projects)		

Building Form Used		
Design Elements	Required	Provided
Building Height, Stories (min/max)		
Building Height, Feet (min/max)		
Build-To	Required	Provided
Primary Street Total Build-To (min % within min/max) (Refer to Sheet X of XX for details)		
Side Street Total Build-to (min % within min/max) (Refer to Sheet X of XX for details)		
Overall Buildings or Structure Length (max)		
Parking	Required (min/max)	Provided
Standard spaces		
Compact spaces		
Accessible		
Total		
Note: (if the amount of parking provided is less than required please provide reference to the DZC Section that were used for reduction)		
Bicycle (enclosed/fixed)		
Loading spaces		
Ground Story Activation (Transparency)	Required (min)	Provided
Total Transparency Primary Street (%) (Refer to sheet X of XX for analyses)		
Total Transparency Side Street (%) (Refer to sheet X of XX for analyses)		

Table B

(Use this table for projects reviewed under the old code – Former Chapter 59)

Zoning		
Proposed Use		
General Zone Lot Information	Sq. Ft	Acres
Zone Lot Size (Gross Project Area)		
Area to be deeded for additional right-of-way		
Net project area (after deeding of any needed public right-of-way)		
Number of dwelling units (residential projects only)		
Net project density (based on net project area; residential projects only)		
Gross floor area per zoning definition 59-2 (131); include any floor area in mezzanines, include area of structured parking separately		
Floor area ratio per zoning definition 59-2 (119)		
Height of structures per zoning definition 59-2 (52)(feet/ stories), and the reference point for the measurement		
	Sq. ft	%
Ground coverage by all primary and accessory structures		
Ground coverage by all parking		
Ground coverage by all landscaping		
	Required	Provided
Land area per dwelling unit		
Open space per dwelling unit		
Landscaped open space per dwelling unit		
Parking	Required (min/max)	Provided

Standard spaces		
Compact spaces		
Accessible		
Total parking spaces provided		
Bicycle spaces		
Loading spaces		

5. General Notes:

- a. Fences, walls, signs and accessory structures are subject to separate reviews and permits.
 - b. Angles not shown are either 90 degrees or a supplement of the angle indicated.
 - c. Private roadways will be posted with “Fire Lane” signs as required by the Denver Fire Department.
 - d. Parking spaces for persons with disabilities will be clearly delineated with upright signs.
 - e. Approval for this plan does not constitute or imply compliance with ADA requirements.
 - f. Site(s) shall be landscaped prior to issuance of a final Certificate of Occupancy (CO) during the growing season of April 1st to October 1st, at all other times the individual sites shall be landscaped within 45 (forty-five) days of the start of the following growing season.
 - g. An access easement for emergency services is hereby granted on and across all areas for police, fire, medical and other emergency vehicles and for the provision of emergency services.
 - h. All landscape areas shall be irrigated with underground automatic irrigation system. Trees, shrubs, and decorative grasses will be irrigated by a separate zone from sod/grass; this includes trees planted in sod/grass area. The irrigation system is to have a rain sensor shutoff installed.
 - i. Private roadways are non-dedicated streets and will not be maintained by the City and County of Denver (use this note only if applicable)
 - j. Responsibility for the maintenance of the of Commonly Owned Land and Storm Water Detention facility constructed as part of this development will be that of the Home Owners Association/Property Owner(s) of Parcel(s)_____ (use this note only if applicable).
6. **Sheet Index.** Label each sheet and provide page number for each sheet in the site plan set in the following format: Sheet X of YY.

7. Owner Signatures Block. Use this signature block if your project is reviewed under the new zoning code –Denver Zoning Code

OWNER'S SIGNATURE

I (WE), the undersigned, shall comply with all regulations contained in Denver Zoning Code.
The following signatures constitute all owners and holders of deeds of trust for land and structures included in this plan:

BUILDER INVESTMENTS, INC.
BY _____ DATE _____
John J. Builder, President

State of Colorado
City and County of Denver

The foregoing instrument was acknowledged before me this (day) day of (month) AD 20_____ by John J. Builder.

Witness my hand and official seal
My commission expires: _____

Notary Public

Address

Use this signature block if your project is reviewed under the old code – Chapter 59, or under PUD

OWNER'S SIGNATURE

I (WE), the undersigned, shall comply with all regulations contained in Former Chapter 59 of the Revised Municipal Code of the City and County of Denver.
The following signatures constitute all owners and holders of deeds of trust for land and structures included in this plan:

BUILDER INVESTMENTS, INC.
BY _____ DATE _____
John J. Builder, President

State of Colorado
City and County of Denver

The foregoing instrument was acknowledged before me this (day) day of (month) AD 20_____ by John J. Builder.

Witness my hand and official seal
My commission expires: _____

Notary Public

Address

Sheet 2 - Survey Sheet

1. Include the boundary of the development in a heavy solid line on all sheets in plan.
2. The Survey shall conform to CRS 38-51-104, and 38-51-106 and the surveyor shall reestablish the range line control system for the block on which the development is proposed and install the necessary range points and housing boxes with ties to the City Survey Control System for that block. For areas where Range Line systems have never existed, the Survey shall be tied to the Public Land Survey System (contact the City of Denver Surveyors Office for guidance).
3. Reference to the Book and Page numbers or the reception numbers of recorded easements together with the county and date of recording. Include dimension and tie easements to the property boundary.
4. Include the City of Denver Benchmark describing the BM number, description, location and elevation (NAVD 1988).
5. Label, delineate, and include centerline geometry of private roadways to be used for emergency access on plan. Geometry must close and be tied to the property boundary.
6. Dash or shade all existing improvements, Lot lines and Lot numbers.

Sheet 3 - Site Plan

1. Show and label Zone Lot boundary lines as heavy solid black line. Provide dimensions.
2. Identify the land use and zone district information of all adjacent land.
3. Show building footprints of all existing structures to remain and all proposed buildings and structures. Show all projecting building elements such as cantilevered floor areas, balconies, bay windows, etc. and recessed elements. Show points of ingress and egress.
4. Show and dimension required setback and/or build-to lines for all structures. Show and dimension setback provided (if greater than required setback). Show all existing or proposed structures encroaching into the required setback and provide maximum encroachment limits. Provide distances between structures.
5. Show all existing and proposed public and private streets and alleys adjacent to the site. Provide "flow line to flow line" dimensions, and label street names. Identify primary and side streets. Refer to Section 13.1.5 of the DZC for definitions and rules.
6. Locate and dimension vehicular access to the site (curb cuts).
7. Show all three sight distance triangles.
8. Show general parking arrangement. Provide dimensions for all parking stalls, vehicular driveways, and loading areas. Locate and provide dimensions for accessible spaces and accessible routes to building entrance.
9. Locate and provide width for pedestrian sidewalks and walkways, including the required pedestrian connection to the primary street (e.g., required entrances). Label all surfaces so that the materials used can be determined.
10. Locate and provide detailed design (dimensions and materials) for existing and proposed fences, garden walls, retaining walls, and trash enclosures and facilities.
11. Show location of all freestanding light fixtures.

12. Show location and approximate dimensions of all existing and proposed signs. Signs and the locations of signs shown on the Site Plan are not approved by the Site Plan review process.
13. Locate all site amenities/structures such as seating, shelters, bicycle racks, trash receptacles/enclosures, gazebos, etc.
14. Show and dimension all landscaped areas and islands.
15. Show detention and water quality pond(s).
16. Show major drainage ways affecting the site and any 100-year floodplain on or adjacent to the site.
17. Locate and provide reception number for all existing and proposed easements.
18. Locate all existing and proposed Fire Lanes and Fire Hydrants.
19. Show the inside radius for 90-degree turns for all emergency access routes and/or hammer head.
20. "Build-to" analyses in the following format:

Build-To Analyses	Required	Provided
Primary Street - _____(provide street name) Total Build-To (min % within min/max) Zone Lot Street Frontage length _____ft Building length _____ft Alternatives provided _____ft (list alternatives here)		
Side Street - _____(provide street name) Total Build-To (min % within min/max) Zone Lot Street Frontage length _____ft Building length _____ft Alternatives provided _____ft (list alternatives here)		

Sheet 4 - Parking Plan Sheet(s) (if applicable)

1. Parking structure layout with dimensions for parking stalls and driveways.
2. Accessible spaces with sign location and accessible routes to elevators and building entrance.
3. Loading areas with dimensions.
4. Bicycle enclosure/structures.

Sheet 5 - Utility and Grading Sheet

1. Existing and Proposed Structures, Streets, and Alleys.
2. Existing and proposed utilities and service lines, including water, sanitary sewer, storm sewer, gas, electricity, telephone, and cable television.
3. Existing and proposed fire hydrants (indicate distance to nearest fire hydrant).

4. Reference to the Book and Page numbers or the reception numbers of recorded easements together with the county and date of recording (any required easements must be recorded and referenced on the plan prior to approval of the plan).
5. All relevant dimensions related to the location of existing and proposed utilities, service lines, and easements.
6. Any Cross-Access and Emergency Exit easements.
7. Denver Fire Department Fire Flow Data Block:

TOTAL FIRE FLOW REQUIRED FOR THIS SITE IS _____ GPM
MINIMUM @ 20 PSI RESIDUAL PRESSURE
THIS FLOW MUST BE PROVIDED FROM A MINIMUM OF _____ FIRE
HYDRANTS
INDIVIDUALLY, EACH FIRE HYDRANT MUST SUPPLY 1500 GPM MINIMUM
@ 20 PSI RESIDUAL PRESSURE

CODE USED FOR ANALYSIS: 2009 IFC WITH 2011 AMENDMENTS
OCCUPANCY GROUP(S):
CONSTRUCTION TYPE(S):
FIRE FLOW CALCULATION AREA:
THIS BUILDING IS/IS NOT FULLY SPRINKLERED

Denver Water Standard Notes

Standard Notes:

1. Each fire hydrant must supply 1500 GPM minimum at 20 psi residual pressure.
2. Water plans for this project must be submitted to DW for review approval separate of the DRC process.
3. An approved DW backflow preventer is required for firelines, commercial, multi-family dwellings and irrigation.
4. Meter locations must be approved by DW.
5. Developer is responsible for all necessary system modifications needed to meet the required fire flows.
6. All existing taps on the site that are not used must be cut-off at the main and inspected by DW. This will be done at the developer's cost.
7. System Development valve for replacement taps will be given according to current Operating Rules.
8. If a water easement is required on a site, this easement will be granted to DW by separate document.
9. Landscaping depicted in future water easements must comply with restrictions contained within the standard water easement agreement.
10. Each independent structure must have its own separate tap, service line & meter.

11. Sub-metering is required on individual multi-family units as mandated by City Ordinance.
12. Soil amendment is required on all new water services. Certificate of Occupancy will not be issued without a soil inspection by DW.
13. Pre-submittal review is required prior to the formal water plan submittal to DW.

Items required on utility plans:

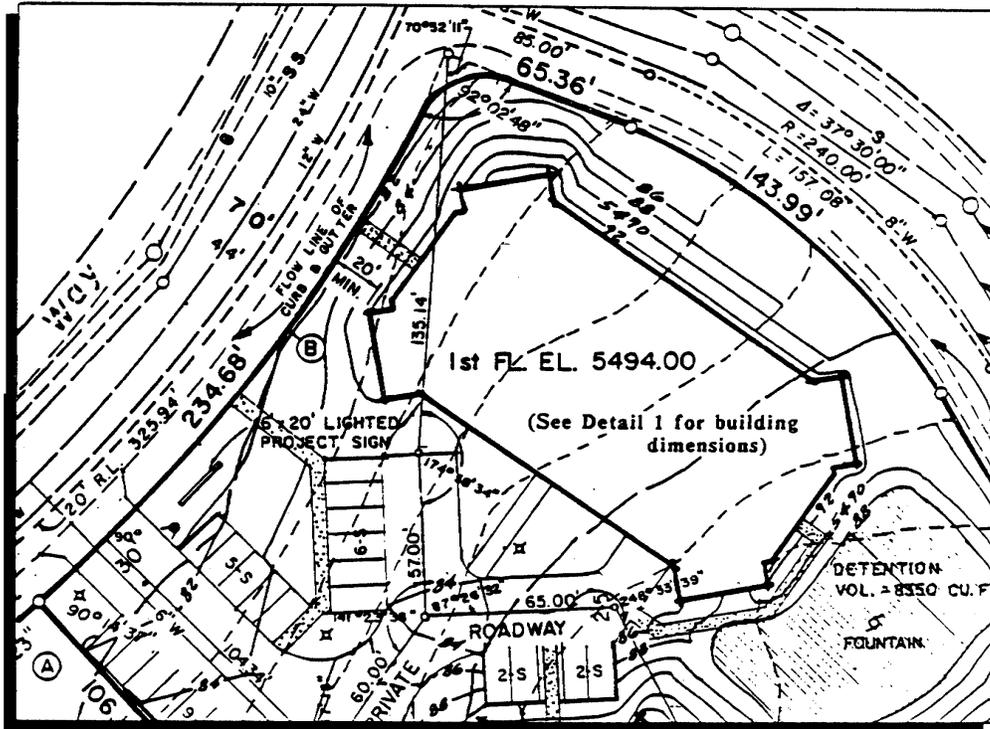
1. Fire Flow Data and number of fire hydrants required.
2. Note if a fire sprinkler is required
3. Size and type of existing water main
4. Existing hydrants and hydrant numbers
5. Location of new tap, size, service line and meter location
6. Call out all existing taps, along with tap size and number.
7. Street name and nearest cross street

Grading Plan Required Information

1. Existing and Proposed Drainage Channels and Facilities, and Area Subject to a 100-year Flood.
2. Existing and proposed contour lines of the subject area shown in intervals not to exceed two (2) feet. Provide finished floor elevations for ground floor of existing and proposed building.

Graphic Standards Detail (in full scale of a typical site plan.)

Note: Utilities and/or topography may be shown on separate sheets



Note: Existing features are shown with dashed lines; proposed features with solid lines

Commonly used graphic symbols

Symbol	Description
	5520 Existing Contour
	5520 Proposed Contour
	Fire Hydrant (Proposed) (Existing)
	8" W Existing Water Line
	6" W Proposed Water Line
	Existing Sanitary Sewer
	Proposed Sanitary Sewer
	Existing Storm Sewer
	Existing Gas Main
	Concrete Areas
	Outdoor Lights

Sheet 6 - Landscape Plan

1. Show and label Zone Lot boundary lines as heavy solid black line. Provide dimensions.
2. Show building footprints of all existing structures to remain and all proposed buildings and structures.
3. Illustrate parking lot layout. Locate and dimension parking landscape islands, right-of-way medians, and other landscape islands.
4. Locate and dimension pedestrian sidewalk walkways.

5. Show landscape elements including fences, walls, and berms, and all site amenities/structures such as seating, shelters, bicycle racks, trash receptacles/enclosures, and gazebos.
6. Illustrate planted areas identifying name, size and quantity of material to be used.
7. Provide planting details, including typical methods of planting, minimum required mulch materials and depths, underlayments, etc. (Refer to the City Forestry website for information).
8. Show all three sight distance triangles.
9. Show location of all existing and proposed signs. Signs and the locations of signs shown on the Landscape Plan are not approved by the Site Plan review process.
10. Provide the number of existing trees, trees to be removed and proposed trees.
11. Provide analyses for how the required 5% of the parking lot landscaping requirements have been met (if applicable).
12. Provide a landscape legend in the following format (include only those species that will be planted on this site):

Symbol	Quantity	Botanical Name	Common Name	Size	Notes
WC	6	Catalpa Erubescens	Western Catalpa	3" Caliper	
BS	7	Picea Ponderosa	Ponderosa Pine	6 ft	

Sheet 6 – Architectural Building Elevations Sheet

1. Show Zone Lot lines identifying building setbacks. Show upper story setbacks.
2. Show View Plane line.
3. Show Base Plane (for projects reviewed under the new code). Refer to Section 13.1.3 of the DZC for definitions and rules. Show height from the Base Plane to highest part of the structure. Show encroachments into the maximum allowable building height.
4. In zone districts with bulk planes, show bulk plane originating from existing grade and any encroachments into the bulk plane.
5. Show actual roofline and the top of the parapet (for flat roofs). Provide the parapet height.
6. Show height of the rooftop mechanical equipment and how this mechanical equipment will be screened.
7. Identify clear glazing and provide dimensions for all windows.
8. Show all projecting elements such as cantilevered floor area, balconies, bay windows, etc.
9. Identify all building materials.
10. Show zone of transparency and provide transparency analyses in the following format:

Ground Story Activation (Transparency)	Required (min)	Provided

Primary Street - _____(provide street name) Total Transparency (%) Building Length _____ft and % Clear glazing _____ft and % Alternatives _____ft (List alternatives here)		
Side Street - _____(provide street name) Total Transparency (%) Building Length _____ft and % Clear glazing _____ft and % Alternatives _____ft (List alternatives here)		

Sheet 7 - Photometric Plan

1. Show location of all freestanding and wall mounted exterior lighting.
2. Provide information about type (light source).
3. Show photometric study on plan.
4. Show summary of photometric study including min, max, and average number of footcandles.
5. Show details of all light fixtures, including pole heights as measured from the ground.

Sheet 8 – Site Development Plan Details (Optional, all details may be shown on other sheets)

1. Show trash enclosure design details (elevations).
2. Show garden wall and fence details.
3. Provide other details as required.