

**FILED**

12:53 pm, May 09 2023

CLERK AND RECORDER  
CITY AND COUNTY OF DENVER

# Department of Community Planning and Development

## Rules and Regulations Governing PUD/PBG Site Plans



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Approvals

*Laura E. Aldrete*

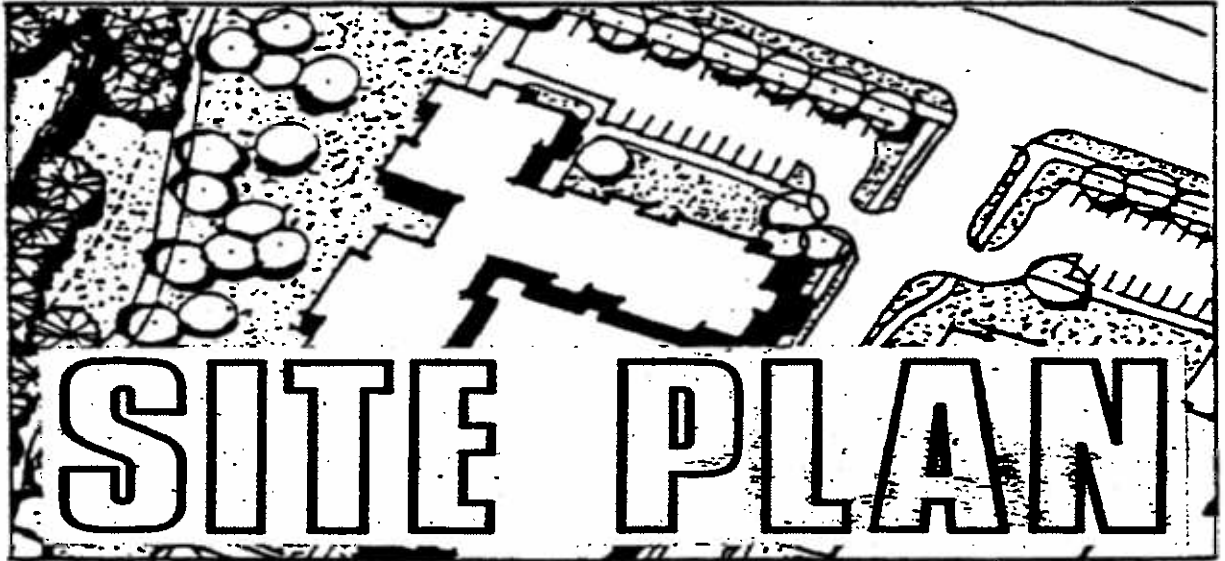
Executive Director, Department of Community Planning & Development

*Kewon*

Attorney for the City & County of Denver

Date of Final Signature / Effective Date: 5.3.2023

# PUD/PBG



## SITE PLAN RULES & REGULATIONS

### CITY & COUNTY OF DENVER

**The Process & Requirements for Site Plan  
Review of Planned Unit Developments,  
Planned Building Groups and B-2 and  
B-3 District Development Plans.**

**COMPILED BY THE DENVER PLANNING OFFICE**

# Memorandum

**To:** Prospective Applicant  
**Date:** 11/28/2005  
**Re:** PBG/PUD Rules and Regulations Supplement

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Please note that there have been changes in the PBG/PUD Site Plan Rules and Regulations Manual since the last printing. Please see the following lists and attachments.

Attachment #1: Updated Fee (for Development Review Fees ONLY) schedule as of October 1, 1999. This is for all site plans including but not limited to PBG, Development Plans, Planned Development, Gateway Site Plans, and Residential Development Plans. It replaces the \$600 for the first acre information on page 12.

Attachment #2 Updated Development Review Committee Member list. This list is also on the internet at [www.denvergov.com](http://www.denvergov.com)

Attachment #3: Updated application form

Fees for Minors (that meet the criteria on page 65) is \$1,000

On the cover sheet of your site plan submittal please add an "Index of Sheets" below the vicinity map.

On page 16 the blank in the certification statement should be filled in as follows:

For PGB's Chapter 59, Article VIII, Section 59-616 through 59-623

For PUD Site Plans: Chapter 59 Article IV Division 22, Section 59-511 through 59-520

For B-2 District Development Plans: Chapter 59, Article IV, Division 7, Section 59-181 through 59-182

For b-3 District Development plans: Chapter 59, Article IV, Division 7, Section 59-181 through 59-192

Pgs.58-62 Easement and Indemnity Agreements is now a note on your plans. Please add this note to the General Note section on the first page of your submittal. That note is as follows:

*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*

Pg. 24 Recording of the site plan fees have increased by a \$1. It is a one dollar processing fee, the ten dollar per page fee has not changed. Therefore if your document is 9 pages your check made out to the Clerk and Recorder would be \$91.

*November 28, 2005*

Pg. 20 In the approval section number 6 please change "Planning Director" to "Manager of the Community Planning and Development"

Pg. 12 The preliminary plan submittal requirement changes from 15 copies to 20 copies.

General information such as case manager's names and numbers, current list of projects, FAQ., etc. can be found at [www.denvergov.com](http://www.denvergov.com)

Also, note that other fees such as Public Works Development Engineering Services fees have also increased. Again, please see [www.denvergov.com](http://www.denvergov.com) for current information.



**DENVER**  
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**Development Review Committee Contact List**  
City & County of Denver, Community Planning & Development (CPD)

<b>Development Review Section</b>	Webb Municipal Building, 2 <sup>nd</sup> Floor 201 W Colfax Dept. 205 Denver, CO 80202 fax: 720-865-3057		e-mail: firstname.lastname@denvergov.org
Zoning/Permitting Manager	Mike O'Flaherty	720-865-2984	mike.o'flaherty@
Lead Case Manager	Karen Callaway	720-865-2988	karen.callaway@
Area Case Managers:	Ken Brewer	720-865-2994	ken.brewer@
To find the area of the city managed, please see the Development Review Area Assignment Map.	Janell Flaig	720-865-2926	janell.flraig@
	Shannon Haydin	720-865-2960	shannon.haydin@
	Steve Oliver	720-865-2797	steve.oliver@
	Greg Savage	720-865-2785	greg.savage@
	Brandon Schaad	720-865-2935	brandon.schaad@

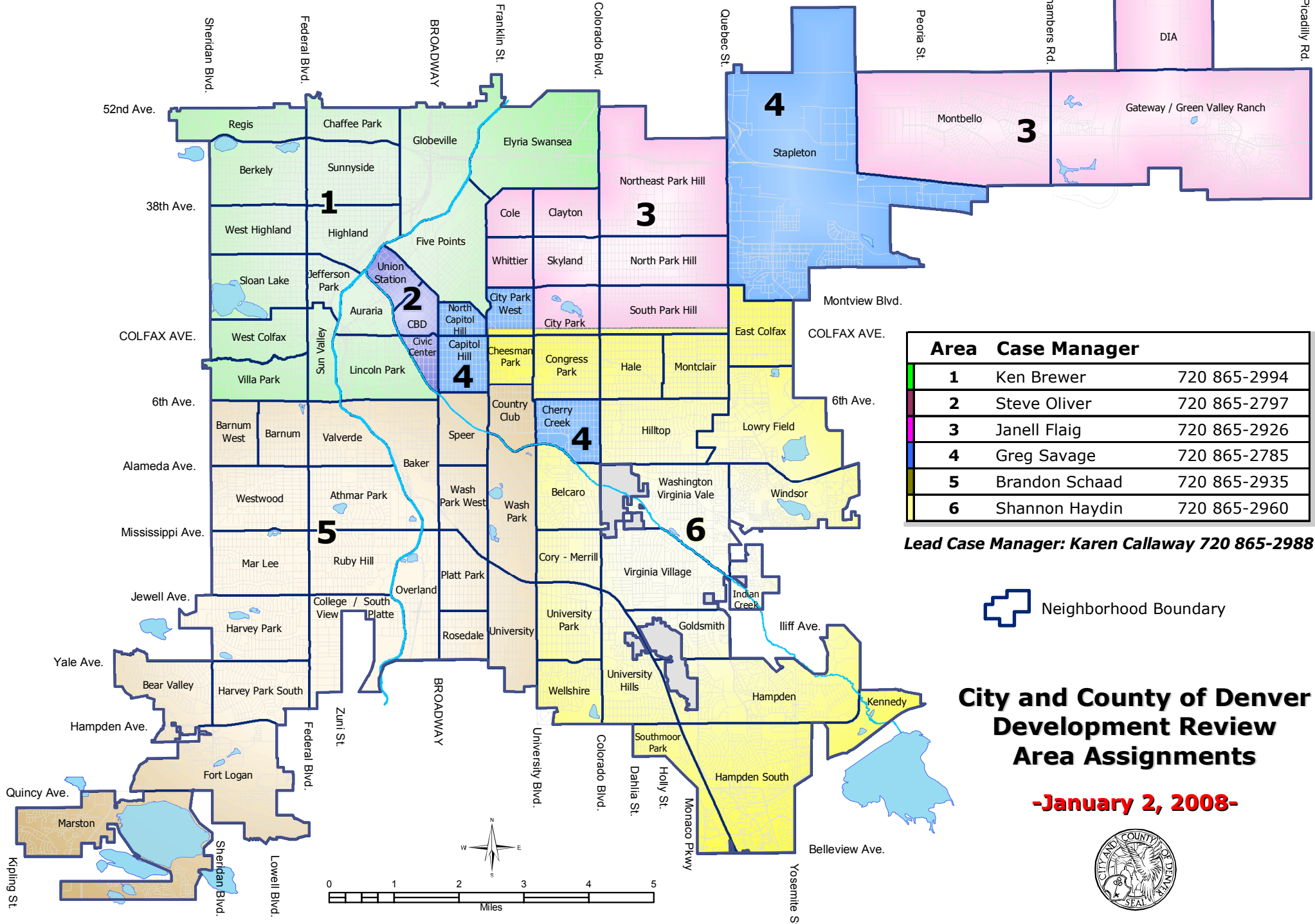
<b>Denver: Primary Approval Agency Contacts</b>			
Transportation/Wastewater (DES/Public Works) Alan Sorrel	201 W Colfax Dept. 202 Denver, CO 80202	720-865-3027	alan.sorrel@denvergov.org
Surveyor (DES/Public Works) Jeff Jones	201 W Colfax Dept. 202 Denver, CO 80202	720-865-3121	jeff.jones@denvergov.org
Fire (Public Safety) Joe Florez	201 W Colfax Dept. 207 Denver, CO 80202	720-913-3476	joe.florez@denvergov.org
Parks Planning Lori Padilla-Torres	201 W Colfax Dept. 613 Denver, CO 80202	720-913-0638	lori.padilla-torres@denvergov.org
Water Board, Sales Vickie Haugen	1600 W 12th Ave Denver, CO 80204	303-628-6100	vickie.haugen@denverwater.org

<b>Denver: Other Agency Contacts</b>			
Building/CPDA Claude Neumann	201 W Colfax Dept. 209 Denver, CO 80202	720-865-2813	claude.neumann@denvergov.org
Commission for People with Disabilities, Laureen Ferris	201 W Colfax Dept. 1202 Denver, CO 80202	720-913-8472	laureen.ferris@denvergov.org
Environmental Health Lisa Farrell	201 W Colfax Dept. 1009 Denver, CO 80202	720-865-5439	lisa.farrell@denvergov.org
Asset Management Steve Wirth, Land Office	201 W Colfax Dept. 902 Denver, CO 80202	720-913-1503	steve.wirth@denvergov.org
Solid Waste (Public Works) Mike Lutz	1390 Decatur St. Denver, CO 80204	720-865-6845	mike.lutz@denvergov.org

<b>District &amp; Franchise-Holder Contacts</b>			
Denver Public Schools Michael Hickman	900 Grant St. Room 401 Denver, CO 80203	720-423-3394	michael_hickman@dpsk12.org
Metro Wastewater Reclamation District, Craig Simmonds	6450 York St. Denver, CO 80229	303-286-3000	csimmonds@mwrddst.co.us
Urban Drainage & Flood Control District, Bill DeGroot	2480 W 26 <sup>th</sup> Ave., Suite 156B Denver, CO 80211	303-455-6277	bdegroot@udfcd.org
Xcel Energy Teresa Wilson	550 15 <sup>th</sup> St., #700 Denver, CO 80202	303-571-7029	teresa.j.wilson@xcelenergy.com




# CPD Development Review



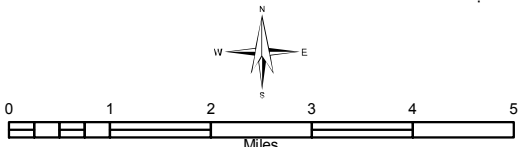
Area	Case Manager	Phone
1	Ken Brewer	720 865-2994
2	Steve Oliver	720 865-2797
3	Janell Flaig	720 865-2926
4	Greg Savage	720 865-2785
5	Brandon Schaad	720 865-2935
6	Shannon Haydin	720 865-2960

**Lead Case Manager: Karen Callaway 720 865-2988**

 Neighborhood Boundary

## City and County of Denver Development Review Area Assignments

**-January 2, 2008-**





**DENVER**  
THE MILE HIGH CITY

**Community Planning and Development**

**Permit and Inspection Services**

201 W Colfax Ave, Dept 205

Denver, CO 80202

[www.denvergov.org/development\\_review](http://www.denvergov.org/development_review)

### Development Review & Zoning Amendment Fee Schedule

# of Acres	Std Rezoning Fee	Std Rezoning Fees w/WC	PUD Rezoning Fees	Minor Site Plan Review	Site Plan Review (PBG/PD/PUD)	Subdivision Fee with Site Plan	Subdivision Fee without Site Plan
1	\$1,000.00	\$1,500.00	\$1,500.00	\$1,000.00	\$2,500.00	\$500.00	\$1,500.00
2	\$1,500.00	\$2,100.00	\$2,000.00	-	\$3,000.00	\$600.00	\$1,600.00
3	\$2,000.00	\$2,700.00	\$2,500.00	-	\$3,500.00	\$700.00	\$1,700.00
4	\$2,500.00	\$3,300.00	\$3,000.00	-	\$4,000.00	\$800.00	\$1,800.00
5	\$3,000.00	\$3,900.00	\$3,500.00	-	\$4,500.00	\$900.00	\$1,900.00
6	\$3,500.00	\$4,500.00	\$4,000.00	-	\$5,000.00	\$1,000.00	\$2,000.00
7	\$4,000.00	\$5,100.00	\$4,500.00	-	\$5,500.00	\$1,100.00	\$2,100.00
8	\$4,500.00	\$5,700.00	\$5,000.00	-	\$6,000.00	\$1,200.00	\$2,200.00
9	\$5,000.00	\$6,300.00	\$5,500.00	-	\$6,500.00	\$1,300.00	\$2,300.00
10	\$5,500.00	\$6,900.00	\$6,000.00	-	\$7,000.00	\$1,400.00	\$2,400.00
11	\$6,000.00	\$7,500.00	\$6,500.00	-	\$7,500.00	\$1,500.00	\$2,500.00
12	\$6,500.00	\$8,100.00	\$7,000.00	-	\$8,000.00	\$1,600.00	\$2,600.00
13	\$7,000.00	\$8,700.00	\$7,500.00	-	\$8,500.00	\$1,700.00	\$2,700.00
14	\$7,500.00	\$9,300.00	\$8,000.00	-	\$9,000.00	\$1,800.00	\$2,800.00
15	\$8,000.00	\$9,900.00	\$8,500.00	-	\$9,500.00	\$1,900.00	\$2,900.00
16	\$8,500.00	\$10,500.00	\$9,000.00	-	\$10,000.00	\$2,000.00	\$3,000.00
17	\$9,000.00	\$11,100.00	\$9,500.00	-	\$10,500.00	\$2,100.00	\$3,100.00
18	\$9,500.00	\$11,700.00	\$10,000.00	-	\$11,000.00	\$2,200.00	\$3,200.00
19	\$10,000.00	\$12,300.00	\$10,500.00	-	\$11,500.00	\$2,300.00	\$3,300.00
20	\$10,500.00	\$12,900.00	\$11,000.00	-	\$12,000.00	\$2,400.00	\$3,400.00
21	\$11,000.00	\$13,500.00	\$11,500.00	-	\$12,500.00	\$2,500.00	\$3,500.00
22	\$11,500.00	\$14,100.00	\$12,000.00	-	\$13,000.00	\$2,600.00	\$3,600.00
23	\$12,000.00	\$14,700.00	\$12,500.00	-	\$13,500.00	\$2,700.00	\$3,700.00
24	\$12,500.00	\$15,300.00	\$13,000.00	-	\$14,000.00	\$2,800.00	\$3,800.00
25	\$13,000.00	\$15,900.00	\$13,500.00	-	\$14,500.00	\$2,900.00	\$3,900.00
26	\$13,500.00	\$16,500.00	\$14,000.00	-	\$15,000.00	\$3,000.00	\$4,000.00
27	\$14,000.00	\$17,100.00	\$14,500.00	-	\$15,500.00	\$3,100.00	\$4,100.00
28	\$14,500.00	\$17,700.00	\$15,000.00	-	\$16,000.00	\$3,200.00	\$4,200.00
29	\$15,000.00	\$18,300.00	\$15,500.00	-	\$16,500.00	\$3,300.00	\$4,300.00





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**Community Planning and Development**

**Permit and Inspection Services**

201 W Colfax Ave, Dept 205

Denver, CO 80202

[www.denvergov.org/development\\_review](http://www.denvergov.org/development_review)

# of Acres

	Std Rezoning Fee	Std Rezoning Fees w/WC	PUD Rezoning Fees	Minor Site Plan Review	Site Plan Review (PBG/PD/PUD)	Subdivision Fee with Site Plan	Subdivision Fee without Site Plan
30	\$15,500.00	\$18,900.00	\$16,000.00	-	\$17,000.00	\$3,400.00	\$4,400.00
31	\$16,000.00	\$19,500.00	\$16,500.00	-	\$17,500.00	\$3,500.00	\$4,500.00
32	\$16,500.00	\$20,100.00	\$17,000.00	-	\$18,000.00	\$3,600.00	\$4,600.00
33	\$17,000.00	\$20,700.00	\$17,500.00	-	\$18,500.00	\$3,700.00	\$4,700.00
34	\$17,500.00	\$21,300.00	\$18,000.00	-	\$19,000.00	\$3,800.00	\$4,800.00
35	\$18,000.00	\$21,900.00	\$18,500.00	-	\$19,500.00	\$3,900.00	\$4,900.00
36	\$18,500.00	\$22,500.00	\$19,000.00	-	\$20,000.00	\$4,000.00	\$5,000.00
37	\$19,000.00	\$23,100.00	\$19,500.00	-	\$20,500.00	\$4,100.00	\$5,100.00
38	\$19,500.00	\$23,700.00	\$20,000.00	-	\$21,000.00	\$4,200.00	\$5,200.00
39	\$20,000.00	\$24,300.00	\$20,500.00	-	\$21,500.00	\$4,300.00	\$5,300.00
40	\$20,500.00	\$24,900.00	\$21,000.00	-	\$22,000.00	\$4,400.00	\$5,400.00
41	\$21,000.00	\$25,500.00	\$21,500.00	-	\$22,500.00	\$4,500.00	\$5,500.00
42	\$21,500.00	\$26,100.00	\$22,000.00	-	\$23,000.00	\$4,600.00	\$5,600.00
43	\$22,000.00	\$26,700.00	\$22,500.00	-	\$23,500.00	\$4,700.00	\$5,700.00
44	\$22,500.00	\$27,300.00	\$23,000.00	-	\$24,000.00	\$4,800.00	\$5,800.00
45	\$23,000.00	\$27,900.00	\$23,500.00	-	\$24,500.00	\$4,900.00	\$5,900.00
46	\$23,500.00	\$28,500.00	\$24,000.00	-	\$25,000.00	\$5,000.00	\$6,000.00
47	\$24,000.00	\$29,100.00	\$24,500.00	-	\$25,500.00	\$5,100.00	\$6,100.00
48	\$24,500.00	\$29,700.00	\$25,000.00	-	\$26,000.00	\$5,200.00	\$6,200.00
49	\$25,000.00	\$30,300.00	\$25,500.00	-	\$26,500.00	\$5,300.00	\$6,300.00
50	\$25,500.00	\$30,900.00	\$26,000.00	-	\$27,000.00	\$5,400.00	\$6,400.00
51	\$26,000.00	\$31,500.00	\$26,500.00	-	\$27,500.00	\$5,500.00	\$6,500.00
52	\$26,500.00	\$32,100.00	\$27,000.00	-	\$28,000.00	\$5,600.00	\$6,600.00
53	\$27,000.00	\$32,700.00	\$27,500.00	-	\$28,500.00	\$5,700.00	\$6,700.00
54	\$27,500.00	\$33,300.00	\$28,000.00	-	\$29,000.00	\$5,800.00	\$6,800.00
55	\$28,000.00	\$33,900.00	\$28,500.00	-	\$29,500.00	\$5,900.00	\$6,900.00
56	\$28,500.00	\$34,500.00	\$29,000.00	-	\$30,000.00	\$6,000.00	\$7,000.00
57	\$29,000.00	\$35,100.00	\$29,500.00	-	\$30,500.00	\$6,100.00	\$7,100.00
58	\$29,500.00	\$35,700.00	\$30,000.00	-	\$31,000.00	\$6,200.00	\$7,200.00
59	\$30,000.00	\$36,300.00	\$30,500.00	-	\$31,500.00	\$6,300.00	\$7,300.00







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# of Acres

	Std Rezoning Fee	Std Rezoning Fees w/WC	PUD Rezoning Fees	Minor Site Plan Review	Site Plan Review (PBG/PD/PUD)	Subdivision Fee with Site Plan	Subdivision Fee without Site Plan
60	\$30,500.00	\$36,900.00	\$31,000.00	-	\$32,000.00	\$6,400.00	\$7,400.00
61	\$31,000.00	\$37,500.00	\$31,500.00	-	\$32,500.00	\$6,500.00	\$7,500.00
62	\$31,500.00	\$38,100.00	\$32,000.00	-	\$33,000.00	\$6,600.00	\$7,600.00
63	\$32,000.00	\$38,700.00	\$32,500.00	-	\$33,500.00	\$6,700.00	\$7,700.00
64	\$32,500.00	\$39,300.00	\$33,000.00	-	\$34,000.00	\$6,800.00	\$7,800.00
65	\$33,000.00	\$39,900.00	\$33,500.00	-	\$34,500.00	\$6,900.00	\$7,900.00
66	\$33,500.00	\$40,500.00	\$34,000.00	-	\$35,000.00	\$7,000.00	\$8,000.00
67	\$34,000.00	\$41,100.00	\$34,500.00	-	\$35,500.00	\$7,100.00	\$8,100.00
68	\$34,500.00	\$41,700.00	\$35,000.00	-	\$36,000.00	\$7,200.00	\$8,200.00
69	\$35,000.00	\$42,300.00	\$35,500.00	-	\$36,500.00	\$7,300.00	\$8,300.00
70	\$35,500.00	\$42,900.00	\$36,000.00	-	\$37,000.00	\$7,400.00	\$8,400.00
71	\$36,000.00	\$43,500.00	\$36,500.00	-	\$37,500.00	\$7,500.00	\$8,500.00
72	\$36,500.00	\$44,100.00	\$37,000.00	-	\$38,000.00	\$7,600.00	\$8,600.00
73	\$37,000.00	\$44,700.00	\$37,500.00	-	\$38,500.00	\$7,700.00	\$8,700.00
74	\$37,500.00	\$45,300.00	\$38,000.00	-	\$39,000.00	\$7,800.00	\$8,800.00
75	\$38,000.00	\$45,900.00	\$38,500.00	-	\$39,500.00	\$7,900.00	\$8,900.00
76	\$38,500.00	\$46,500.00	\$39,000.00	-	\$40,000.00	\$8,000.00	\$9,000.00
77	\$39,000.00	\$47,100.00	\$39,500.00	-	\$40,500.00	\$8,100.00	\$9,100.00
78	\$39,500.00	\$47,700.00	\$40,000.00	-	\$41,000.00	\$8,200.00	\$9,200.00
79	\$40,000.00	\$48,300.00	\$40,500.00	-	\$41,500.00	\$8,300.00	\$9,300.00
80	\$40,500.00	\$48,900.00	\$41,000.00	-	\$42,000.00	\$8,400.00	\$9,400.00
81	\$41,000.00	\$49,500.00	\$41,500.00	-	\$42,500.00	\$8,500.00	\$9,500.00
82	\$41,500.00	\$50,000.00	\$42,000.00	-	\$43,000.00	\$8,600.00	\$9,600.00
83	\$42,000.00	\$50,000.00	\$42,500.00	-	\$43,500.00	\$8,700.00	\$9,700.00
84	\$42,500.00	\$50,000.00	\$43,000.00	-	\$44,000.00	\$8,800.00	\$9,800.00
85	\$43,000.00	\$50,000.00	\$43,500.00	-	\$44,500.00	\$8,900.00	\$9,900.00
86	\$43,500.00	\$50,000.00	\$44,000.00	-	\$45,000.00	\$9,000.00	\$10,000.00
87	\$44,000.00	\$50,000.00	\$44,500.00	-	\$45,500.00	\$9,100.00	\$10,100.00
88	\$44,500.00	\$50,000.00	\$45,000.00	-	\$46,000.00	\$9,200.00	\$10,200.00
89	\$45,000.00	\$50,000.00	\$45,500.00	-	\$46,500.00	\$9,300.00	\$10,300.00





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# of Acres

# of Acres	Std Rezoning Fee	Std Rezoning Fees w/WC	PUD Rezoning Fees	Minor Site Plan Review	Site Plan Review (PBG/PD/PUD)	Subdivision Fee with Site Plan	Subdivision Fee without Site Plan
90	\$45,500.00	\$50,000.00	\$46,000.00	-	\$47,000.00	\$9,400.00	\$10,400.00
91	\$46,000.00	\$50,000.00	\$46,500.00	-	\$47,500.00	\$9,500.00	\$10,500.00
92	\$46,500.00	\$50,000.00	\$47,000.00	-	\$48,000.00	\$9,600.00	\$10,600.00
93	\$47,000.00	\$50,000.00	\$47,500.00	-	\$48,500.00	\$9,700.00	\$10,700.00
94	\$47,500.00	\$50,000.00	\$48,000.00	-	\$49,000.00	\$9,800.00	\$10,800.00
95	\$48,000.00	\$50,000.00	\$48,500.00	-	\$49,500.00	\$9,900.00	\$10,900.00
96	\$48,500.00	\$50,000.00	\$49,000.00	-	\$50,000.00	\$10,000.00	\$11,000.00
97	\$49,000.00	\$50,000.00	\$49,500.00	-	\$50,000.00	\$10,100.00	\$11,100.00
98	\$49,500.00	\$50,000.00	\$50,000.00	-	\$50,000.00	\$10,200.00	\$11,200.00
99	\$50,000.00	\$50,000.00	\$50,000.00	-	\$50,000.00	\$10,300.00	\$11,300.00
100	\$50,000.00	\$50,000.00	\$50,000.00	-	\$50,000.00	\$10,400.00	\$11,400.00





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Denver, CO 80202  
p: 720-865-2915  
f: 720-865-3057

[www.denvergov.org/development\\_review](http://www.denvergov.org/development_review)

### Development Review Project/Plan Initiation

<b>Project Information:</b>		
Project Name		Date
Project Address		Current Zoning
If PUD, Date of Ordinance	Legal Description	
Type of Proposed Development		Land Area Size
List of Existing Structures		
Proposed Number of Housing Units	Size of Proposed Structures	
Rental or For Sale?	Existing Approved Site Plan	
<b>Contact Information:</b>		
Contact	Company Name	
Address	Suite#	
City/Town	State	Zip Code
Telephone#	Fax#	
E-mail Address		
<b>Owner Information:</b>		
Name	Telephone#	
Address	Suite#	
City/Town	State	Zip Code
Fax#		
E-Mail Address		
<b>Engineer Information (optional):</b>		
Contact	Company Name	
Address	Suite#	
City/Town	State	Zip Code
Telephone#		
E-mail Address		
<b>Case Manager Name:</b>		Date
DRC Meeting Scheduled For:		District



## **ADDITIONAL CRITERIA FOR DEVELOPMENT PLANS; COMMERCIAL CORRIDOR DESIGN REVIEW.**

All applications for a development plan that is contiguous to a designated commercial corridor shall be reviewed based on the standards set forth in this section and shall be approved, disapproved, or approved subject to conditions and limitations consistent with the standards set forth in this section.

- (a) *General standards and criteria.* All plans shall demonstrate appropriate consideration for and make sufficient provision for the following standards and criteria. All developments located along commercial corridors shall:
- (1) be consistent with the standards and criteria established by the Denver Comprehensive Plan, including any applicable adopted corridor, small area or neighborhood plan;
  - (2) be consistent with the City and County of Denver Streetscape Design Manual and streetscape design guidelines of applicable local improvement districts, e.g. pedestrian lights, detached sidewalks, and street trees;
  - (3) enhance each corridor's traditional street-oriented development patterns, setbacks, and build-to lines, provide a consistent edge to the public street and sidewalk space in order to provide pedestrian scale and access and to encourage pedestrian-oriented activity;
  - (4) provide visual interest and human scale through the use of prominent windows and operable entries at the street-facing facades, and through architectural variation, including form, materials, detail, and color;
  - (5) provide convenient pedestrian access from the public right-of-way to the project and utilize pedestrian-friendly site and building design;
  - (6) minimize the presence of parking areas and parking structures along the corridor edge to limit the conflicts with desired pedestrian activity and negative visual and noise impacts of parked autos on the corridor and on adjacent residential areas through a combination of site planning, building placement, landscaping, masonry screening, fencing, and other effective buffering;
  - (7) use durable materials that complement Denver's tradition as a brick and masonry city;
  - (8) use appropriate lighting to enhance safety and security while minimizing glare and light pollution;


- (9) incorporate signs that are readily visible to motorists and pedestrians and that are complementary to the character of the corridor and individual building architecture.
- (b) Commercial corridors are defined as streets, avenues, parkways, and boulevards that are associated with commerce and have a predominately commercial character. This includes urban commercial corridors closely linked to surrounding neighborhoods with significant pedestrian and transit components.

The commercial corridors reviewed under the provisions of this section are:

- 1) Alameda Boulevard.
- 2) Broadway Street.
- 3) Colorado Boulevard.
- 4) Colfax Avenue.
- 5) Evans Avenue.
- 6) Federal Boulevard.
- 7) Hampden Avenue.
- 8) Leetsdale Drive.
- 9) Lincoln Street.
- 10) Morrison Road.
- 11) Santa Fe Drive.
- 12) Speer Boulevard.
- 13) Sheridan Boulevard.
- 14) University Boulevard.

- (c) The Planning Board for the City and County of Denver shall have the authority to designate commercial corridors that shall be subject to review under these provisions.

**ADOPTED BY CITY AND COUNTY OF DENVER PLANNING BOARD**  
**May 3, 2000**

  
\_\_\_\_\_  
William H. Hornby, Chair, Denver Planning Board

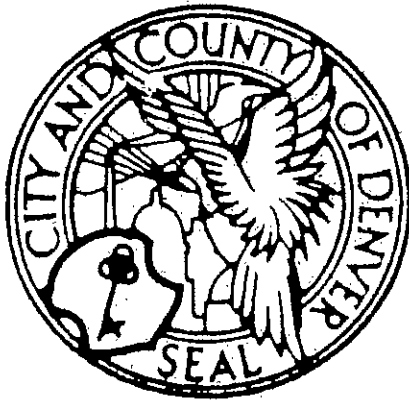
5/17/2000  
Date

**APPROVED BY DIRECTOR OF PLANNING**

  
\_\_\_\_\_  
Jennifer T. Moulton, Director, Community Planning and Development Agency

5.16.2000  
Date

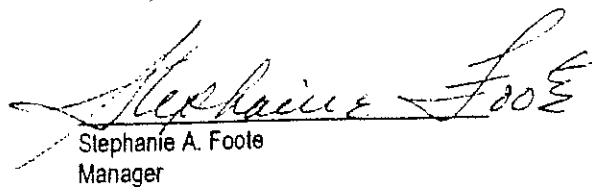
RULES & REGULATIONS ESTABLISHING THE  
DIMENSIONAL AND EQUIPMENT STANDARDS FOR  
BICYCLE PARKING AREAS



Community Planning & Development Agency  
200 W. 14<sup>th</sup> Ave. Room 203  
Denver, Colorado 80204-2700

  
Jennifer T. Moulton, FAIA  
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Transportation Division  
200 W. 14<sup>th</sup> Ave. Room 302  
Denver, Colorado 80204-2700

  
Stephanie A. Foote  
Manager

1/26/01



WELLINGTON E. WEBB  
Mayor


# CITY AND COUNTY OF DENVER


DEPARTMENT OF PUBLIC WORKS

OFFICE OF THE MANAGER  
CITY AND COUNTY BUILDING  
1437 BANNOCK STREET  
ROOM 379  
DENVER, COLORADO 80202  
PHONE: (303) 640-2561

## MEMORANDUM

TO: Department of Public Works Staff  
Community Planning and Development Agency Staff

FROM: Jennifer T. Moulton   
Director of Community Planning and Development

Stephanie A. Foote   
Manager of Public Works

SUBJECT: Rules and Regulations Establishing the Dimensional and Equipment Standards  
for Bicycle Parking Areas

DATE: January 26, 2001

Via this memo, the City of Denver is re-issuing the attached "Rules and Regulations Establishing the Dimensional and Equipment Standards for Bicycle Parking Areas" as a city standard for all bicycle parking rack applications. This will apply to all non-residential development sites, including Planned Unit Developments (PUDs) that have an off-street automobile parking requirement of fifteen (15) or more spaces.

These authority for these rules and regulations is defined in Section 59-582(e) of the Denver Revised Municipal Code.

If you have any questions, please do not hesitate to contact our city Bicycle Planner, James Mackay, at 720-865-3171.

JM/

Attachment

Cc: Mayor Webb's Bicycle Advisory Committee

File:H:Parking:specifications:footemoultonconcurrency

**RULES AND REGULATIONS ESTABLISHING THE DIMENSIONAL  
AND EQUIPMENT STANDARDS FOR BICYCLE PARKING AREAS 12/23/1998**

**I. Objectives for Bicycle Parking Areas.**

- 1) To encourage the use of bicycles for personal transportation as an alternative to motor vehicles.
- 2) To provide for bicycle access to employment, commercial, and other transportation and travel destinations.

**II. Bicycle Parking Standards.**

Per the 1993 Denver Bicycle Master Plan, the "Inverted U" type bike rack is the required bicycle parking rack. Any other type proposed rack would be subject to approval by the Transportation Office.

**III. Required Provision of Bicycle Parking Areas (Refr.: Section 59-582(e) Denver Revised Mun. Code)**

Nonresidential uses having an off-street parking requirement of at least fifteen (15) and not more than forty (40) automobile spaces shall provide a minimum of two (2) off-street bicycle parking spaces. Nonresidential uses having an off-street parking requirement of forty (40) or more automobile spaces shall provide off-street bicycle parking spaces equal to five (5) percent of the total number of automobile off-street parking provided. Subject to review and approval by the transportation office of the entire proposed off-street parking area including but not limited to the design; location; and security features, the total number of required automobile off-street parking spaces may be reduced at the ratio of one (1) automobile off-street parking space for each six (6) bicycle spaces. However, the total number of required automobile off-street parking spaces shall not be reduced by more than five (5) percent.

Each Inverted U provided will count as two (2) bicycle parking spaces.

**IV. Description - The "Inverted U" Type Bicycle Rack**

The inverted U's shall be made from 1 1/2" Schedule 40 Pipe, in accordance with ASTM F 1083 48.26 mm O.D. x 3.68 mm wall (1.90" x 0.145" wall) bent in one piece (not welded in sections) The U's shall measure 36" high, 18" wide (minimum dimensions) with a PVC coating 3 mm (0.125") thick. Racks installed Downtown must be "Federal Green" in color, conforming to color #14056 as specified in the Federal Paint Specifications 595B. Individual racks shall be mounted to concrete via 190 mm (7 1/2") diameter baseplates 10 mm (3/8") thick steel in accordance with ASTM A 36, with three 11 mm diameter (7/16") mounting holes on each base plate. Only the base plate shall be welded to the steel pipe with two (2) 3mm (1/8") vent holes - one on the inside of each upright where the pipe is



welded to the baseplate. This will provide for ventilation inside of the piping and allow condensation to drain out. Expansion anchor to be carbon steel mushroom head, 10 mm x 76 mm (3/8" x 3") "spike" #5550 as manufactured by Rawl or approved equal made from grade 8.2 materials exhibiting equivalent theft-proof performance.

#### **V. Location of Bicycle Parking Racks.**

Racks should either be installed in the public Right-Of-Way, or on private sites in conformance with front setback requirements. Whenever possible, the racks should be placed within 50' of building entrances where bicyclists would naturally transition to pedestrian mode. The rack placement would ideally allow for visual monitoring by people within the building and/or people entering the building. The placement of the racks should minimize conflicts with both pedestrians and motorized traffic. All bicycle parking provided should be on concrete, and located a minimum of 24" from a parallel wall, and 30" from a perpendicular wall (as measured to the closest inverted U).

#### **VI. Use of Alternative (Non-Inverted U) Bicycle Parking Racks.**

As stated above, the Inverted U is the required rack for all applications. At the discretion of the City Transportation Office, other bicycle security devices may be approved for use in unusual circumstances. Any such alternate security device submitted for approval must provide for:

- 1) Supporting the bike frame at two locations (not just a wheel);
- 2) Allowing both the frame and at least one wheel to be locked to the rack (without requiring that the lock be placed near the bicycle chain);
- 3) Allowing the use of either a cable or "U-type" lock;
- 4) Bicycles which are equipped with water bottle cages;
- 5) Bicycles which are not equipped with kickstands; and
- 6) All types and sizes of bicycles, including various types and sizes of frames, wheel sizes, and tire widths.

#### **VII. Bicycle Parking Lockers.**

Bicycle parking lockers are specifically encouraged for assigned use by employees and bicycle commuters. Bicycle parking capacity provided via lockers will be considered as being in compliance with these rules. Lockers are to be placed in accordance with site setback requirements.

# **PUD/PBG**

## **RULES & REGULATIONS**

**City and County of Denver**

**WELLINGTON E. WEBB**  
MAYOR

**The Process and Requirements  
for Site Plan Review of  
Planned Unit Developments,  
Planned Building Groups and  
B-2 and B-3 District  
Development Plans**

**Compiled by the Denver Planning Office**

**Adopted by the Director of Planning  
May 15, 1989**

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# Introduction

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The purpose of this document is to set forth the rules, regulations and standards for the preparation, processing and approval of site plans as required for the following classifications of development:

1. Planned Building Groups (PBG's) involving two or more structures on a single zone lot;
2. Planned Unit Developments (PUD's) involving new construction and/or additions to existing structures in a PUD zone district;
3. Development or redevelopment in a B-2 or B-3 zone district, provided that the zone district was designated subsequent to 1956 and is more than one acre in size;
4. R-X zoned developments;
5. Other developments subject to site plan review as a specific condition of a rezoning approval; and
6. Amendments to approved site plans for any of the above classifications of development.

Two of these classifications of development -- Planned Buildings Groups and Planned Unit Developments -- are described in greater detail below.

## Planned Building Groups (PBG's)

---

The Planned Building Group is commonly referred to as both a procedure and a product. The PBG procedure, as set forth in Article VII of the Denver Zoning Ordinance (Chapter 59 of the Revised Municipal Code), provides for the preparation and approval of a PBG site plan (the product) which, upon approval and recordation, allows more than one structure to be constructed on a single "zone lot."

### The "Zone Lot"

In order to understand the PBG procedure and the opportunities that it offers for improved site design, it is necessary to understand the concept of "zone lot." The "zone lot" is the basic unit for development under the Denver Zoning Ordinance. Any structure constructed in any zone district in Denver must be located on a "zone lot" which meets the specific zone lot requirements for that zone district. These specific zone lot requirements vary from zone district to zone district. Generally, however, each zone lot must:

1. have frontage on a public street;
2. be a single parcel of contiguous land (except in the B-5 zone district); and
3. be designated as a zone lot by the owners or owner of the land area.

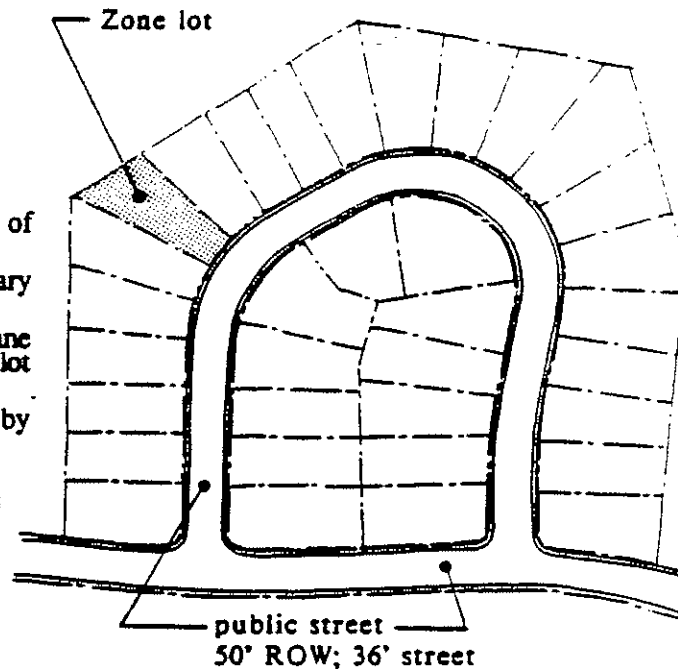
Most zone districts require that no more than one structure be located on a single zone lot. The basic purpose of the PBG procedure is to provide a mechanism to waive this requirement so that two or more structures can be located on the same zone lot.

**Figure 1.**  
**Typical Zone Lot in an R-1 Zone District.**

Each such zone lot:

- has frontage on a public street
- has a minimum of 6,000 square feet of land area
- can accommodate only one primary structure
- is subject to setback and bulk plane restrictions from front, rear and side lot lines
- coincides with lot lines established by subdivision

Note: The specific zone lot requirements vary by Zone district.



**Applicable Districts**

The Zoning Ordinance provides for the PBG procedure to be used in the following zone districts:

R-1	B-1	B-4
R-2	B-A-1	B-A-4
R-2-A	B-2	B-8
R-3	B-A-2	O-1
R-3-X	B-3	
R-4	B-A-3	

**Reasons for Utilizing the PBG**

The PBG procedure may be the only option for developing certain sites. Typically, however, other options do exist, though they may not offer the flexibility and the opportunities for efficient site utilization that the PBG procedures does.

Even when options do exist, developers often elect to go through the PBG procedure for one or more of the following reasons:

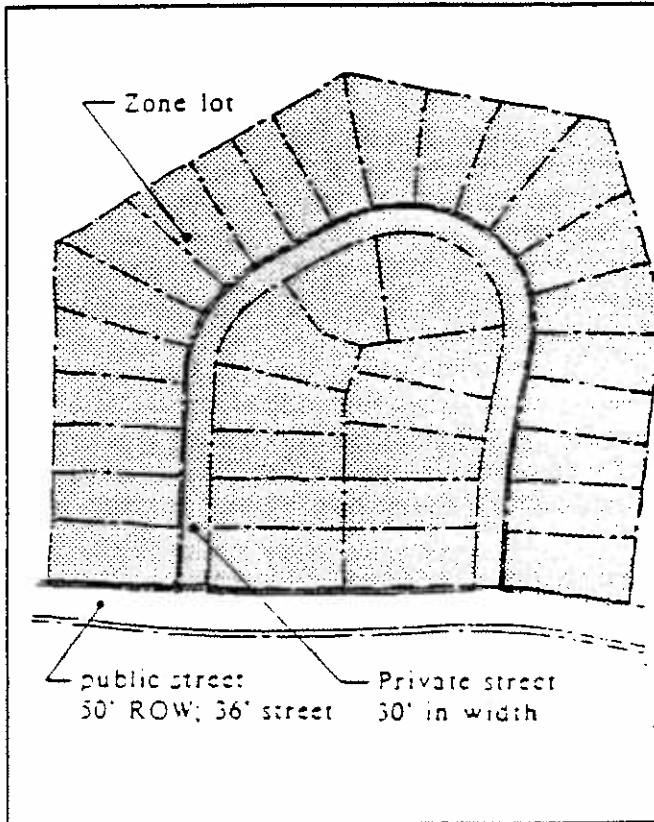
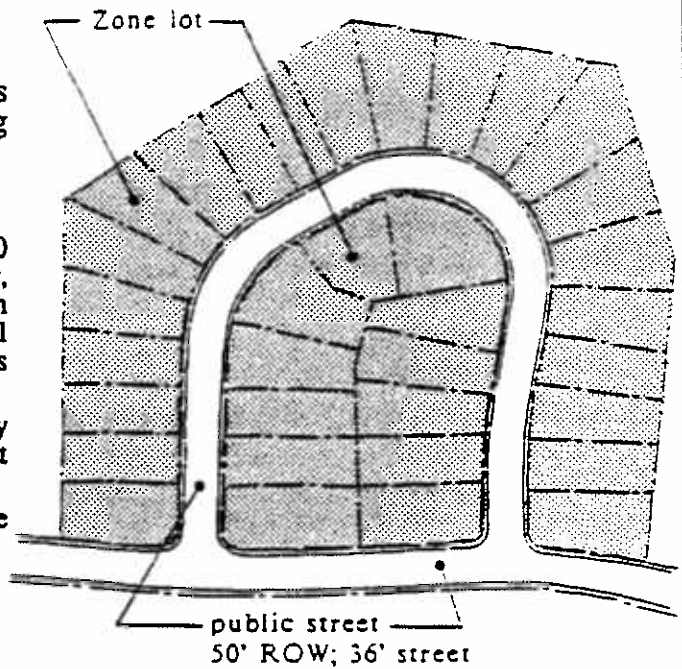
1. Use of private streets. Individual building sites within a PBG zone lot do not have to front on a public street. Instead, individual building sites may front on a private street within the PBG zone lot. Since the minimum allowable width of private streets is substantially less than the minimum width of a dedicated public street, private streets use considerably less land, leaving more land available for development or landscaping. In addition, the building setbacks and bulk plane restrictions that would apply to public street frontage do not apply to private street frontage. Finally, and perhaps most significantly, private streets are not subtracted from the land area of the zone lot for the purpose of calculating residential densities.

**Figure 2.**  
**PBG Zone Lots in an R-1**  
**Zoned Development**  
**Utilizing a Public Street.**

The PBG allows the consolidation of all lots in each block into a single zone lot, resulting in two zone lots.

Each zone lot:

- has frontage on a public street
- must have an average minimum of 6,000 square feet per building site; however, individual building sites may be less than 6,000 square feet provided that the total of all building sites within each zone lot averages at least 6,000 square feet per building site.
- can accommodate multiple primary structures, provided that there is at least 6,000 square feet of land area per structure.
- is subject to setback and bulk plane restrictions as illustrated in Figure 4a.



**Figure 3.**  
**PBG Zone Lot in an R-1**  
**Development Utilizing a**  
**Private Street.**

The PBG, together with the use of a private street, allows the consolidation of all lots in the development into a single zone lot.

This zone lot:

- has frontage on a public street
- must have an average minimum of 6,000 square feet per building site, including the land area of the private street. Any or all individual building sites within the zone lot may have less than 6,000 square feet, provided that the total of all such building sites within the zone lot and the private street, averages at least 6,000 square feet per building site.
- can accommodate multiple primary structures provided that there is at least 6,000 square feet of land area (including the private street) per structure.
- is subject to setback and bulk plane restrictions as illustrated in Figure 4b.

**Table 1. Comparisons Between PBG and Non-PBG Development in the R-1 Zone District**

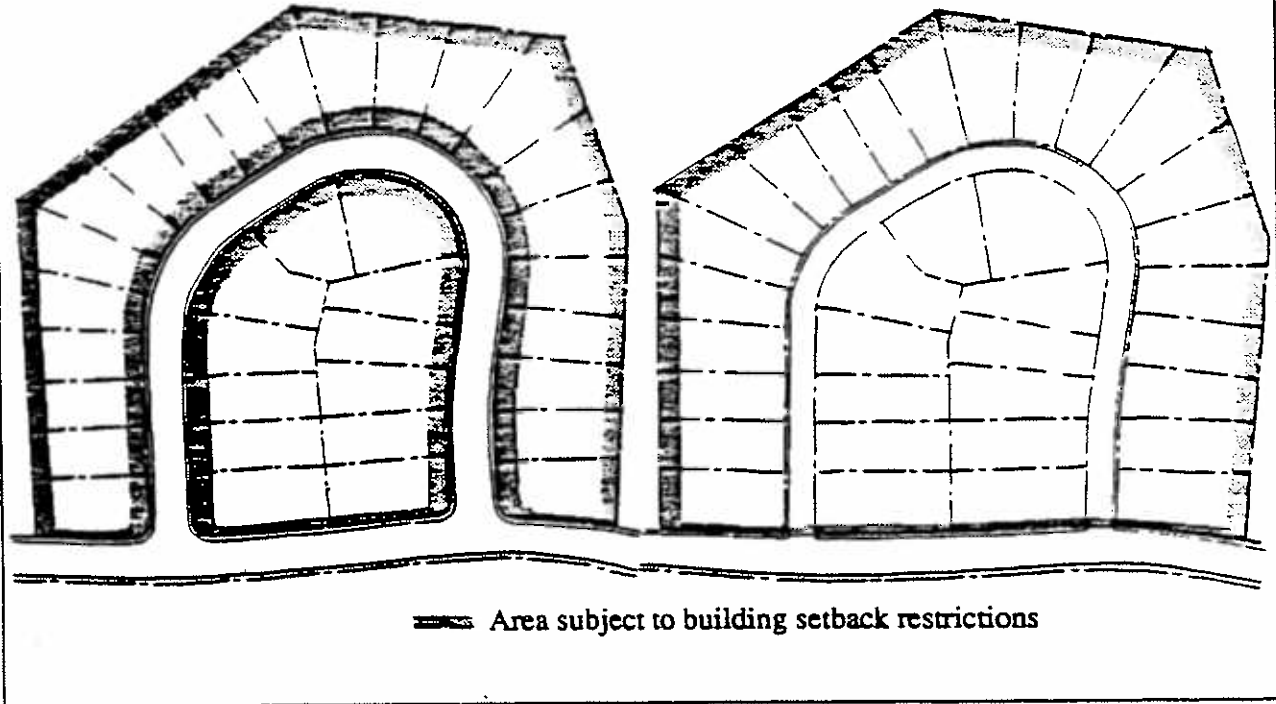
<b>Comparison</b>	<b>R-1 Development without PBG (See Figure 1)</b>	<b>R-1 PBG Development utilizing a public street (See Figure 2)</b>	<b>R-1 PBG Development utilizing a private street (See Figure 3)</b>
Number of lots	37 shown; 37 allowed	37 shown; 37 allowed	37 shown; 44 allowed
Total gross land area (before dedication)	6.1 acres	6.1 acres	6.1 acres
Land dedicated for interior public street	0.9 acres	0.9 acres	None
Total net land area (after dedication)	5.2 acres	5.2 acres	6.1 acres
Net Density	7.1 units/acre	7.1 units/acre	6.0 units/acre with 37 lots
Average net lot size	6,122 square feet	6,122 square feet	7,182 sq. ft. with 37 lots (includes private street)
Minimum lot size allowed	Each lot must be at least 6,000 sq. ft.	No minimum for individual lot; however, total net land area divided by number of lots must equal at least 6,000 square feet.	No minimum for individual lot; however, total gross/net land area divided by number of lots must equal at least 6,000 square feet.

2. Greater flexibility in building placement and building bulk. Building setback and building bulk plane restrictions are based on the perimeter boundaries of the zone lot. In a PBG zone lot containing two or more individual building sites, only the perimeter zone lot lines are subject to setback and bulk plane restrictions. The interior property or lot lines that define the individual building sites are not subject to these restrictions, providing greater opportunities for building placement and building bulk relative to these interior lines. The PBG procedure allows for zero lot line building placement along these interior lines.
3. Increased density in the R-2-A zone district. Without a PBG, the maximum allowable density in the R-2-A zone district is 21.5 dwelling units per acre. With a PBG, the allowable density may be increased to 29 dwelling units per acre. In order to accommodate the substantial increase in density permitted under a PBG, PBG's with densities greater than 21.5 dwelling units per acre must meet certain open space and landscaping requirements, as well as more demanding site design standards.
4. Small lot development in the R-2 zone district. The Zoning Ordinance specifies that a zone lot in an R-2 zone district must contain at least 6,000 square feet of land area. Such a zone lot may accommodate two units, with each additional unit requiring an additional 3,000 square feet of land area. Without a PBG, a large land area of, say, 60,000 square feet, could be developed with a maximum of ten, one- or two-unit structures, each on separate zone lots. With a PBG, the same 60,000 square feet could be developed with, perhaps, fifteen single-unit structures, each on separate zone lots of 3,800+ square feet (Note: each structure must have 3,000 square feet of open space, allowing, in this example, a building ground coverage of 800 square feet per structure).

**Figure 4.**

**Areas Subject to Building Setback Restrictions in PBG Developments**

PBG Development Utilizing a Public Street: PBG Development Utilizing a Private Street:



**Planned Unit Development (PUD) Site Plans**

Each PUD Zone District is controlled by a PUD District Plan and a PUD Site Plan. The PUD District Plan must be approved by City Council prior to the approval of the detailed PUD Site Plan. The PUD Site Plan must conform to the approved PUD District Plan. These "PUD/PBG Rules and Regulations" do not cover the preparation and processing of the PUD District Plan, only the preparation and processing of the PUD Site Plan. Information on the preparation and processing of the PUD District Plan is available from the Zoning Review Section of the Planning Office.

Planned Unit Developments which do not involve new buildings or additions to existing buildings are not subject to site plan review.



PART 1

**The Review and Approval Process**

# The Development Review Committee

The Development Review Committee was established for the purpose of reviewing Planned Building Groups (PBGs), Planned Unit Development (PUD) Site Plans, Subdivision Plans and other required site plans. By ordinance, the Committee consists of the Director of Planning, the Manager of Public Works, the Zoning Administrator, the Chief of the Fire Department, the Manager of Parks and Recreation, and the Manager of the Denver Water Board, or their designated representatives. Other City agencies, as well as Mountain Bell, Public Service Company and the Colorado Department of Highways, are represented on the Committee at the request of the agencies designated by ordinance. A Planning Office representative functions as the coordinator of the Committee.

Generally, plans referred to the Committee for review must be approved by each affected reviewing agency as a condition for approval of the plan. Plans are not approved on the basis of consensus or on the basis of a vote. Instead, each reviewing agency must approve the plan on the basis of specific ordinances and regulations which that agency is responsible for administering. The Committee may not waive the requirements of any reviewing agency.

## Meetings

The Committee meets weekly, usually at 8:30 a.m. on Thursdays in the Planning Office Board Room, to review the status of development plans being processed. The Committee is available by appointment after these meetings to discuss development proposals or problems related to development plans under review. Committee meetings are open to the public.

## Agencies Represented on the Development Review Committee

The following city agencies and other participants are represented on the Development Review Committee.

<u>Agency Participant</u>	<u>Phone</u>
<b>CITY AGENCIES</b>	
Building Inspection Division	640-5186
Commission for People with Disabilities	640-3056
Engineering Division	640-5402
Fire Prevention Bureau, Fire Department	640-2540
Health and Hospitals	893-6241
Parks and Recreation Department	458-4811
Planning Office	640-2736
Police Department, Community Affairs/ Crime Prevention	640-2378
Transportation Division	640-3958
Wastewater Management Division	964-0500
Water Department	628-6100
Zoning Administration	640-2191
<b>OTHER PARTICIPANTS</b>	
Colorado Department of Highways	757-9930
Denver Public Schools	837-1000
Mile-Hi Cablevision	778-2978
U.S. West Communications	896-5325
Public Service Company	571-3527
Regional Transportation District	573-2408
U.S. Postal Service	297-6672

Please contact the Planning Office for a current roster of representatives by name and address.

## Site Plan Review Process

The flow chart on page 9 outlines the typical review process for Planned Building Groups (PBG's), Planned Unit Development (PUD) Site Plans, and most B-2 and B-3 District Development Plans. The typical review process involves 3 phases of review: a schematic phase, a preliminary phase and a final phase.

### Combination of Phases

Under certain conditions, the first and second phases or the second and third phases of the review process may be combined, with the effect of shortening the review process by at least two weeks. Either combination requires concurrence by the affected reviewing agencies.

### Elimination of Schematic Phase on PUD Site Plan Review

Also, under certain conditions, the schematic phase of a PUD Site Plan may be by-passed. These conditions are:

1. The PUD Zone District is less than 2 acres in size.
2. The total number of residential units is less than two.
3. The PUD Zone District abuts an improved public street on at least two sides or along 50% or more of its perimeter and the abutting street meets the current right-of-way design and construction standards.
4. Adequate water and sewer services exist.

### Review Process for Small ("Minor") Developments

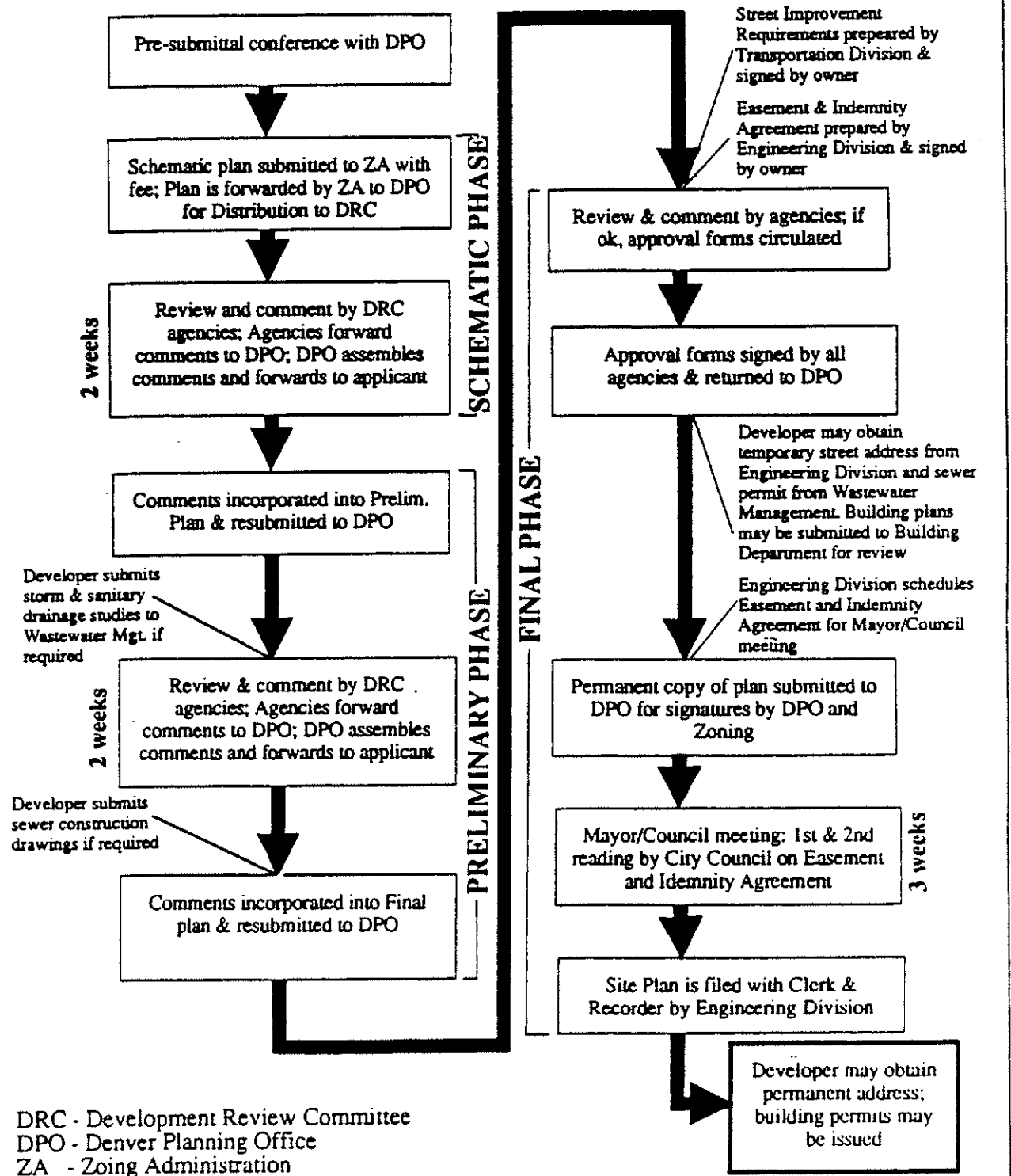
Developments on zone lots having one acre or less of land area and involving four or fewer structures (not including accessory structures), may usually utilize a "minor" review process. This process, which is detailed in Appendix 4, applies to most PBG's, PUD Site Plans and B-2 and B-3 District Development Plans.

### Initiation of the Site Plan Review Process

Contact the Planning Office. Prior to the submittal of a schematic plan, the developer should contact the Planning Office for: technical advice; information about the PUD/PBG process; information about requirements, policies and plans that affect the proposed development; and a review of the pre-submittal schematic plan. The Planning Office staff may suggest that the developer either:

1. Attend one of the weekly Development Review Committee meetings, or
2. Contact one or more agencies to determine specific limitations and/or requirements relative to developing the subject site.

**Figure 5.**  
**Review and Approval Process for Planned Building Groups,  
 Planned Unit Development Site Plans  
 and Business District Development Plans**



## General Site Plan Requirements

All Planned Building Groups (PBG's) and all B-2 and B-3 District Development Plans processed as PBG's must comply with all the regulations established for the zone districts or districts in which the proposed development is located, except the regulation that a separate Zone Lot be designated, provided and maintained for each structure containing a Use-by-Right. PUD Site Plans must conform to the approved PUD District Plan

### General Requirements for Planned Building Groups

In accordance with Section 59-619(2) of the Revised Municipal Code, all PBG's shall make due provision for:

1. Minimizing any adverse impacts on adjacent properties;
2. Adequate design of grades, paving, gutters, drainage and treatment of turf to handle storm waters, prevent erosion and formation of dust;
3. Adequate, safe and convenient arrangement of pedestrian circulation facilities, roadways, driveways, off-street parking and loading space, and facilities for waste disposal;
4. Adequate amount and proper location of pedestrian walks, malls and landscaped spaces to separate pedestrian walks, malls and public transportation loading places from general vehicular circulation facilities;
5. Arrangement and orientation of buildings and location of off-street parking areas so as to minimize the impacts on adjacent properties;
6. Arrangement of buildings and vehicular circulation open spaces so that pedestrians moving between buildings are not unnecessarily exposed to vehicular traffic;
7. Proper arrangement of signs and lighting devices with respect to traffic control devices and adjacent residential districts;
8. In residential building groups providing for family occupancy, adequate amount and safe location of play areas for children and other recreational areas according to the concentration of occupancy,
9. In business building groups near or abutting residential districts, fences, walls or year-round screen planting when necessary to shield adjacent residential districts from parking lot illumination, headlights, fumes, heat, blowing papers and dust and to reduce the visual encroachment of commercial architectural, signs and activity on residential privacy and residential neighborhood character;
10. In a planned building group located in any R-1 district, the zone lot for structures designed or used as single unit dwellings shall contain not less than eighteen thousand (18,000) square feet, plus six thousand (6,000) square feet for each dwelling unit in excess of three,
11. In a planned building group located in any R-1 district, two off-street parking spaces surfaced with asphalt, asphaltic concrete, concrete or any equivalent materials shall be provided for each single unit dwelling which has access from a private street or access easement constructed with a pavement width less than thirty-two (32) feet. Where both required spaces are enclosed within a garage, at least one additional space shall be provided in the driveway or in an area designated for visitor parking; Adequate consideration for the access needs of disabled or handicapped residents through the provision of special parking spaces, accessible routes between parking areas and buildings, passenger loading zones and access to other facilities in order to give disabled residents an increased level of mobility,
12. Landscaped parking areas as required in article V, section 59-585 of this (the Revised Municipal) Code;
13. Adequate identification of buildings, particularly in projects where two or more buildings use one street address or where two or more buildings are located on private streets or drives. For these cases the rules and regulations shall apply to all existing and future projects and shall

require the following:

- a. The installation of temporary signs identifying each individual building at the beginning stage of its construction;
- b. The installation of permanent identifying signs on each building which will allow quick identification by emergency personnel and visitors; and
- c. The installation of legible maps at the main vehicle entry points and/or signs showing all private streets or drives and their alignment throughout the project.

### **General Requirements for PUD Site Plans**

In accordance with Section 59-518(b) of the Revised Municipal Code, all PUD Site Plans shall make due provisions for:

1. Adequate design of grades, paving, gutters and drainage of private streets according to section 41-20;
2. Proper arrangement of signs and lighting devices with respect to traffic-control devices and adjacent residential areas;
3. Adequate amounts and safe locations of play areas for children and other recreational areas according to the concentration of occupancy in residential areas;
4. Fences, walls or year-round natural screen planting and landscaping when necessary to shield adjacent residential areas from commercial, industrial and parking areas;
5. Adequate treatment of drainage to handle storm waters, prevent erosion and minimize the formation of dust;
6. Adequate identification of buildings, particularly in projects where two (2) or more, buildings use one street address or where two (2) or more buildings are located on private streets or drives. For these cases the rules and regulations shall apply to all existing and future projects and shall require the following:
  - a. The installation of temporary signs identifying each individual building at the beginning stage of its construction;
  - b. The installation of permanent identifying signs of each building which will allow quick identification by emergency service personnel and visitors; and
  - c. The installation of legible maps at the main vehicle entry points and/or signs showing all private streets or drives and their alignment throughout the project. (Ord. No. 255-84, eff. 6-5-84)
7. Proper access to and arrangement of parking and loading areas; and
8. Adequate amounts of, and appropriate materials for, landscaping.

The developments represented by these plans must be in accordance with any applicable annexation agreement and should be consistent with the goals, objectives and policies of the Comprehensive Plan and, if applicable, the Neighborhood Plan. They should avoid any unnecessary adverse effect upon the development, use, enjoyment and character of adjacent property and upon important natural, scenic or historic features.

### **Simultaneous Processing of Plans**

Simultaneous processing of two or more plans for the same land area is not permitted, except that a subdivision plat may be processed simultaneously with a PBG, a PUD Site Plan or a B-2 or B-3 Development Plan.

# Schematic Plan Requirements and Processing

The first formal submittal in the site plan review process is the schematic plan. However, prior to preparing a schematic plan for submittal, contact the Development Review Section of the Planning Office to determine the need for a pre-submittal conference. A pre-submittal conference may provide information that will save the developer or builder considerable time and expense.

NOTE: The following requirements do not apply to "Minor" PBG's, "Minor" PUD Site Plans and "Minor" District Development Plans. Refer to page 8 for an outline of the criteria for a "minor" plan and to Appendix 4 for an outline of the site plan requirements for and the processing of "minor" plans.

## Schematic Plan Submittal Requirements

PBG's and B-2 and B-3 District Development Plans must be submitted to the Zoning Administration. PUD Site Plans must be submitted to the Planning Office. The schematic plan submittal must include the following:

### 1. Submittal Fee:

- a. For PBG plans, the submittal fee is as follows: \$600 for the first acre or any portion thereof; \$100 for each additional acre or portion thereof, with a maximum fee of \$2,000.
- b. For PUD Site Plans, the submittal fee is as follows: \$200 for the first acre or portion thereof; \$25 for each additional acre or portion thereof, with a maximum fee of \$750.
- c. There is no fee for B-2 and B-3 District Development Plans unless such plans also qualify as PBG plans.

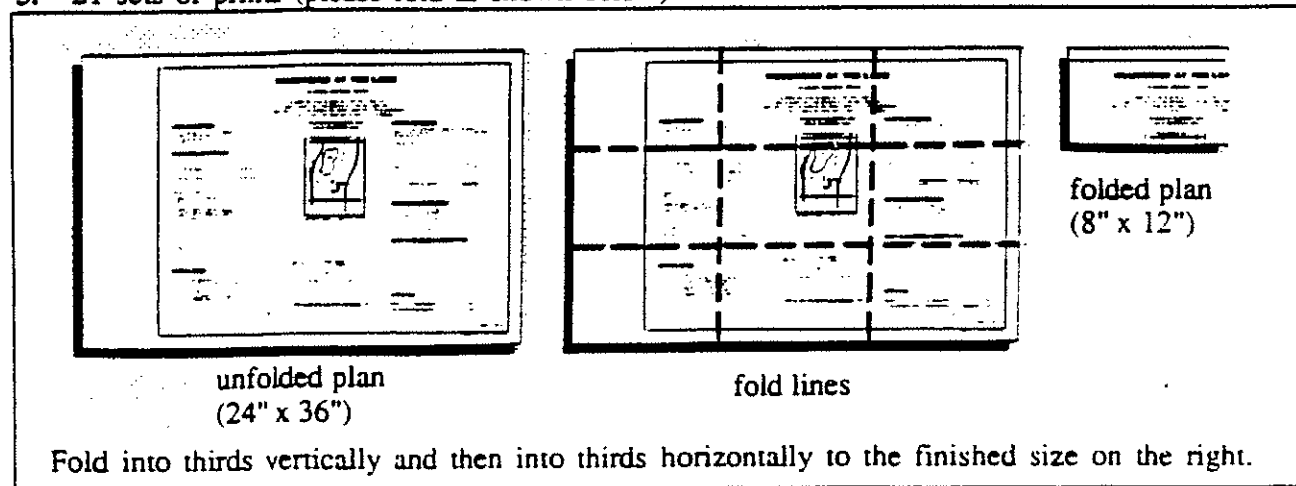
NOTE: Payment of the submittal fee should be made at the time of submittal and should be in the form of a check payable to the "Manager of Revenue." Fees are subject to change without prior notice; please call the Zoning Administration for current fee information.

### 2. Submittal form or transmittal letter:

The schematic plan submittal must be accompanied by a submittal form (see Appendix 1 or a transmittal letter providing the following information:

- a. Owners. The names and addresses of the owners of all land, structures and easements within the project area and, for PBG plans, the names and addresses of holders of deeds of trust for all land and structures within the project area.
- b. Developers. The names, addresses and telephone numbers of the developers of the project.
- c. Consultants. The names, addresses and telephone numbers of the planning, engineering and landscape consultants.
- d. Contact person. The name, address and phone number of the contact person who will be coordinating the processing of the plan.

### 3. 21 sets of prints (please fold as shown below)



### Schematic Plan Format Requirements

1. Sheet size: 24" x 36"
2. Preferred scale: 1"=50'; scales of 1"=20', 1"=30', 1"=40', 1"=60' and 1"=100' are also allowed with prior approval of the Planning Office.

**NOTE:** There are additional format requirements for preliminary and final plans. You may wish to refer to them now so that your schematic plan can easily be adapted to meet these requirements.

### Schematic Plan Content Requirements

The schematic plan must contain the following information:

1. Name of development.
2. Vicinity map.
3. Legal description.
4. North arrow, bar/graphic scale and statement of scale.
5. Boundary lines of area subject to plan.
6. Present zoning classification(s) of the subject area (including a listing of any waivers or conditions established specifically for the subject area) and all adjacent land.
7. Existing and proposed public and private streets bounding, intersecting and lying within the subject area. Show existing and proposed curb cuts.
8. Existing and proposed easements and utilities bounding, intersecting and lying within the subject area. Provide book and page numbers of recorded easements.
9. Existing and proposed structures and uses. Indicate the number of stories in each structure and the approximate location of entrances and loading points. Proposed structures may be represented as building envelopes.
10. Existing and proposed drainage channels and facilities, and areas subject to a 100-year flood.
11. Parking areas, general parking arrangement, pedestrian walks and areas to be used for passive and active recreation.
12. Existing and proposed walls, fences and screen planting.
13. Types of surfacing to be used (asphalt, concrete, sod, etc.).
14. Existing and proposed fire lanes and fire hydrants within and adjacent to the subject project.
15. Occupancy classification (from Building Code).
16. Statistical information as follows:
  - a. Gross project area in square feet and acres;
  - b. Net project area (after the dedication of any needed public right-of-way) in square feet and acres;
  - c. Number of dwelling units;
  - d. Project density (based on net project area);
  - e. Gross floor area and floor area ratio (non-residential projects only);
  - f. Ground coverage by structures (non-residential projects only);
  - g. Number of parking spaces required (separate out the number of handicapped parking spaces required);
  - h. Number of parking spaces provided by type (enclosed / unenclosed and standard / compact / handicapped);
  - i. Maximum building height in feet and reference point for measurement;
  - j. Size and type of water main required and number and size of water taps required; and
  - k. For R-2-A zoned projects wherein the density is proposed to exceed 21.5 dwelling units per acre, provide the following additional information:
    - (1) Ground coverage by structures; and
    - (2) Landscaped open space.



## Schematic Plan Review

Submittals meetings the requirements outlined above will be distributed to the Development Review Committee for review and comment. Members of the Committee will have a two-week period in which to coordinate a review of the plan within their agencies and to forward written comments to the Planning Office.

The review of the schematic plan by the individual agencies will be based largely on the rules and regulations contained in part two of this document. It is important, therefore, that the developer and the developer's planning and engineering consultants review these rules and regulations prior to preparing the schematic plan.

It is also important that the schematic plan be as complete as possible. The Development Review Committee needs complete and accurate information in order to make a thorough review. Care in the preparation of the schematic plan will expedite the process and will enable the reviewing agencies to establish requirements for the development of the site at the schematic plan phase rather than later, when sufficient information is submitted.

At the end of the two week review period, comments received by the Planning Office will be forwarded to the applicant or to the applicant's contact person. It is the responsibility of the applicant or the applicant's consultants to contact directly those agencies that have not responded by the end of the review period.

The Planning Office staff will coordinate the development review process and will be the primary contact for information about the status of the review.

## Preliminary Plan Requirements and Processing

The preliminary plan may be submitted once all of the schematic plan comments have been received and the plan has been revised in accordance with those comments and in accordance with the following requirements for the preliminary plan phase.

**NOTE:** The following requirements do not apply to "Minor" PBG's, "Minor" PUD Site Plans and "Minor" District Development Plans. Refer to page 8 for an outline of the criteria for a "minor" plan and to Appendix 4 for an outline of the site plan requirements for and the processing of "minor plans."

### Preliminary Plan Submittal Requirements

All preliminary plans should be submitted directly to the Planning Office. The only exception is when the Development Review Committee has agreed to accept a preliminary, rather than a schematic, PBG or Business District Development Plan as an initial submittal.

There is no additional fee for submittal of the preliminary plan.

The preliminary plan submittal must include the following:

1. A transmittal letter from the applicant or the applicant's consultant
2. 15 sets of prints, folded as shown on page 12.
3. A parking lot landscaping plan, if required (see page 40 for conditions under which such a plan is required).

The following additional documents may also be required for the preliminary plan phase:

1. Sanitary sewer study (2 copies; see page 49).
2. Drainage study and grading plan (2 copies; see page 49).
3. Water system plans (2 copies; see page 53).
4. Street plan and profile drawings (3 copies; see page 29).

**Note:** Sewer construction plans must be submitted after approval of the sanitary sewer study and drainage and grading plan. Such construction plans must be approved prior to approval of the PBG plan.

If required, these documents may either be submitted along with the preliminary plan or submitted separately to the individual agency requiring the document. The Street Plan and Profile drawings may be submitted to the Engineering Division.

### Preliminary Plan Format Requirements

1. Sheet size: 24"x36"
2. Preferred scale: 1"=50'; scales of 1"=20', 1"=30', 1"=40', 1"=60' and 1"=100' are also allowed with prior approval of the Planning Office.
3. Each sheet must have a border, 1 inch in from the top, bottom and right side, and a minimum of 3 inches in from the left side (see example on page 19). The plan should be oriented so that north is at the top of the sheet.
4. A typical preliminary or final plan consists of three or four sheets as follows:
  - Sheet 1: Title and location; vicinity map; legal description; owners's certification statement and signature block; surveyor's certification statement and signature block; city agency signature blocks; clerk and recorder's certification; project statistics; and general notes.
  - Sheet 2: The site plan; scale; legend; specific notes; private street and/or public street cross-section (if applicable); building identification plan; and details for trash enclosures, curb cuts, etc., as required.
  - Sheet 3: Existing and proposed topography; existing and proposed utilities; and existing and proposed easements.

**Sheet 4: Landscape plan (if required).**

In some situations it may be possible to combine sheets 1 and 2 or sheets 2 and 3 into one sheet, provided that the plan is still easily readable.

5. Lettering sizes should be in accordance with the standards on pages 20 and 21. Typewritten lettering and machine lettering are acceptable. Lettering must be at least 3/32" in height. Press on letters, tapes, or any other form of adhesive attachment ("sticky-back") may be used on the working original; however, the original submitted to the City for recording must be a photographic mylar without any adhesive attachments.

**Preliminary Plan Content Requirements**

1. Name of development, type of development (Planned Building Group, Planned Unit Development, etc.) and location of development by section, range and township and by street coordinates. This information is to be centered at the top of each sheet (see sample format, page 17).
2. Vicinity map identifying the subject property, the adjoining streets and the major streets and public facilities 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"=1,000 feet.
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.
4. Owner's certification statement and signature block. This statement should take the following form:

**OWNER'S SIGNATURE**

We (I), the undersigned, shall comply with all regulations contained in \_\_\_\_\_

\*

of the Revised Municipal Code of the City and County of Denver.

Signatures of all owners of \*\* \_\_\_\_\_  
land and structures included in this plan.

BUILDER INVESTMENTS, INC.

BY \_\_\_\_\_ Date \_\_\_\_\_  
John J. Builder, President

LENDER STATE BANK

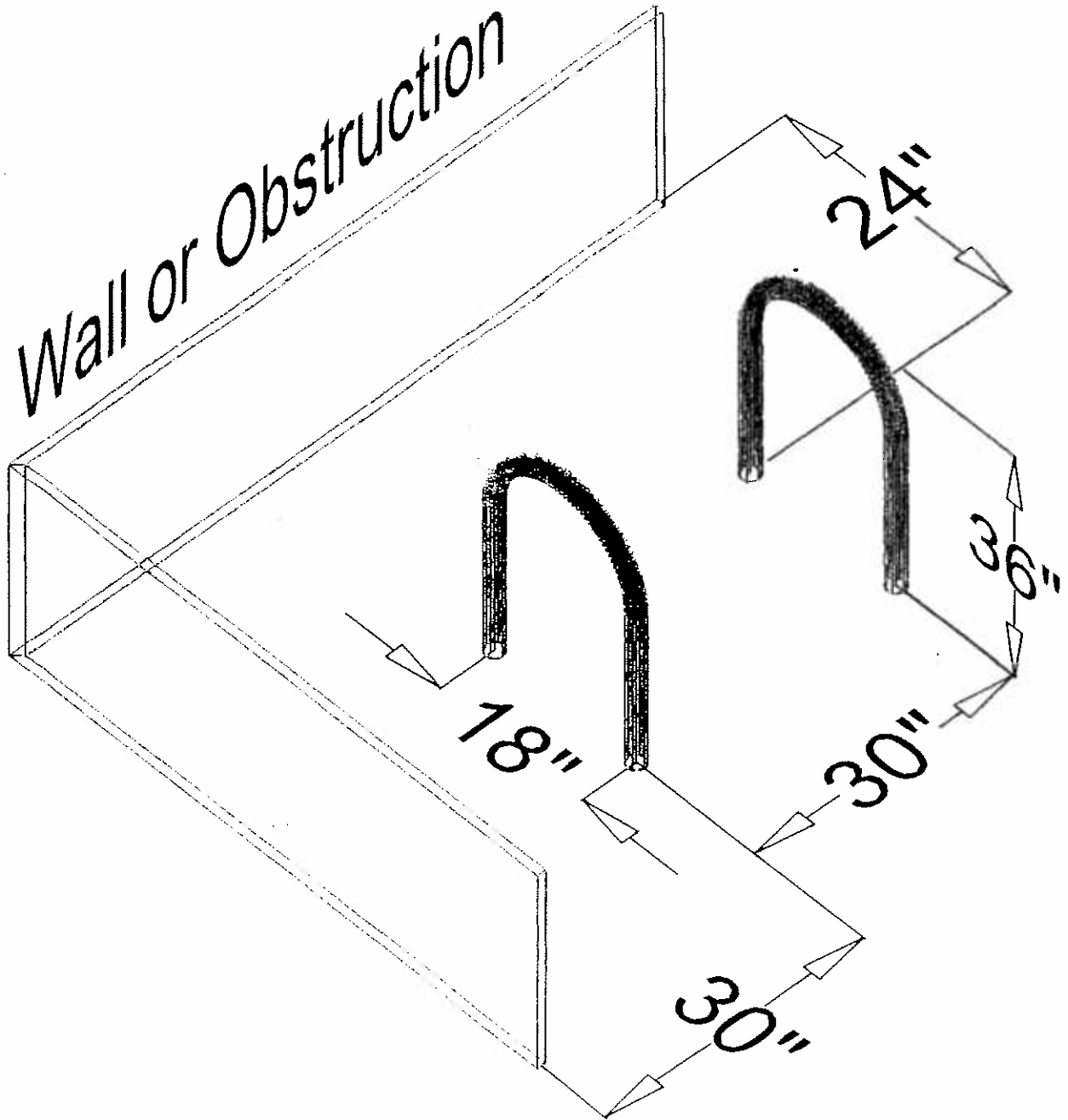
BY \_\_\_\_\_ Date \_\_\_\_\_  
John J. Lender, President

- \* The blank in the certification statement should be filled in as follows:  
For PBG's: Chapter 59, Article VII, Sections 59-616 through 59-623  
For PUD Site Plans: Chapter 59, Article III, Division 31, Sections 59-511 through 59-520  
For B-2 District Development Plans: Chapter 59, Article III, Division 15, Sections 59-276 through 59-285  
For B-3 District Development Plans: Chapter 59, Article III, Division 17, Sections 59-306 through 59-315

\*\* For PBG's only, this blank should be filled in with "and holders of deeds of trust for." For all non-PBG plans, this blank should be eliminated.

NOTE: The owners (and, if applicable, the holders of deeds of trust) must sign the ~~photographic mylar of the approved final plan. In other words, the signatures on the mylar submitted for recording must be original signatures, not photographic copies.~~

# INVERTED "U" DIMENSIONS



CITY AND COUNTY OF DENVER  
DEPARTMENT OF PUBLIC WORKS  
TRANSPORTATION DIVISION

Inverted U Bike Rack  
Dimensions

DATE:  
01/30/01

SCALE:  
NTS

DESIGNED BY  
Eugene A. Jarode  
CHECKED BY  
M.D.M.

SHEET NO. 1  
OF 1 SHEETS

DRAWING NO.  
Inverted U.dwg

Figure 6. Sample Format, Sheet One Preliminary Plan

# WOODRIDGE AT THE LAKE

A PLANNED BUILDING GROUP

A PART OF THE SOUTH 1/2 OF SECTION 27  
AND A PART OF THE NORTH 1/2 OF SECTION 34  
TOWNSHIP 4 SOUTH, RANGE 67 WEST, 6TH PRINCIPAL MERIDIAN  
CITY AND COUNTY OF DENVER, STATE OF COLORADO

### LEGAL DESCRIPTION

LOT 4, BLOCK 2, WOODRIDGE VILLAGE, A SUBDIVISION LOCATED IN A PART OF THE SOUTH 1/2 OF SECTION 27, AND IN A PART OF THE NORTH 1/2 OF SECTION 34, TOWNSHIP 4 SOUTH, RANGE 67 WEST, 6TH PRINCIPAL MERIDIAN, CITY AND COUNTY OF DENVER, STATE OF COLORADO.

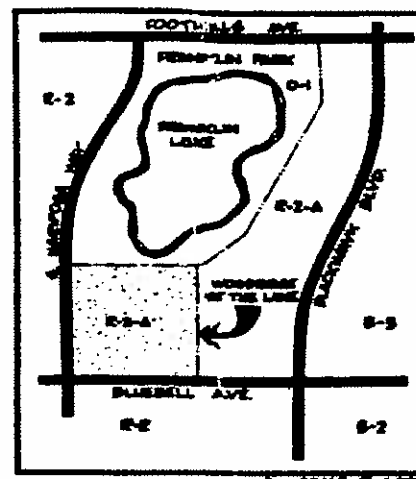
### STATISTICAL INFORMATION

Gross project area	7.62 acres (331,927 square feet)
Area to be deduced for additional right-of-way	.46 acres (20,037 square feet)
Net project area	7.16 acres (311,890 square feet)
Number of dwelling units	144 units
Net project density	20.1 units per acre
Number of parking spaces required (including 3 handicap spaces)	216 spaces
Number of parking spaces provided	
Standard spaces (9'x19')	164
Compact spaces (7.5'x18')	58
Handicap spaces (12'x19')	4
<b>TOTAL</b>	<b>226 spaces</b>
Maximum building height (from finished grades shown on sheet 2)	40 feet (3 stories)
Ground coverage by structures	2.13 acres (28%)
Number and size of water taps required	1 at 1" 2 at 1-1/2" 6 at 3"
Type and size of water main required	DIP Type, 8" size

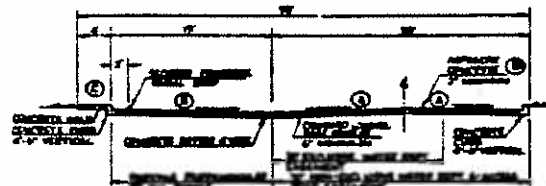
### GENERAL NOTES

1. Site is zoned R-2-A.
2. Minimum spacing between structures is 28'.
3. All fences and walls shall conform to the R-2-A provisions of the Denver Zoning Ordinance.
4. Angles not shown are either 90° or a supplement of angle indicated.
5. Boundary points are No. 5 re-bar with aluminum caps marked L.S. No. 0000; Range points are No. 8 re-bar.
6. Private roadways will be posted with "Fire Lane" signs as required by the Denver Fire Department.
7. This P.B.G. is subject to a landscape plan on file with the Zoning Administration.

LOCATED AT BLUEBELL AVE.  
AND S. MARIPOSA WAY



VICINITY MAP SCALE 1" = 1,000'



① SIDEWALK CURB SLAB - 0.02'/FT., SIDEWALK CURB SLAB - 0.04'/FT.  
② SIDEWALK CURB SLAB - 0.02'/FT., SIDEWALK CURB SLAB - 0.02'/FT.  
③ IF NO SIDEWALKS ARE USED, SIDEWALK SHOULD BE 6" TO 12" WIDE

NOTE: PRIVATE ROADWAYS ARE NON-DEDICATED STREETS AND WILL NOT BE MAINTAINED BY THE CITY AND COUNTY OF DENVER.

TYPICAL PRIVATE ROADWAY CROSS SECTION

### OWNER'S SIGNATURES

We, the undersigned, shall comply with all regulations contained in Chapter 59, Article VII, Sections 59-616 through 59-622 of the Revised Municipal Code of the City and County of Denver.

BUILDER INVESTMENTS, INC.

By John J. Builder, President Date \_\_\_\_\_

State of Colorado )  
City and County of Denver )  
The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ A.D. 198\_\_\_\_\_ by John J. Builder as President of Builder Investments, Inc., a Colorado Corporation.

Witness my hand and official seal.

My commission expires \_\_\_\_\_  
Notary Public  
Address \_\_\_\_\_

### SURVEYOR'S CERTIFICATION

I, James B. Surveyor, a Registered Land Surveyor in the State of Colorado, do hereby certify that the survey for the Woodridge at the Lake P.B.G. plan was made under my supervision and the accompanying plan accurately and properly shows said survey.

James B. Surveyor, P.E., L.S., #0000 Date \_\_\_\_\_

### APPROVALS

Approved by \_\_\_\_\_ Date \_\_\_\_\_  
Zoning Administrator

Approved by \_\_\_\_\_ Date \_\_\_\_\_  
Planning Director

### CLERK & RECORDER'S CERTIFICATION

State of Colorado )  
City and County of Denver )

I hereby certify that this instrument was filed for record in my office at \_\_\_\_\_ o'clock (a.m./p.m.) \_\_\_\_\_, 19\_\_\_\_, and duly recorded in Planned Development Book \_\_\_\_\_, pages \_\_\_\_\_, Reception # \_\_\_\_\_.

Clerk and Recorder, Ex-Officio Clerk of the City and County of Denver

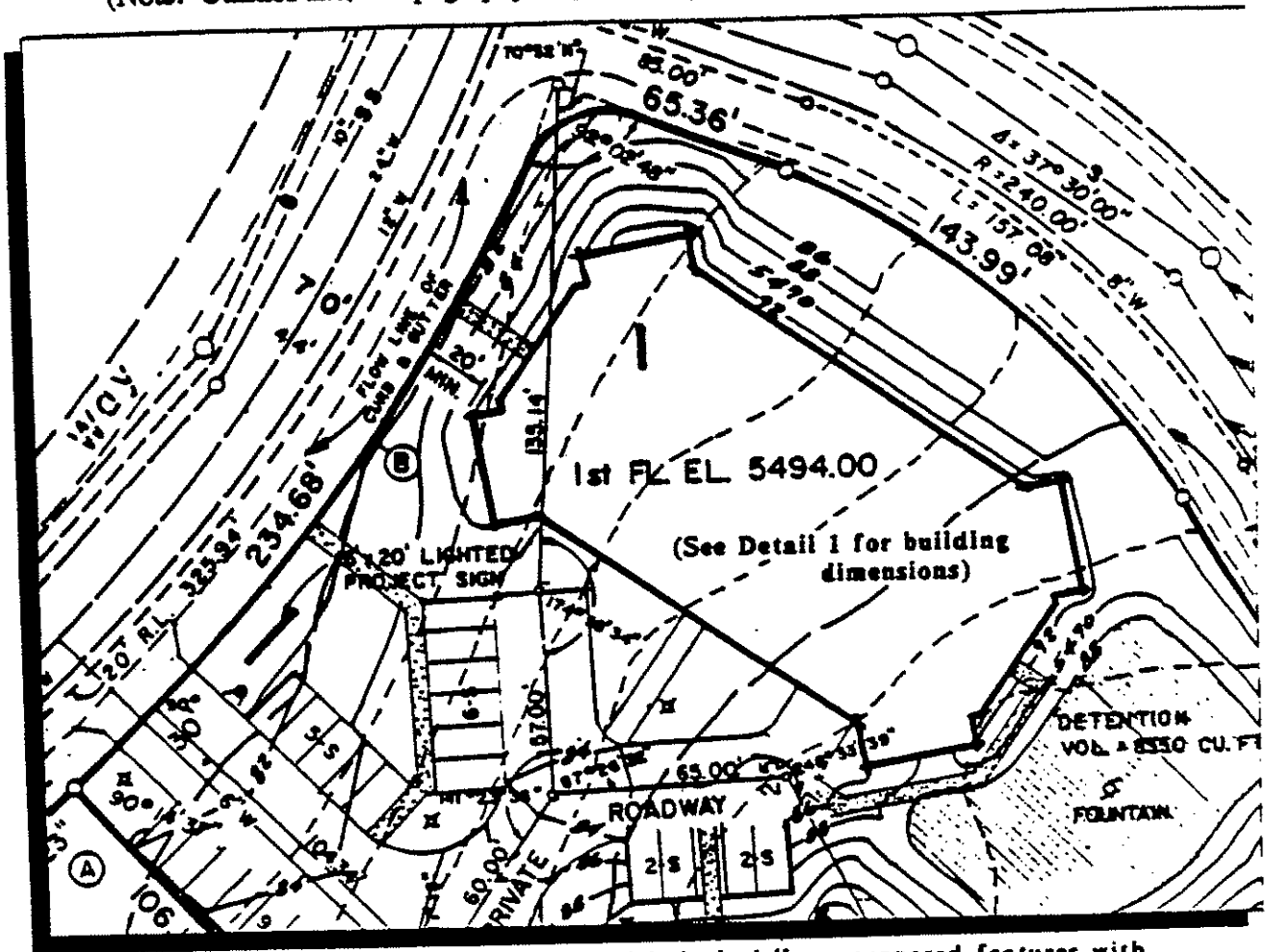
By \_\_\_\_\_  
Deputy Clerk and Recorder

Fee \_\_\_\_\_



# Figure 8. Graphic Standards

## 8a. Detail (at full scale) of a typical PBG or PUD 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

## 8b. Commonly used graphic symbols

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





8. North arrow, bar/graphic scale and statement of scale.
9. The boundary lines of the area subject to the plan, together with the following survey information:
  - a. A description of all monuments found or set which mark the boundary of the survey, including other control points used in making the survey (such as range lines and section corners);
  - b. All dimension, arcs, radii and interior angles relating to the boundary, with ties to two or more section corners; and
  - c. The true point of beginning of the legal description.
  - d. Centerline geometry of all private streets subject to an Easement and Indemnity Agreement (see page 22). Such private streets should be shaded on the plan.
10. The present zoning classification(s) of the subject area (including a listing of any waivers or conditions established specifically for the subject area) and all adjacent land.
11. Existing and proposed contour lines of the subject area shown in intervals not to exceed two feet.
12. Existing and proposed easements and utilities bounding, intersecting and lying within the subject area. Provide book and page numbers of recorded easements.
13. The locations and dimensions of existing and proposed public and private streets, driveways, access easements and fire lanes bounding, intersecting and lying within the subject area. Also, curbs and the locations and dimensions of all curb cuts.
 

NOTE: If the proposed development abuts a public street for which grades have not been established, a plan-profile of the proposed public street must be submitted to the City Engineer's office for approval. Range lines must be established for streets to be deeded to the City.
14. The location and dimensions of existing and proposed structures (Note: building envelopes, rather than building footprints, are acceptable in some situations). Specify uses and maximum height of buildings in stories and feet. For residential buildings, specify the number of units per building; for non-residential buildings; specify the gross floor area per building.
15. Existing and proposed drainage channels and facilities, and areas subject to a 100-year flood.
16. All relevant dimensions in feet and decimal equivalents. Provide all dimensions necessary for establishing building setbacks and building-to-building spacing.
17. Building entrances and loading points.
18. Off-street parking areas, with parking and driving aisle configurations (show handicapped parking spaces and accessible routes from spaces to building entrances).
19. Pedestrian walkways.
20. Proposed building addressing and identification scheme (see pages 32 and 33).
21. Private street cross-section or specifications (see pages 33 through 36).
22. Landscape plan for parking areas having more than fifteen spaces (see page 40).
23. Existing and proposed fire hydrants. Show or note fire hydrants within 200 feet of the subject site.
24. Drainage detention areas, with volumes of each area described in cubic feet (reference the approved drainage study by date and title).
25. Types of surfacing to be used (sod, concrete, asphalt, pavers, etc.) for specific areas.
26. Other information as applicable:
  - a. Pedestrian walkways
  - b. Outside trash disposal facilities
  - c. Mail kiosks
  - d. Fences, walls and retaining walls
  - e. Recreation and club house facilities
  - f. Handicap access routes
  - g. References to previously approved PBG's or other site plans for the subject site.

27. Statistical information (same as for the schematic plan: see page 13).
28. A note that signs and fences are subject to separate permits.
29. Other information as may be required.

### Other Requirements

#### 1. Easement and Indemnity Agreement.

Developments proposing private streets may be subject to an Easement and Indemnity Agreement (EIA). The EIA is an agreement between the developer and the City in which the developer conveys a non-exclusive easement to the City for the purposes of providing emergency and other municipal services; agrees to construct and maintain on-site private streets, fire lanes and certain utilities; and indemnifies the City for any personal or property damage that may result from the performance of City service operations at the development.

Generally, EIA's are required for developments having:

- a. 100 feet or more of private streets;
- b. on-site fire lanes
- c. on-site sanitary sewer or storm sewer mains or facilities.

When required, the EIA will be drafted by the City Surveyor during the Preliminary Plan review phase and mailed to the developer for review, finalization and signature. The City Approval (or sign-off) sheets for the final plan cannot be completed until the EIA is signed and returned to the City Surveyor. Once the EIA is signed and returned and the Approval sheets are completed, the City Surveyor can schedule the EIA for action by City Council.

For a more complete explanation of EIA's, together with a sample EIA, see Appendix 2.

All EIA's require City Council approval. the process for which involves about four weeks. When an EIA is required, the mylar of the final plan can not be recorded until after the EIA is approved.

#### 2. Street Development Requirements Agreement.

Any developments requiring improvements in the public right-of-way are subject to a Street Development Requirements agreement. This agreement, between the developer and the City, specifies all right-of-way improvements that must be provided by the developer, such as, curb, gutter, sidewalk, handicap ramps, curb cut closures, street lights, etc.

The Street Development Requirements Agreement is prepared and approved by the Transportation Division of the Department of Public Works and does not require action by City Council. The agreement must be signed by the developer before the Transportation Division will sign off on the final plan.

A sample Street Development Requirements agreement is included in Appendix 3.

### Preliminary Plan Review

Preliminary Plans are distributed to the Development Review Committee by the Planning Office. Development Review Committee members have a two-week review period within which to comment to the Planning Office. Comments from the Committee members will be forwarded to the applicant at the end of the review period.

## Final Plan Requirements and Processing

The final plan may be submitted once all of the preliminary plan comments have been received and the plan has been revised in accordance with those comments.

### Final Plan Submittal Requirements

All final plans should be submitted directly to the Planning Office. There is no additional fee for submittal of the final plan.

The final plan submittal must include the following:

1. A transmittal letter from the applicant or the applicant's consultant.
2. 15 sets of prints, folded as shown on page 12.
3. Any additional documents that have not yet been submitted (see page 15).

### Final Plan Format Requirements

The format requirements for the final plan are the same as for the preliminary plan.

### Final Plan Content Requirements

The content requirements for the final plan are the same as for the preliminary plan.

### Final Plan Review

Final plans are distributed to the Development Review Committee by the Planning Office. Since it is assumed that all agency comments and concerns have been addressed in the final plan, there is no review period for the final plan. Instead, approval sheets are circulated among all reviewing agencies for signatures. There are two approval sheets, one for the Department of Public Works (Engineering, Construction, Transportation and Wastewater Management Divisions) and one for all other reviewing agencies. The approval sheet for the Public Works Department is circulated by the Engineering Division. The approval sheet for all other reviewing agencies is circulated by the Planning Office.

The Public Works approval sheet can not be completed until the following documents, if required, are signed by the owner and returned to and approved by the appropriate Public Works divisions:

1. Easement and Indemnity Agreement (see Appendix 2)
2. Street Development Requirements Agreement (see Appendix 3)

NOTE: Once both approval sheets are completed, the developer may obtain a temporary street address from the Engineering Division and may then submit construction drawings to the Building Inspection Division in conjunction with an application for a No. 1 Construction Permit. The No. 1 Construction Permit will not be approved, however, until the final site plan is recorded.

### Final Plan Approval

~~Once the approval sheets are completed, the Planning Office will instruct the developer to submit an "original" plan for recording. The original plan may be either:~~

- ~~1. An ink hand-drawn or machine-drawn original, with no press-on lettering, tape or patterns and with no sticky-back or other adhesives.~~
- ~~2. A photographic blackline positive mylar, provided that all of the drawing and lettering is legible and of uniform density. NOTE: Press-on lettering, tape and patterns, as well as sticky-back and other adhesives, may be used on the working original from which the photo reproduction is made, but may not be used on the photo reproduction itself.~~

Once the approval sheets are completed, City Staff will instruct the applicant to submit final plans for recording. These plans may be either submitted as an electronic or mylar hard copy.

~~The original plan submitted for recording must have the following specifications:~~

- ~~1. 24"x36" size~~
- ~~2. Double-sided (matte finish on both sides) mylar having a minimum thickness of .003 inch.~~
- ~~3. If an ink drawing, black ink only, with all ink on the top surface of the mylar.~~
- ~~4. If a photo reproduction, black line only, with the emulsion preferably on the top surface (or face) of the photo mylar.~~
- ~~5. Original signatures with black acetone-based ink (Note: For photo mylars, all signatures must be obtained after the photo reproduction). The mylar must be correction-free at the time signatures are obtained.~~
- ~~6. Raised (embossed), surveyor's seal and, if applicable, raised (embossed) corporate seal.~~

### Submittal and Recording of Original

~~The original for recording should be delivered to the Planning Office, together with a transmittal letter and a certified check or cashier's check in the amount of \$10.00 per sheet (of original plan to be recorded). The check should be made payable to the CLERK AND RECORDER.~~

Once the original is signed by the Planning Director and the Zoning Administrator, it is forwarded to the City Surveyor. If an Easement and Indemnity Agreement is required, the City Surveyor and the City Attorney will schedule the Agreement for processing through City Council. This processing takes about four weeks. Once the Agreement is approved by City Council, the City Surveyor will record the original plan.

If an Easement and Indemnity Agreement is not required, the City Surveyor will record the original within a few days after it is signed by the Planning Director and the Zoning Administrator. The recorded original remains on file in the Clerk and Recorder's Office, Room 200, City and County Building. The Engineering Division uses this original to make a mylar for the Division's files at 200 West 14th Avenue; their telephone number is 640-5402. Prints may be purchased at either location.

After the original is recorded (or after a plan has been withdrawn prior to being recorded), the Public Works Department will bill the owner for engineering costs incurred during the processing of the plan. Contact the Engineering Division of Public Works at 575-5402 for an estimate of these fees.

### IMPORTANT NOTE

PBG plans recorded after January 2, 1985 shall be considered void if a building permit has not been issued and if construction has not commenced within eighteen (18) months of the date of recording of the plan. The eighteen month validity period may be extended for additional twelve-month periods by joint action of the Zoning Administrator and the Planning Director.

**Electronic Submittal with Electronic Signature -**

Submit PDF that includes owner's notarized electronic signature and Surveyor's electronic stamp and signature.

**Paper Submittal -**

Submit hardcopy (24" x 36" format) printed on mylar with a double matte finish of the Plan set; and ensure to include a copy of the receipt of payment for the recordation fees.

## **Amendments to Recorded Plans**

Approved and recorded plans may be amended subject to the current (at the time of amendment) requirements and procedures. Usually, amendments take considerably less time than the approval of the initial plan. If an amendment is needed, contact the Planning Office or the Zoning Administration for information on current requirements and procedures.

The Zoning Ordinance requires that applications to amend PBG plans must be made by all owners of and holders of deeds of trust for land and structures within the subject area. Applications to amend PUD Site Plans may be made by any owner of land or structures within the subject area.

## PART 2

# Agency Requirements

### **NOTE:**

**This Part 2 does not contain detailed requirements for all agencies and participants represented on the Development Review Committee. For instance, since most of the requirements of the Zoning Administration are contained either in Part 1 of this document or in the Denver Zoning Ordinance, this Part 2 does not contain a separate section for the Zoning Administration. Neither are separate sections included for the Colorado Department of Highways, Public Service, U. S. West Communications or the United States Post Office. Applicants are encouraged to contact the Zoning Administration and these other participants for specific requirements pertaining to the subject site.**

## **Building Inspection Division Requirements**

All PBG and PUD site plans, and all B-2 and B-3 District Development Plans will be reviewed by the Building Inspection Division with respect to the following:

1. Group occupancy requirements (Chapter 5);
2. Type of building (Chapters 18 through 22);
3. Height of building (Chapter 5; also, in regard to buildings located in areas subject to mountain view preservation restrictions, Chapter 10, Article IV of the Revised Municipal Code);
4. Area of building (Chapter 5);
5. Location of building exits (Chapter 33);
6. Separations between buildings (Chapters 5 and 17); and
7. Access and parking facilities for the disabled (Chapter 64).

All applicable requirements of the Denver Building Code must be addressed in the detailed construction plans submitted for construction permits. The Building Inspection Division will not accept an application for a construction permit until a street address is obtained from the Engineering Division. A street address can not be obtained until the approval sheets for the PUD, PBG or B-2/B-3 District Development Plan are completed.

Copies of the Denver Building Code are available from the Building Inspection Division

With the recent adoption of the Uniform Building Code, many of the chapter references on this page are no longer applicable



## **Engineering Division Requirements**

All PBG and PUD Site Plans, and all B-2 and B-3 District Development Plans, must comply with all applicable requirements of the Engineering Division of the Department of Public Works. In reviewing such plans for compliance, the Engineering Division will be concerned primarily with the following:

1. The acquisition of public right-of-way;
2. The vacation of public right-of-way;
3. The design and construction of improvements in the public right-of-way (streets, curbs, curb cuts, pedestrian ramps, etc.);
4. The adequacy and accuracy of the legal description and survey information;
5. Plan format, plan content and plan legibility; (see pages 15 through 22)
6. The preparation and processing of the Easement and Indemnity Agreement (see page 22) and Appendix 2; and
7. The issuance of street addresses.

### **Acquisition of Public Right-of-Way**

The Engineering Division is responsible for the acquisition of all needed right-of-way for public streets. If the Engineering Division, the Transportation Division or the Colorado Department of Highways require right-of-way for new public streets adjacent to or within the proposed development, or require additional right-of-way for existing public streets adjacent to or within the proposed development, such right-of-way must be conveyed to the City by warranty deed. The deed, along with a survey of the land subject to the deed, must be submitted to the Engineering Division for review and processing.

### **Possible Need for Dedication by Subdivision Plat**

Developments for which right-of-way is required may be subject to the subdivision requirements of Chapter 50 of the Revised Municipal Code. These requirements specify that a subdivision is required whenever a division of land into two or more blocks, tracts, plots or sites for the purpose of development requires the dedication of land for streets or other public purposes. If a subdivision is required, street right-of-way and other land for other public purposes must be conveyed to the City and dedicated by subdivision plat. If a subdivision is not required, street right-of-way may be conveyed simply by warranty deed.

The developer will be informed whether or not a subdivision will be required either at the presubmittal conference with the Planning Office or in comments on the schematic plan submittal. If a subdivision is required, the subdivision plat must be approved prior to the approval of the PBG or other site or development plan. If a subdivision is not required, any land that is required to be deeded for right-of-way must be deeded and accepted prior to the approval of the PBG or other site or development plan.

### **Vacation of Public Right-of-Way**

If a developer wishes to vacate a public street or alley for the benefit of his development, he must make a written request to the Manager of Public Works. The vacation process will be handled by the Right-of-Way Engineer of the City Engineer's Office. A fee, in accordance with the "Engineer's Schedule of Fees," will be charged.

### **Design and Construction of Improvements in the Public Right-of-Way**

If the property proposed for development abuts an unimproved public street, the developer must submit plan-profiles of the proposed street improvements to the Engineering Division for review by the Engineering, Construction and Transportation Divisions. These plan-profiles must be approved prior to the approval by the Engineering Division of the site or development plan.

If a public street is required adjacent to, within or through the property proposed for development, the developer must submit plan-profiles of the proposed street improvements as above and must also provide the City with a warranty deed for the necessary right-of-way. The plan-profiles must be approved and the warranty deed must be recorded prior to the approval by the Engineering Division of the site or development plan.

### **Adequacy and Accuracy of Legal Descriptions and Survey Information**

All site and development plans must be certified by a registered land surveyor. This certification must state that the plan is based on a survey made by the registered land surveyor whose signature appears on the plan, that the monuments shown exist as located, and that all dimensional and geodetic details are correct.

The surveyor must establish a range line control system and install the necessary range points and housing boxes with ties to the City Survey Control System. All newly established range points will be field checked by the Construction Division prior to acceptance and prior to approval by the Engineering Division of the plan.

## **Fire Prevention Bureau Requirements**

All PBG and PUD Site Plans, and all B-2 and B-3 District Development Plans, must be designed in accordance with the following fire protection guidelines, many of which are based on requirements of the Fire Code:

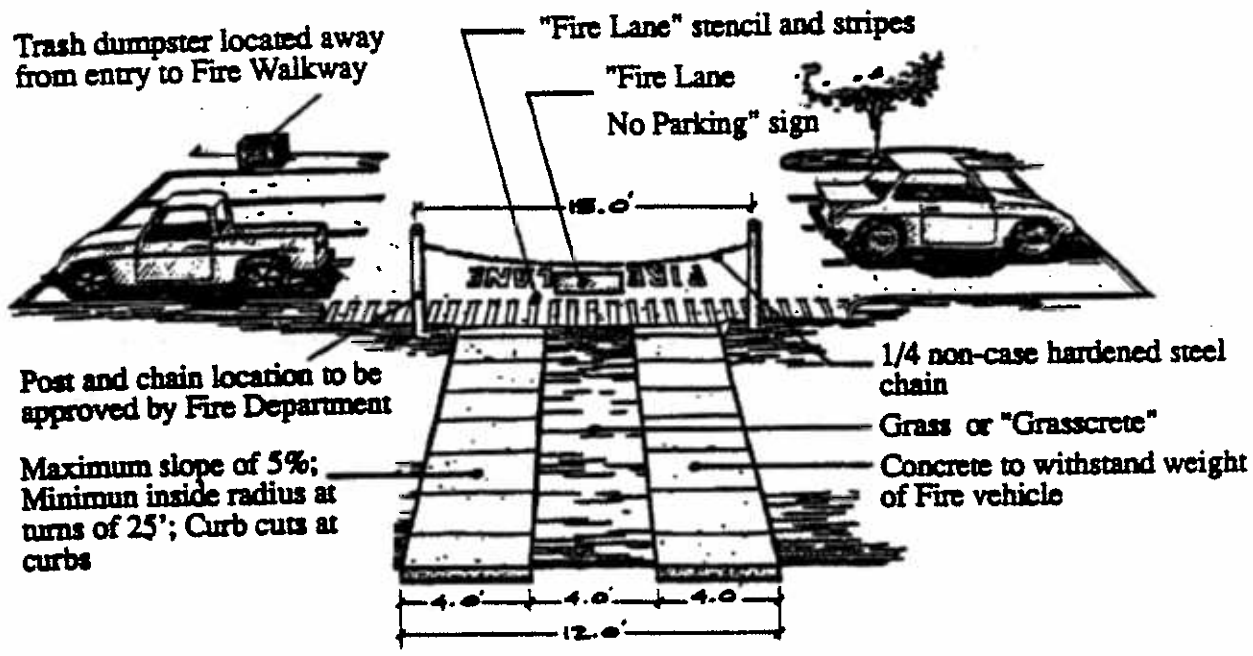
### **Private Street Design**

1. Curb cuts for private streets shall be a minimum of 35 feet wide at the flow line.
2. Private streets and firelanes within parking areas shall be a minimum of 25 feet wide excluding parking, except that:
  - a. narrower widths may be permitted on low-traffic one-way streets and driving aisles; and
  - b. private streets subject to Water Board easements must be a minimum of 30 feet wide (see cross-section illustration on pages 35 and 36).
3. The radii at 90 degree turns shall be a minimum of 25 feet at the inside curb line and 50 feet at the outside curb line.
4. Parking shall not be permitted within 5 feet of a fire hydrant. Shrubbery growth is not allowed within 5 feet of a fire hydrant.
5. Dead ends that exceed 150 feet shall be provided with an adequate turn around, being a minimum of 75 feet long and 15 feet wide, or a cul-de-sac with a radius of 45 feet.
6. Alleys will not be considered as a primary access to any dwelling unit. Alleys may be considered as a secondary means of access only, as approved by the Fire Prevention Bureau.
7. Every major P.B.G. and P.U.D. will have two means of emergency vehicle access onto the site. The secondary means of emergency vehicle access may be chained at the entrance, as approved by the Fire Prevention Bureau.
8. Fire lane signs conforming to the Revised Municipal Code, Section 501.2-29 shall be posted on fire lanes as directed by the Fire Prevention Bureau.
9. Where security gates are utilized at entrance(s) to the site, a Denver Fire Department lock box, containing an access device, shall be installed at an approved location.

### **Fire Walkway Design**

1. Walkways that accommodate fire vehicles may be permitted subject to Fire Department approval.
2. Fire walkways must be a minimum of 15 feet wide and designed to withstand the weight of a fire vehicle. The City and County of Denver will not be responsible for any damage to walkways or to adjacent properties.
3. Fire walkways must connect to public or private streets by means of a curb cut and ramp to the elevation of any fire walk or drive. Fire walkways and drives that require a fire vehicle to drive over a curb will not be approved. Grades on fire walkways or fire lanes may not exceed 5 percent.
4. Fire walkways and adjacent areas must be designed to ensure ease of access by fire vehicles. Signs must be posted prohibiting parking that would block either the fire walkway or the fire lane leading to the fire walkway. The fire lane leading to the fire walkway must be identified with painted yellow stripes. A chain, of 1/4 inch non-case hardened steel, must be placed across the entrance to the fire walkway (or fire lane). The location of the chain and posts must be approved by the Fire Prevention Bureau. Access points to fire walkways shall not be used for trash dumpsters or snow storage.
5. Fire walkways must be monumented so as to be visible during snow cover and, if grass/concrete surfacing is approved and used, to be visible between mowings.

## Figure 9. Fire Walkway Design



### Access Considerations for Low-Rise Buildings

Developments with buildings having one or two stories will generally be served by, and must be designed to accommodate, pumper trucks. Pumper trucks carry 200 feet of 1 1/2 inch preconnected hose. Since approximately 25 percent of this hose length is taken up in maneuvers and in going around corners and up stairs, the effective length of the preconnected hose is approximately 150 feet. Consequently, every dwelling unit within a one or two story building (or a building without an interior standpipe) must be within 150 feet of a public street or an approved fire lane or fire walkway.

### Access Considerations for Mid-Rise and High-Rise Buildings

Developments with buildings having three or more stories may be served by both pumper trucks (particularly for three story buildings) and by aerial ladder trucks. Buildings served by aerial ladder trucks must have at least two clear means of access, including at least one broadside access. Additional access may be required depending on the size, configuration and design of the building(s) needing fire protection. Broadside access, where required, must be along the long side of the building, no closer than 5 feet and no further than 25 feet from the building wall. Buildings with interior courts must have access to the interior court.

### Water Mains, Fire Hydrants and Standpipes

1. No combustible construction is permitted until fire hydrants, sufficient in number and location as determined by the Fire Department, have been installed and are operational.
2. Developments having buildings or portions of buildings located more than 150 feet from the public street providing access to the development must have on-site fire hydrants as required by and as approved by the Fire Department. On-site fire hydrants must be located within at least 250 feet of each building needing fire protection.

3. All fire hydrants must be supplied by no less than a 6 inch main, installed on a looped, or dual-fed, system.
4. All fire hydrants and associated water mains must be installed, operated and maintained by the Denver Water Department.
5. Fire hydrants located in parking areas must be accessible without obstructions and must be protected by an 8 inch vertical concrete curb. The access area necessary for the hydrant must be a minimum of 9 feet wide, with the fire hydrant located within 3 feet of the driving aisle/fire lane.
6. Buildings four stories or higher must be provided with a water standpipe for fire hose connections. The location of the siamese connections must be approved by the Fire Department. Clear access to the siamese connections must be provided and maintained.

### **Vehicle Clearance Requirements for Fire Equipment**

Fire lanes and fire walkways must have at least 13 feet of vertical clearance, free of obstructions.

### **Building Identification**

The Fire Prevention Bureau shall determine what building identification measures are necessary to assure that buildings within multiple building developments can be easily located in emergency situations.

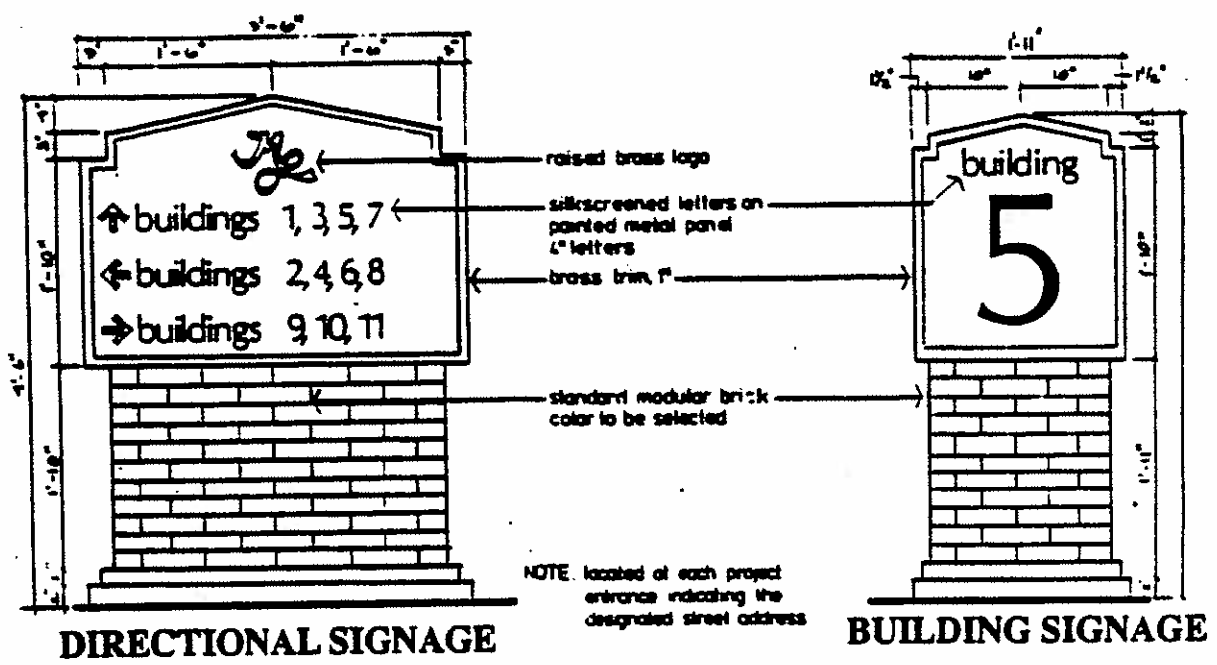
Multiple building developments, wherein two or more buildings share a common, city-assigned street address, are subject to the following requirements:

1. Buildings within such developments shall be identified either numerically or alphabetically in a logical sequence originating at the primary vehicular entrance to the development. Existing developments, wherein buildings are not so identified, may require additional directional signage.
2. Building identification, including city-assigned street addresses, shall be prominently located so as to be visible from adjacent public streets or from internal private streets and fire lanes, and shall be:
  - a. of a uniform vertical location, a minimum of 5 feet and a maximum of 10 feet above grade,
  - b. of a color that contrasts with the color of the building wall, provided however, that reflective material may be required,
  - c. a minimum of 4 inches high if located within 20 feet of the street or fire lane, and a minimum of 6 inches high if located farther than 20 feet from the street or fire lane. Larger sizes may be required depending on the proximity of the building to the street or fire lane and the building mass.
3. A diagrammatic site plan map(s) shall be permanently mounted unobstructed, at an approved location, at the primary entrance(s) of the complex. The site plan map shall be of durable construction, easily readable and shall be engraved or silk-screened on plastic or metal. The proposed site plan map, along with a description of the materials to be used and the method of illumination and posting, shall be submitted to the Planning Office for approval by the Planning Office and the Fire Prevention Bureau. All multiple building developments shall comply with this requirement unless specifically exempted, in writing, by the Planning Office and Fire Prevention Bureau.
4. Individual units within buildings shall be numbered or lettered sequentially for each building. If they are not, the unit numbers within the buildings must be identified along with the building numbers or city-assigned street address consistent with Item #2 above. In such situations, building identifiers must be adequately distinguished from unit identifiers.
5. The preliminary plan for the proposed PBG or PUD site plan shall contain an illustration and/or description of the proposed temporary (during construction) and permanent means for building identification. The means for building identification must be approved prior to approval of the final PBG or PUD site plan.

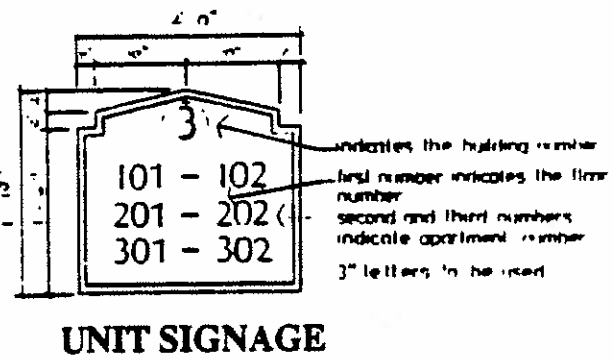
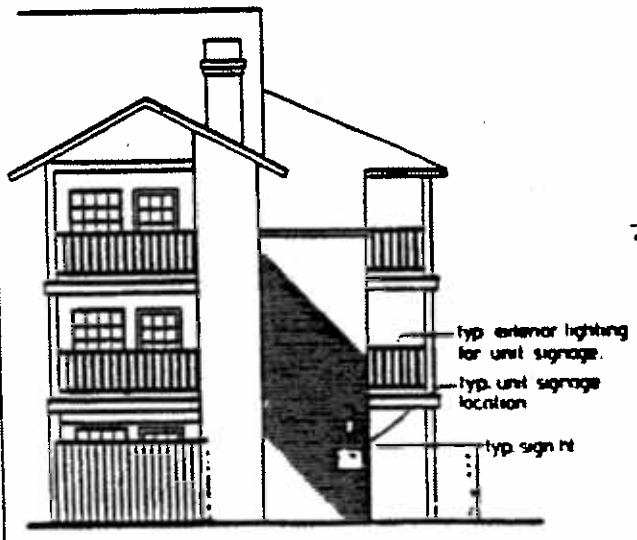
Multiple building developments wherein each building has a separate city-assigned street address but wherein one or more buildings rely on access from private streets, are subject to requirements 2 through 5 above.

All buildings must comply with the Denver Fire Code.

**Figure 10.**  
**Example of Building Identification Scheme**



NOTE: located in front of each building



## Planning Office Requirements and Design Guidelines

All PBG Site Plans, and all B-2 and B-3 District Development Plans, will be reviewed by the Planning Office with respect to conformance with the City's Comprehensive Plan, conformance with applicable Neighborhood Plans, conformance with applicable annexation agreements, and adherence to good site planning standards and practices. All such PBG, B-2 and B-3 plans, as well as PUD site plans where appropriate, shall address the following site design criteria:

### Access to the Site

1. Vehicular access points should be located so as to minimize adverse impacts on adjacent streets and adjacent properties.
2. Pedestrian access points should be located so as to maximize the opportunity for safe and convenient pedestrian access to and from public streets, public facilities, bus stops, employment centers and shopping facilities.

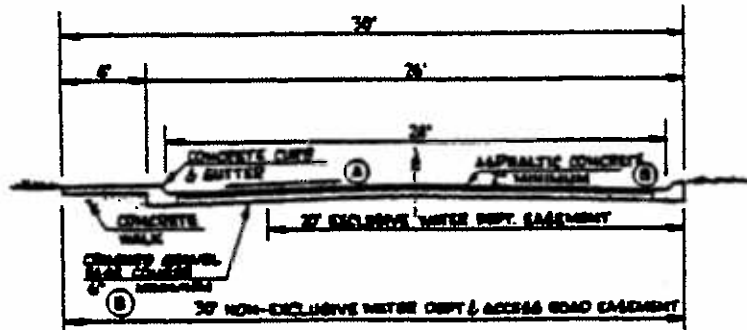
### Private Streets Within the Site

1. Section 41-20 of the Revised Municipal code (see appendix) specifies that private streets shall not be established "until the location, width, cross section and grade of such private streets...has been determined by the Planning Office to make adequate provision for the safety of circulation of pedestrians and vehicles and to make adequate provisions for fire, police and service vehicle access." Such determination shall be in accordance with the rules and regulations that follow
2. The overall street system should be logical and efficient. Avoid unnecessarily long or circuitous streets and unnecessary intersections. The street system should keep traffic speeds appropriate to the development.
3. Street width should be appropriate for the function and length of the street, for the expected traffic flow and for the number of intersections and the arrangement and concentration of parking spaces along the street.
4. Where traffic volumes warrant, the angle of intersecting private streets should be within 20 degrees of perpendicular. Where two private streets intersect a common private street from opposite directions, such intersection should be either aligned or sufficiently offset to minimize traffic conflicts.
5. Residential developments having three or more dwelling units and more than 100 lineal feet of private streets must comply with the requirements of Section 41-20(a)(1) of the Revised Municipal Code (see appendix). These requirements specify a minimum of 2 inches of asphalt and 6 inches of base course, or other materials with equivalent load-bearing capabilities.
6. Commercial or industrial developments having more than 100 lineal feet of private street must comply with the requirements of Section 41-20(a)(2) of the Revised Municipal Code (see appendix).
7. Private streets should be designed with a crowned cross-section with concrete pans or curbs at the edges. Inverted crown cross-sections will be accepted only on the basis of engineering or drainage necessity.
8. The maximum gradient for private streets shall be 8% unless lesser grades are required by the Fire Department due to street alignments.
9. Streets and buildings should be located so as to minimize visual obstructions that would pose a hazard for motorists, pedestrians or property.
10. Residential streets should be arranged so that visitors and emergency service personnel are able to easily and conveniently locate any given building and/or unit. Streets, parking areas, building addresses and numbers should be adequately illuminated.

# Private Street Design

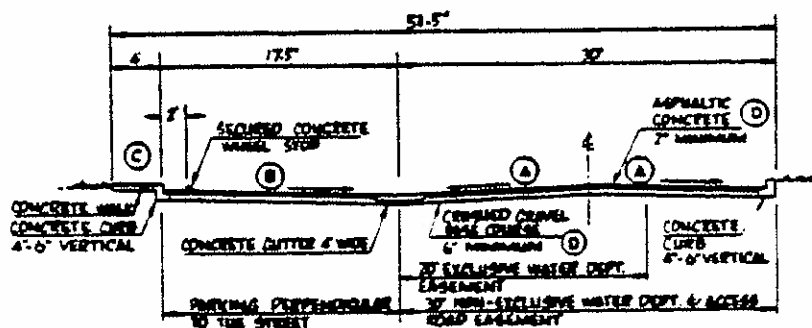
## Acceptable Cross-Sections for Residential Developments

**Figure 11.**  
**Private Street with Water Department Easement**



- (A) Minimum cross slope = 0.02'/ft., Maximum cross slope = 0.04'/ft.
  - (B) Alternative materials with equivalent load bearing capabilities may be substituted for the minimum 2" of asphalt and 6" of base course
- note: If the street is needed for a fire lane, parking is permitted on one side only. The opposite side must be posted as a fire lane, with signs approved by the Denver Fire Department

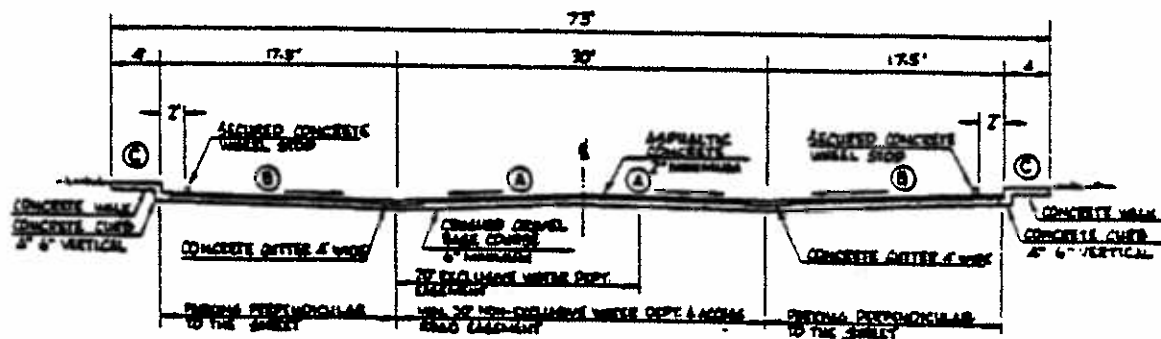
**Figure 12.**  
**Private Street with Water Department Easement and Perpendicular Parking on One Side**



- (A) Minimum cross slope = 0.02'/ft., Maximum cross slope = 0.04'/ft.
- (B) Minimum cross slope = 0.02'/ft., Maximum cross slope = 0.09'/ft.
- (C) If no wheel stops are used, sidewalk should be 6' in width
- (D) Alternate materials with equivalent load bearing capabilities may be substituted for the minimum 2" of asphalt and 6" of base course



**Figure 13. Private Street with Water Department Easement & Perpendicular Parking on Both Sides**

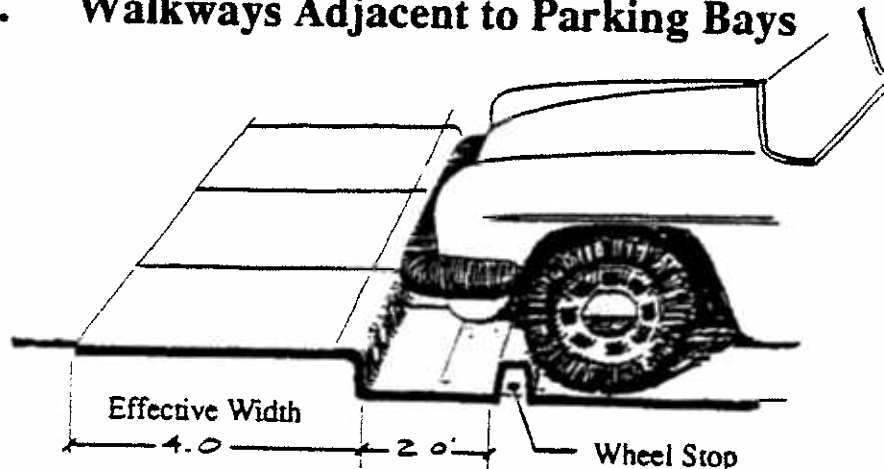


- (A) Minimum cross slope = 0.02'/ft., Maximum cross slope = 0.04'/ft.
- (B) Minimum cross slope = 0.02'/ft., Maximum cross slope = 0.09'/ft.
- (C) If no wheel stops are used, sidewalk should be 6' in width
- (D) Alternate materials with equivalent load bearing capabilities may be substituted for the minimum 2" of asphalt and 6" of base course

**Pedestrian Circulation within the Site**

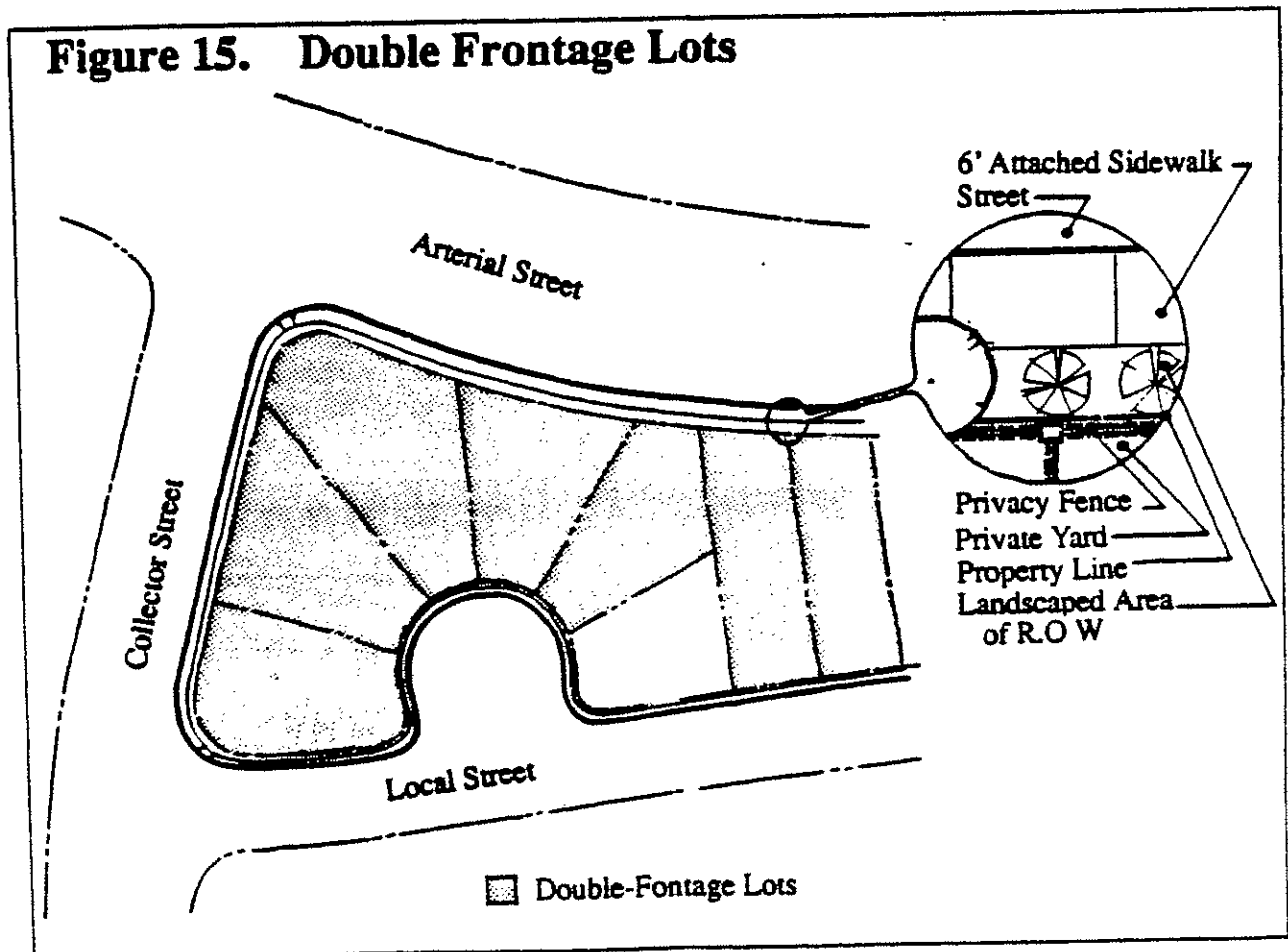
1. The development should provide for safe and convenient pedestrian access from building to building, from building to parking areas; and from buildings to recreational, laundry, trash, and mail pick-up facilities.
2. Pedestrian circulation should be arranged so that pedestrians are not subjected to unnecessary or unreasonable barriers, hazards or inconveniences. Pedestrian walkways should be physically separated - either vertically (curb) or horizontally (detached walk) - from vehicular traffic.
3. On-site walkways shall be a minimum of 4 feet in width. Walkways that adjoin the fronts of parking bays must be separated from such parking bays by a vertical curb (4" concrete minimum) or by adequate detached wheel stops (see Figure 14). Detached wheel stops must be a minimum of 2 feet from the walkway. If detached wheel stops are not used, the adjoining walkway shall be either a) 6 feet in width, or b) 4 feet in width, separated from the curb by a landscaped or decoratively surfaced strip 2 feet in width, in order to accommodate the overhanging fronts and rears of parked vehicles.

**Figure 14. Walkways Adjacent to Parking Bays**



## Location and Orientation of Buildings

1. Buildings should be located and oriented so as to provide convenient access for occupants and visitors, to create interest and variety, to take maximum advantage of topography and views, to achieve maximum solar gain in the winter and natural ventilation in the summer, to minimize "overlooking" from window wall to window wall, to minimize shading of swimming pools, streets and walkways, and to minimize exposure to sources of noise and headlight glare. Buildings on small infill and redevelopment sites should be located and oriented so as to be as compatible as possible with adjacent buildings.
2. The use of double frontage lots (lots having two parallel property lines adjacent to public and/or private streets) for single-family attached or detached residential developments should be avoided. However, double frontage lots may be used if because of 1) site frontage on an arterial street, 2) site imposed limitations on lot arrangement and on-site circulation, or 3) other compelling reasons, double frontage lots are necessary. If double frontage lots are used, the developer of the site must commit to landscaping the area of the public right-of-way between the curb and property line (excluding the sidewalk) and to installing a uniform fence or wall if a fence or wall is to be used. Further, the developer must commit to either: a) establishing a homeowner's association, one purpose of which will be to maintain the landscaped area of the public right-of-way, or, in situations where it is impractical to establish a homeowner's association, b) other arrangements agreeable to the Planning Office. These commitments must be formalized in an agreement between the developer and the City which must be approved and recorded prior to the approval of the site plan.
3. To maximize the potential for solar energy utilization, buildings should be located so as to maximize solar gain, while minimizing the loss of solar gain to adjacent existing buildings



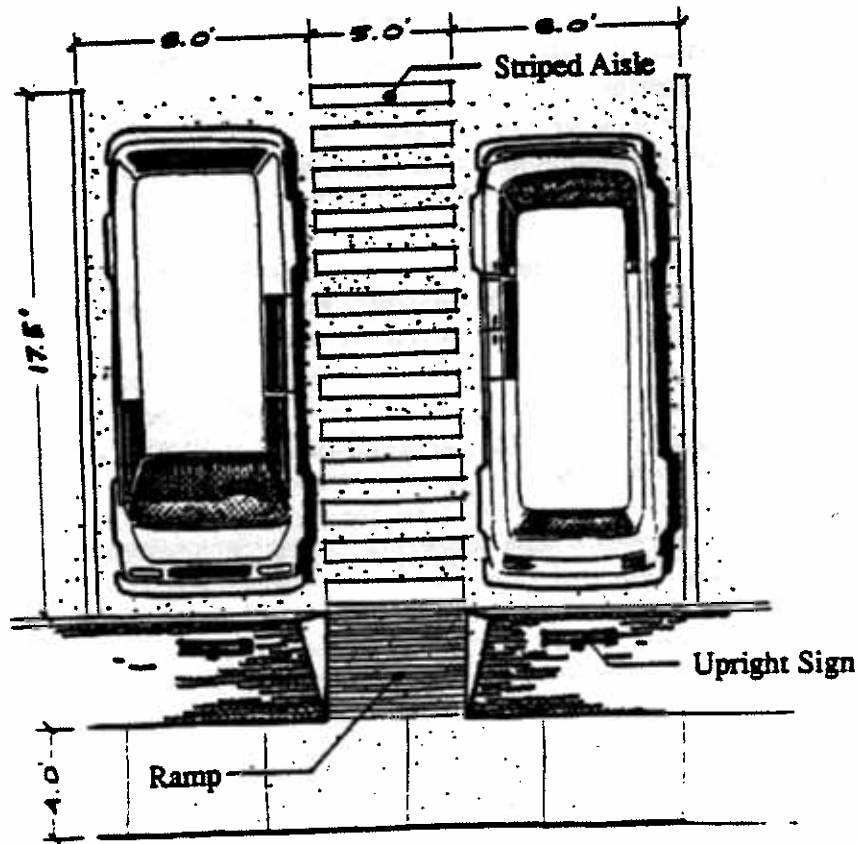
### Off-Street Parking

1. Off-street parking shall be provided in accordance with all requirements of the Zoning Ordinance.
2. The distribution of parking spaces should coincide with the distribution of density and/or the demand for parking
3. Parking areas should be located so as to minimize inconvenience and should be designed so as to minimize hazards to motorists, pedestrians and property. Parking requirements for residential units should be met within 200 horizontal feet of the unit.
4. There should be adequate and conveniently located visitor parking in residential developments. In single-family and townhouse developments where private streets are used and on-street parking is not permitted, the parking requirements set forth in the Zoning Ordinance may be inadequate to meet the need for visitor parking. In situations where garage parking is used to meet these requirements, the driveways leading to the garage must be at least 19 feet in depth (excluding the sidewalk) so as to accommodate visitors, or else visitor parking must be provided for in designated locations.
5. Buildings and building entranceways should not be inundated by parked cars. Where parking bays front or encircle a building, breaks should be provided at building entranceways so that people using the buildings are not forced to squeeze between parked cars to gain access to the buildings.
6. In medium to high density residential developments utilizing private streets, any segment of private street serving more than 75 dwelling units shall have no more than 50% of its frontage devoted to driveways, perpendicular parking or angled parking
7. Continuous parking bays may not exceed 15 contiguous parking spaces. Parking bays having more than 15 spaces must be punctuated with landscaped islands (possibly doubling as pedestrian accessways) at intervals not to exceed 15 contiguous parking spaces. (See Section 59-585(10) of the zoning ordinance regarding landscaping requirements for parking areas)
8. In residential developments, parking areas should be located so that building occupants (on-site and off-site) are not unduly subjected to noise from car engines and slamming doors, and to headlight glare and exhaust fumes. Fences or landscaping should be used to screen parking areas from adjacent properties, from the street and from buildings within the development, however, parking areas should not be so isolated that surveillance from adjacent buildings and streets becomes impossible. (See Section 59-585(10) of the zoning ordinance, regarding landscaping requirements for parking areas)
9. Parking areas in residential infill and redevelopment sites should be located so as to be as sensitive as possible to the existing streetscape. This may mean that such parking areas will not be permitted in the front setback area
10. In larger residential developments there should be adequate provisions for the on-site parking/storage of recreational and other other-sized vehicles, or, there should be covenants that prohibit on-site parking of such vehicles
11. Dead-ended driving aisles which are less than 30 feet wide and serve single or double loaded 90 degree parking must have back out areas, a minimum of 5 feet deep, to enable motorists using the end space(s) to back out of those spaces. Dead-ended driving aisles in non-residential developments shall not exceed 100 feet without an adequate turn-around. Parking lot arrangements that cause motorists to back out into public streets (when spaces are not available or for other reasons) will not be permitted.
12. Where traffic volumes warrant, garage rows along private streets must be set back a minimum of 5 feet from the flowline of the street so as to ensure visibility for motorists backing out of garages into traffic. Garage setbacks of from 5 feet to 20 feet are discouraged. Garages set back less than 15 feet from through private streets having moderate to high traffic volumes must have remote controlled garage door openers

### Site Requirements for Disabled Persons

1. Parking spaces for disabled persons shall be located so as to minimize the distance to accessible building entrances and to provide an accessible route to such entrances. (See Zoning Ordinance for number of required spaces.)
2. Parking spaces for disabled persons shall be a minimum of 12 feet wide and 17.5 feet long, provided, however, that where two such spaces are side by side, they may each be reduced to 8 feet in width if a common access aisle, 5 feet in width, is provided between them (see Figure 16). Where provided, this access aisle shall be clearly delineated. Accessible parking spaces shall be designated as reserved for the disabled by an upright sign showing the symbol of accessibility. Such signs shall not be obscured by a vehicle parked in the space.

**Figure 16. Side by Side Handicapped Parking Spaces**



3. At least one accessible route shall be provided from public streets or sidewalks to the accessible entrance. At least one accessible route shall connect accessible buildings, facilities, elements, and spaces on the same site. An accessible route with a running slope greater than 1:20 is a ramp and shall comply with specifications referenced in Chapter 64 of the Denver Building Code.
4. Passenger loading areas shall have adjacent and parallel access aisles or walkways at least 4 feet in width. Where a curb separates the loading area from the access aisle or walkway, a ramp, with a maximum slope of 1:12, shall be used. Built-up curb ramps shall not project into the loading area so as to obstruct traffic.
5. In H-1, H-2, and H-3 occupancies consisting of 8 or more units, one unit of the first 3 units and one unit for each 7 units thereafter shall be accessible per Chapter 64 of the Denver Building Code. Exception: H-3 occupancies where all sleeping facilities are on the 2nd floor.

### Landscaping of Parking Areas

A landscape plan is required for residential or non-residential developments meeting all of the following criteria:

1. There is a new parking area and/or an expansion of an existing parking area and/or a change of use that changes the off-street parking requirements and/or a change in gross floor area that changes the off-street parking requirements;
2. The zone lot is in any zone district except B-5 (in the B-7 and B-8 zone district, a landscape plan is required only if the parking is being provided to meet the off-street parking requirements; and in the P-1 zone district, a landscape plan is required only if one or more property lines abuts a zone district other than B-5, B-7, B-8 or P-1); and
3. The parking area is 15 spaces or more in size (either required or provided), or 4,500 square feet or more in area.

The detailed "Rules and Regulations for the Landscaping of Parking Areas" are available from the Planning Office or the Zoning Administration. Please refer to these rules and regulations for the preparation of landscape plans required as part of a PBG, a PUD Site Plan or a B-2 or B-3 District Development Plan.

### Additional Considerations

1. Common use trash facilities, if used, should be centrally and conveniently located but should not be so close to buildings (on-site or off-site) that building occupants are subjected to unreasonable noise and odor or to health and safety hazards. Trash facilities should be screened from view by a solid fence or wall 4 to 6 feet in height. Trash facilities should be located so that trash pick up will have a minimal impact on the development and on adjacent properties.
2. The provision and arrangement of open space should be a primary consideration in formulating the site plan. Fragmentation of open space should be avoided; instead, concentrate open space in areas that can be utilized for passive and active recreation or for visual relief. Provide adequate irrigation for landscaped areas.

# Transportation Division Requirements

All PBG and PUD Site Plans, and all B-2 and B-3 District Development Plans, must comply with the rules and regulations of the Transportation Division of the Department of Public Works. These rules and regulations, as outlined below, pertain to the dedication of right-of-way for public streets, the development of public streets, the location and design of curb cuts and the temporary occupancy of the public right-of-way. The primary concern of the Transportation Division in reviewing site and development plans is the safe and efficient movement of vehicular and pedestrian traffic.

Developers or their agents are encouraged to contact the Transportation Division early in the site planning process to determine access conditions or limitations, street occupancy conditions or limitations, right-of-way dedication requirements and street construction requirements that may be applicable to the site. This early contact is especially important for sites on major streets or on unimproved streets.

## The Street Development Requirements Agreement

Prior to the approval of any site or development plan that will require improvements to a public street, the Transportation Division will require the owner of the land proposed for development to sign a "Street Development Requirements" agreement outlining the City's requirements for the design and construction of streets, curbs, curb cuts, sidewalks and street lighting. These requirements will conform with the site plan drawings which are usually approved prior to the finalization of the Street Development Requirements agreement (Note: some projects may require that plan and profile drawings, prepared by a licensed engineer, be submitted and approved; see page 29).

A sample agreement is included in Appendix 3.

The developer will be required to pay all or a portion of the construction cost of new improvements. All construction must be in accordance with City standards.

## Responsibility for Street Construction

The dedication and construction of public streets is based on two general principles:

1. The developer is responsible for the dedication of right-of-way and the construction of streets to the extent required for proper service to the area being developed (Note: "Proper Service" is defined as the construction of all adjacent frontage and horizontal and vertical transitions so as to maintain safe operation); and
2. The City is responsible for additional street facilities necessary for City service beyond the needs of the area to be developed. Improvements for which the City is responsible are subject to the appropriation of funds.

## Allowance for Stage Street Construction

1. Local or collector streets: When a local or collector street is constructed in stages, the developer of the first one-half of the street opened for traffic shall construct the adjacent curb, gutter, and sidewalk in the standard location, and shall construct 26-feet of pavement from the flowline to a temporary edge of pavement. The developer is also responsible for end transitions, intersection paving, drainage facilities, grading, etc., as necessary for stage construction and safe traffic operation.
2. Arterial streets: The standard geometry for new arterial streets is based on stage street construction, with the adjacent landowners completing the outside roadways before the City completes the middle or median portion of the cross section. The standard geometry for new arterial streets uses 6-inch vertical curbs with gutters, 8-foot attached concrete sidewalks, two roadways with 22 to 26-feet of pavement on each roadway, and an undeveloped median on a total of 120 feet of right-of-way.

The construction details for stage construction of new arterial streets may vary according to the existing conditions at the site, such as the width and profile of the existing asphalt roadway relative to the plan and profile of new roadways. The following items will be required as necessary for proper stage construction and safe traffic operation:

- a. The developer of the first new roadway opened for traffic (no existing street in place) is required to: construct 26-feet of pavement from the flowline to the center edge of the pavement; modify portions of existing streets as necessary to match grades with the new roadway; and to remove existing streets if they cannot be modified to match grades with the new roadway
- b. The developer of the second new roadway opened for traffic is required to grade and shape the median area as necessary to provide a crowned dirt median, and to remove the existing centerline street if present.
- c. The developer of each new roadway opened for traffic is also responsible for end transitions, median crossovers, drainage facilities, grading, etc., as necessary for stage construction and safe traffic operation.

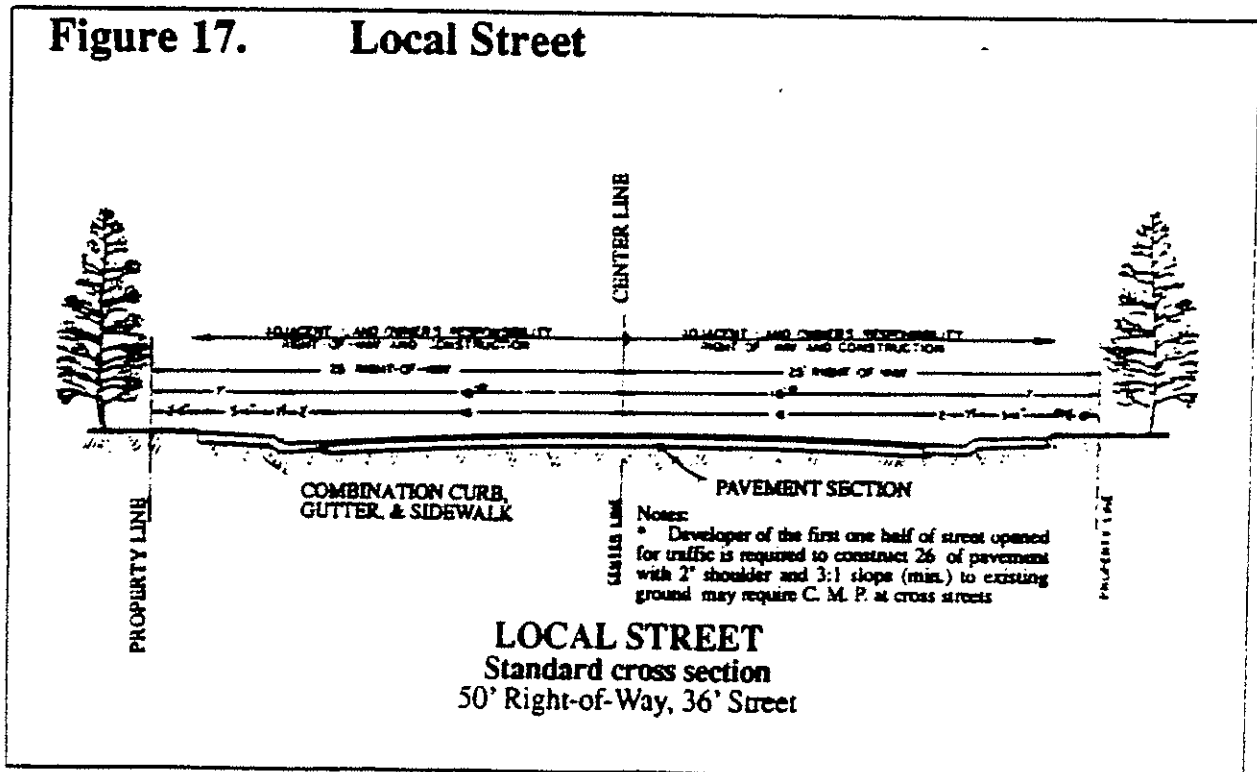
### Standards for Local Public Streets in Single-Family Residential Districts

The following standards for local public streets in single-family residential areas apply in the RS-4, R-0, R-1, and R-X zone districts, as well as to single-family residential developments zoned PUD. Local streets should be arranged so as:

1. To provide local, neighborhood access to and from the collector and arterial street system; and
2. To discourage non-local, or through, traffic.

Generally, local streets should not intersect arterial streets, but may have to in order to provide adequate neighborhood access.

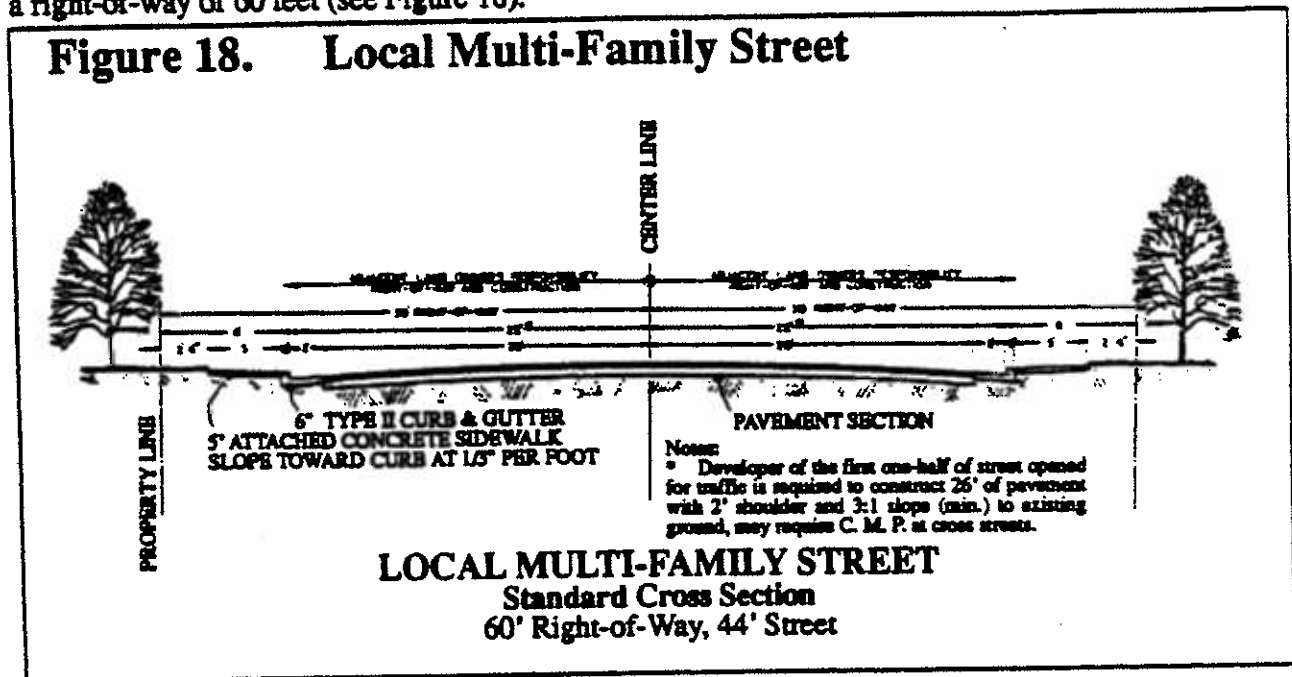
The standard design for local streets in single-family residential areas uses a combination (drive-over) curb, gutter and sidewalk, with a street width of 36 feet (flowline to flowline) within a right-of-way of 50 feet (see Figure 17).



## Standards for Local Public Streets in Multi-family, Business and Industrial Districts

The following standards for local public streets in multi-family residential areas and in non-residential areas apply in all zone districts except the RS-4, R-0, R-1 and R-X zone districts, but not to single-family residential developments in PUD zone districts. Local streets should be arranged so as to provide local access to and from the collector and arterial street system, and to discourage non-local, or through, traffic.

The standard design for local streets in both multi-family residential areas and in non-residential areas uses a 6 inch vertical curb and gutter, with a street width of 44 feet (flowline to flowline) within a right-of-way of 60 feet (see Figure 18).



## Standards for Collector Streets in All Zone Districts

The following standards for public collector streets apply in all zone Districts Collector streets should be arranged so as

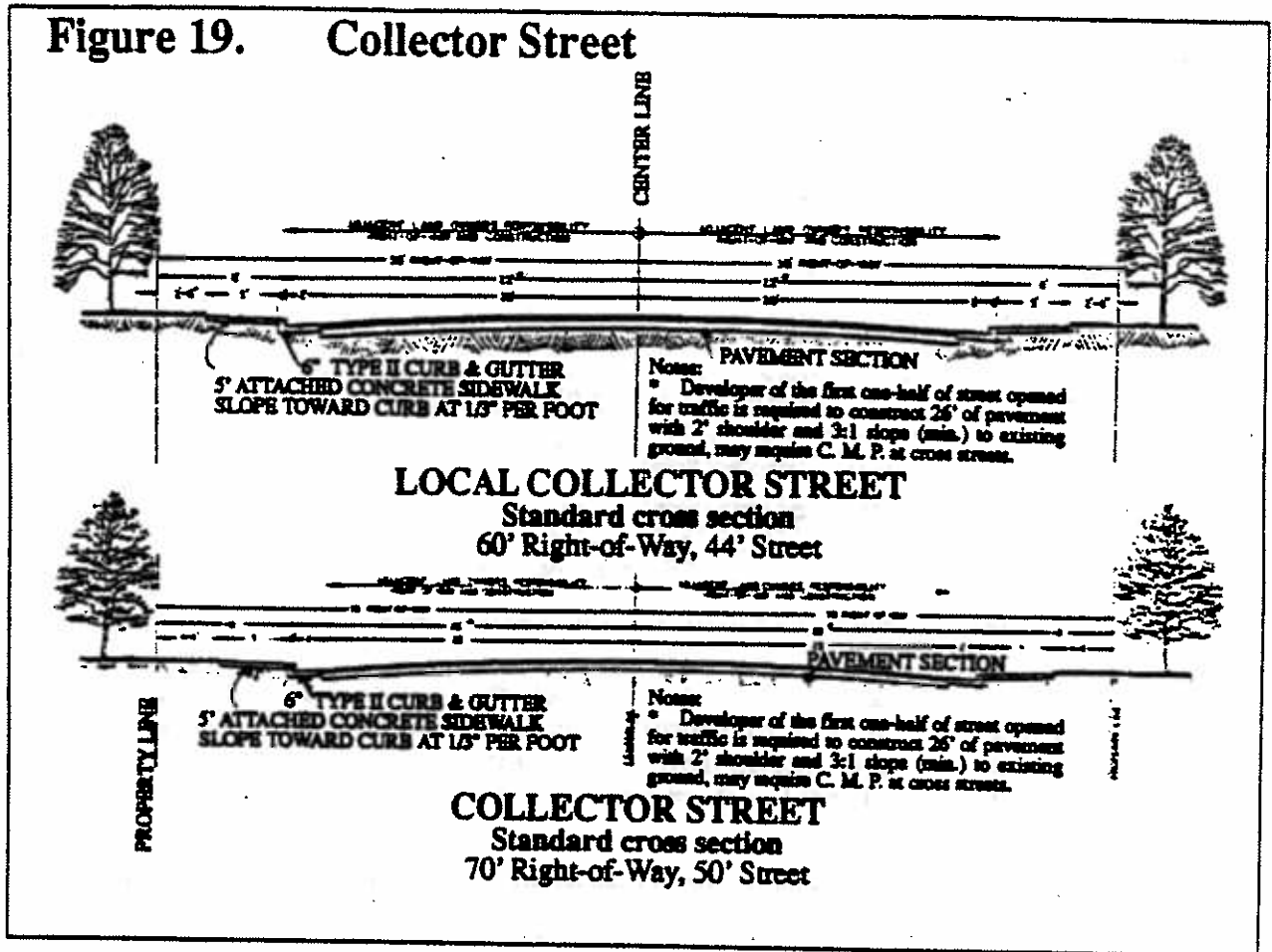
1. To connect local neighborhood streets to the arterial street system.
2. To be about one mile long, extending about one-half mile on each side of arterial streets
3. Intersect with arterial streets at intervals of approximately one-third of a mile

The standard design for collector streets uses a six inch vertical curb with gutter and a street width of 44 feet (flowline to flowline) within a right-of-way of 60 feet (see Figure 19) Where a collector street approaches intersection with an arterial street, it may be necessary to increase street width to 58 feet (flowline to flowline) within an increased right-of-way of 70 feet so as to provide needed turn lanes (An additional right-of-way triangle may be needed at the intersection to accommodate pedestrian ramp) On-street parking may not be permitted in the widened section, and the abutting land uses should be designed accordingly In all cases, the adjoining property owner is responsible for providing right-of-way to the centerline of the street and for street construction to the centerline of the street.

In some cases, additional right-of-way may be required so as to accommodate a detached hike-bike path, eight feet in width, instead of the typical attached sidewalk Detached hike-bike paths may be required on one or both sides of a collector street



**Figure 19. Collector Street**



**Standards for Arterial Streets in All Zone Districts**

The following standards apply to arterial streets in all zone districts. Arterial streets are generally required at one mile intervals, usually on section lines.

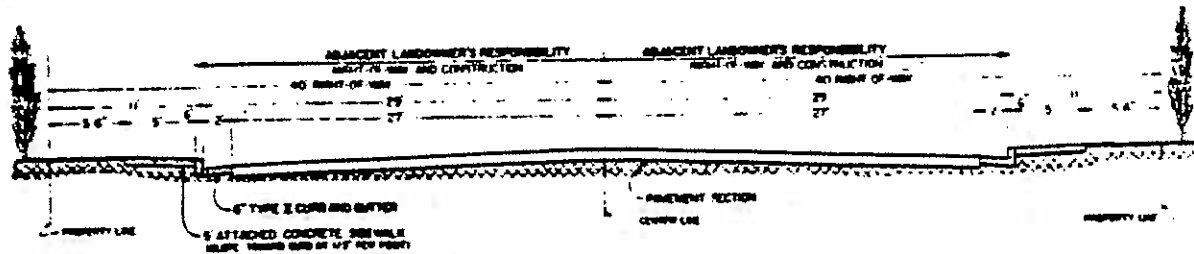
The specific design for arterial streets will be determined by the Transportation Division on a case-by-case basis.

Landowners adjacent to arterial streets are responsible for:

1. Deeding right-of-way as necessary to provide 60 feet of right-of-way from the property line to the center line of the arterial street;
2. Constructing curb, gutter, sidewalk, up to 26 feet of pavement, end transitions, intersection paving, drainage facilities, etc., as necessary for stage street construction and safe traffic operation; and
3. Surfacing or landscaping of any unimproved right-of-way (generally between the property line and the sidewalk) that is screened from private property by fences or walls. Detailed plans for the surfacing and landscaping of these areas, as well as plans for the maintenance of such surfacing and landscaping, must be presented to the Engineering Division for review and approval.

The city is responsible for completing the middle or median portion of the arterial street to the extent exceeding the construction responsibilities of the landowner. Completion by the City is subject to the appropriation of funds, provided, however, that the City will accept construction of the section of street normally deemed to be City responsibility as a donation from the adjacent developer to the City (in addition to any required construction).

**Figure 20. Arterial Street**



**Notes:**

- Developer of the first new roadway (no existing street) opened for traffic is required to construct 26' of pavement.
- 1. Developer of the first new roadway is required to modify existing street as necessary to match grades with new roadway within tolerances noted above, and to provide median encroachment where necessary.
- 2. Developer of the first new roadway may be required to construct 26' of pavement and remove existing roadway if it can not be modified to match the new grade.
- 3. Developer of the second new roadway is required to cut and fill the median area as necessary to produce a crowned dirt median 1' higher at centerline than at edge of higher roadway, to remove curbside roadway if present, and to have median crossover where necessary.
- 4. Developer is required to submit development plans for the area between the sidewalk and the property line at all locations where fences or other screens will be needed on the property line such as along the rear of single family lots. These areas must be completed by the developer using hard surface material with low maintenance, no irrigation landscaping as approved by the Department.

**CROSS SECTION AT ARTERIAL STREET**  
with Existing or Proposed Traffic Signal Control  
80' Right-of-Way, 58' Street

**Utility Relocation**

The developer is responsible for the costs of utility relocation for street improvements or modifications caused by, or for the benefit of, the development project. Such responsibility applies to the relocation of traffic control devices; gas, electrical, telephone and water facilities; and any other utility hardware located in the construction area of such improvements as access roads, curb cuts, right-turn lanes, etc.

When the street improvements or modifications result in improved traffic operation on the public street, the City will coordinate cost sharing participation with the affected utility companies according to any franchise agreement limitations that may be in effect at the time of construction.

**Curb Cuts**

Curb cuts that can be shown as necessary to provide reasonable site access to adjacent street frontages will generally be approved, subject to the following standards:

1. **Number and Spacing of Curb Cuts.** The number of curb cuts allowed on smaller sites is usually related to the width of street frontage, the minimum width of the curb cut and spacing requirements. The number of curb cuts allowed on larger sites depends on the design of the site and the potential for access problems; the goal is to minimize impacts to the public street and to facilitate reasonable access to the development. The numbers below are typical, but subject to considerable variation:

<u>Street Frontage</u>	<u>Number of Curb Cuts Allowed per Frontage</u>
Up to 150 feet	2
151 to 300 feet	3
over 300 feet	4

2. **Size and Design of Curb Cuts.** The size and design requirements for curb cuts are illustrated on standard drawings available from the Engineering Division. All of the curb cuts shown on these standard drawings are designed for safe and efficient two-way operation. Narrow curb cuts for one-way operation will be allowed only when site conditions guarantee a one-way operation (such as the exit drive for a drive-in bank facility). One-way curb cuts which rely on signs rather than on operational necessity will not be allowed due to high violation rates and attendant

accident and congestion potential. Wide curb cuts may be approved as a means to address specific site problems and conditions (such as divided access drives or driveway entrances with high truck traffic volumes).

Curb cuts will not be approved for parking areas that require backing maneuvers into or from a public street right-of-way. Single family residential driveways are excepted from the "no-backing" requirement, as are row-type multiple family residential units with individual driveways and garages.

Curb cuts will not be approved for off-street truck loading areas that require backing maneuvers into collector or arterial streets. Off-street truck loading areas fronting on local streets may use the street right-of-way. Curb cuts up to a maximum length of 75-feet may be used on local streets to serve the loading area. Each zone lot will generally be limited to one oversize curb cut on each adjacent local street unless there is prior approval from the Transportation Division for no more than one additional over-size curb cut separated from the first oversize curb cut by at least 75-feet of 6-inch curb.

3. Acceleration/Deceleration Lanes. The developer may be required to construct acceleration and/or deceleration lanes when either of the following conditions exist:
  - a. Existing traffic volumes on the subject street are at or above the traffic capacity of the street (Level of Service "C"); or
  - b. The estimated traffic volume entering and leaving the site is equal to 5 percent of the existing traffic volume on the subject street. Acceleration/deceleration lanes are usually 10 feet in width and extend 150 feet on each side of the curb cut, with tapers back to the existing curb.
4. Major Entrance Curb Cuts. Access locations with high traffic volume potential may require a design similar to full intersection design with standard corner radii and pedestrian ramps. The on-site connecting roadway must be at least 50 feet wide with 100 feet of on-site access control as measured from the flowline of the cross street. Major entrances must be located according to the standards for proper traffic signal placement available from the Transportation Division.

#### Parking and Loading Areas Adjacent to Public Right-of-Way

Off-street parking and loading areas adjacent to public right-of-way must include one of the following protective barriers to prevent parked or maneuvering vehicles from encroaching into the public right-of-way:

1. A landscaped area meeting the requirements of Section 59-585(10) of the Zoning Ordinance (these are the requirements for the landscaping of parking areas);
2. A poured in place curb 6 inches wide by 12 inches high (6 inches above ground, 6 inches below ground) located 2 feet from property line to face of curb; or
3. Vertical barriers as may be permitted by the Denver Zoning Code, located at least 6 inches inside the property line.

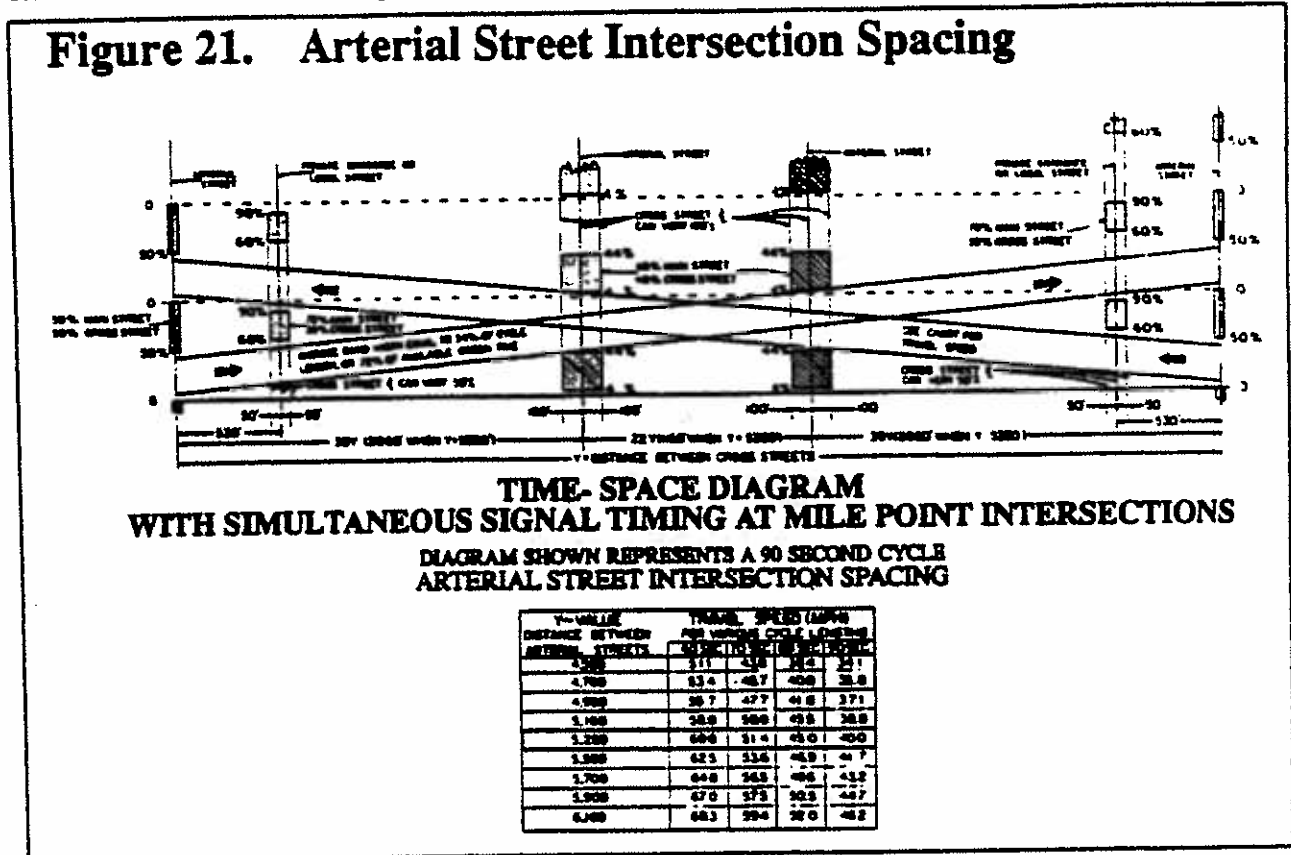
A protective barrier is required along the entire length of parking or loading areas adjacent to public street right-of-way, except at approved access locations.

#### Pedestrian Ramps

Pedestrian ramps must be provided at all intersection corners along new public streets; at all intersection corners of existing streets adjacent to land proposed for development or redevelopment, providing that such development or redevelopment necessitates improvements in the public right-of-way; and at certain key intersections where improved access for persons with mobility impairments or persons on bicycles is necessary, regardless of whether or not proposed development or redevelopment necessitates improvements in the public right-of-way. Detailed design standards for pedestrian ramps are available from the Engineering Division.

**Spacing of Intersections with Arterial Streets**

Public streets and high traffic private streets (or entrances) may intersect with arterial streets only at specific locations that allow for proper traffic signal timing progression. Arterial streets are generally aligned with section lines and intersect with cross arterial streets at section corners. These circumstances allow for four possible intersections between section corners:



These dimensions will vary if the arterial cross streets are not exactly on the section corners. Traffic signals, median crossovers, and left-turn lanes will usually be limited to the locations described above unless prior approval is granted by the Transportation Division.

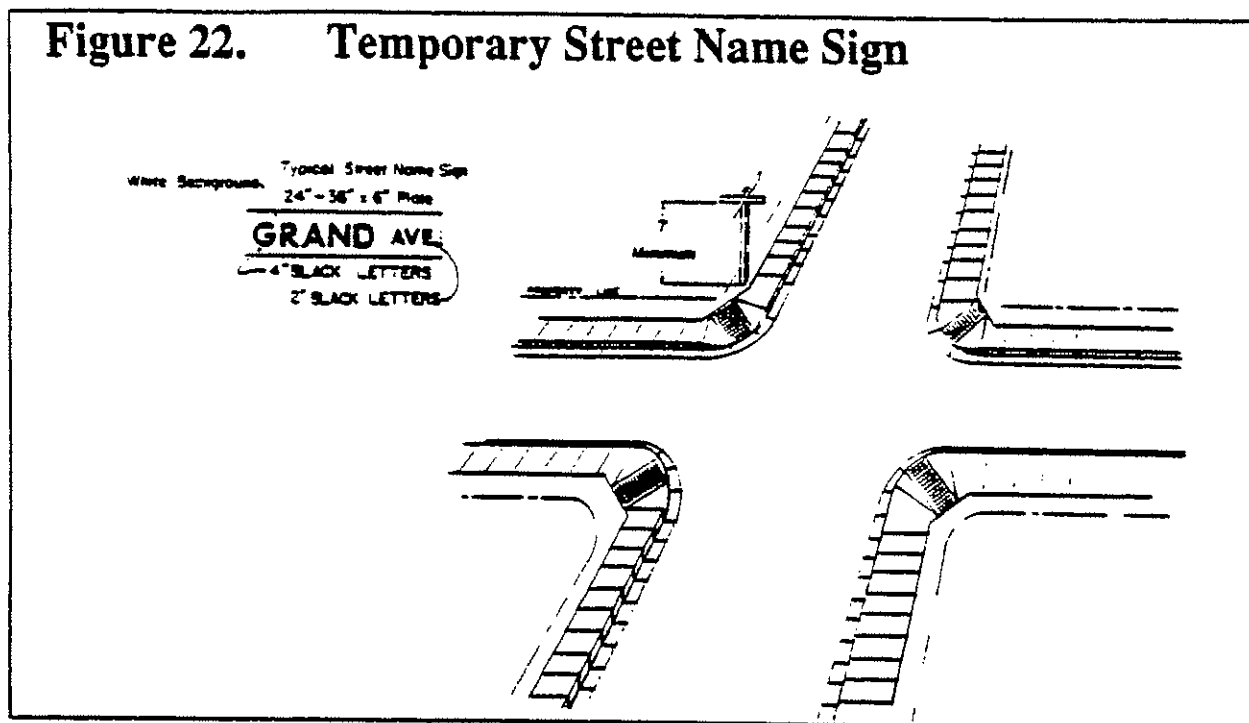
**Temporary Street Name Signs**

The developer shall furnish, install, and maintain one temporary street name assembly at each newly constructed intersection before any new structure is completed or occupied. The temporary street name sign assembly shall consist of a sufficient number of signs to identify all streets to approaching traffic from all directions.

Each sign shall consist of a 6" by 24" to 36" wood or metal plate painted white with 4-inch block letters for the street name and 2-inch block letters for the street/avenue suffix. Each sign shall be mounted with at least 7 feet of head clearance. (See Figure 22)

The Transportation Division will install permanent street name signs after final grading and improvements have been completed.

**Figure 22. Temporary Street Name Sign**



### Street Lights

Ornamental street lighting and associated underground street lighting supply circuits are required for all local and local-collector streets in or on the periphery of new developments. The City assumes the responsibility for street lighting on arterial streets. If a wood pole overhead line is in service for purposes other than street lighting on a section of street, ornamental street lighting will not be required on that section of street.

The developer shall be responsible for the additional cost of ornamental street lighting required on the local and local-collector streets according to a plan approved by the Transportation Division. The plan will require as a minimum the installation of 7,000 lumen lamps at a maximum spacing of 400 feet. The charge to be paid to the City by the developer will be the difference in the annual service rate between ornamental and non-ornamental street lighting service multiplied by 20 years. The landowner is responsible for the payment of street lighting fees before any subdivision plats, planned building group plans, or building permits will be approved.

### Temporary Occupancy of the Public Right-of-Way

The Transportation Division is authorized to permit the occupancy of the public right-of-way outside of the roadway for non-permanent placement of privately-owned street furniture. Street furniture includes (but is not limited to) planters, flagpoles, decorative street lights and fences, but excludes any object below ground, any building and any object attached to or part of a building.

Construction of multi-storied buildings may require the use of covered walkways and/or site fences in the public right-of-way during construction. The design and location of such walkways and fences must be approved and permitted by the Transportation Engineering Division.

# Wastewater Management Division Requirements

All PBG and PUD Site Plans, and all B-2 and B-3 District Development Plans, must comply with the applicable rules and regulations of the Wastewater Management Division (WMD) of the Department of Public Works. These rules and regulations are authorized by the Denver Revised Municipal Code and are intended to regulate extensions of and connections to the Denver storm and sanitary sewer systems, private sewer systems, control development within designated flood prone areas, assure the limitation of storm drainage runoff to historic rates, control erosion, eliminate noxious or poisonous discharges to the sewers, and ensure abatement of nuisances, all in order to protect the health and safety of Denver citizens.

## Pre-Application Conference

The developer and his consulting engineer may schedule a pre-application conference with WMD personnel prior to beginning any engineering or design relative to storm and sanitary drainage

## Submittal Requirements

The following items are typically required by the WMD prior to approval of the PBG or PUD site plan or the business district development plan.

1. Storm and Sanitary Drainage Studies. Storm and sanitary drainage studies shall be prepared by a Professional Engineer, registered with the State of Colorado. The storm drainage studies shall utilize 100-year criteria and the Denver Regional Council of Governments Urban Storm Drainage Criteria Manual. Sanitary drainage studies shall conform to current WMD criteria based upon accepted flow parameters.  
The PBG or PUD site plan or the business district development plan must show the location and volume of each detention pond (if any) and reference the approved drainage studies by date and title.  
Current copies of storm and sanitary drainage criteria can be purchased at the WMD
2. On-Site Storm and Sanitary Sewer Construction Drawings Plan and profile construction drawings will be required for all on-site storm and sanitary sewer facilities. The design drawings must conform to WMD Design Criteria, Standard Details, and Construction and Material Specifications. Drawings shall be prepared on 24" x 36" plan and profile sheets. Six sets of drawings are required for concurrent review and approval by the Division. Subsequent thereto, the Division will recommend final approval of the PUD/PBG site plan by the Manager of Public Works.
3. On-Site Grading Plan On-Site Grading Plans conforming to the approved storm drainage study shall be required at the same scale as the PUD/PBG Site Plan. The drawings must show existing and proposed contours at one foot intervals; the location of all proposed storm drainage facilities; and the location and volume of each detention pond, if any. The plans must reference the approved drainage studies by date and title.
4. Mainline Storm and Sanitary Sewer Construction Drawings Should the PUD/PBG development require a public storm or sanitary sewer main line extension, thirteen sets of plan and profile construction drawings will be required for concurrent review and evaluation for all public storm and sanitary sewer facilities. The design drawings must conform to WMD Design Criteria, Standard Details, and Construction and Material Specifications, and shall include the following
  - a. Application The owner or developer must file an application form, entitled "Permission to Design, Plan, Construct, Reconstruct or Remodel a Public Improvement" with the WMD
  - b. Bond The applicant must furnish the WMD with a bond, approved by the City Attorney's Office, or a cash deposit. The bond or cash deposit must be in the amount of the estimated construction cost (including appropriate contingencies) and shall stipulate that the applicant shall:

- Promptly pay all amounts legally due to all contractors, subcontractors, and persons furnishing labor or materials, and all amounts legally due for labor or materials used in the performance of the work; and
  - Indemnify the City to the extent of all payments in connection with performance of the work
  - c. Agreement to pay for inspection costs All public mainline storm and sanitary sewer construction shall be inspected and tested by the WMD. The applicant shall agree to pay all costs incidental to the inspection, material testing, and street and alley repair connected with work performed.
  - d. Authorization to connect to non-Denver system. If the storm and/or sanitary drainage facilities of the proposed development connect to or outfall through a Denver connector district or other municipality or county, the applicant must furnish, from the connector district, municipality or county, written authorization to utilize their facilities. This authorization must be submitted to the WMD with the construction drawings.
5. Private On-Site Sewers. In situations where it is not possible to provide a separate, independent and unextended building sewer for each building within a PUD/PBG, the WMD may approve a privately maintained, on-site sewer serving more than one building. Such approval, if granted, will be conditioned on the requirements that the owner or developer: meet all applicable WMD design and construction requirements; and enter into an Easement and Indemnity Agreement or a protective covenant, as described below.
- a. Easement and Indemnity Agreement (EIA). The EIA is an agreement between the landowner(s) and City wherein the landowners:
    - (1) Grant an easement to the City to use all private streets (and certain other private areas) within the development for the provision of emergency or other services;
    - (2) Agree to indemnify the City for any damage resulting from the use of such streets and areas for the provision of services;
    - (3) Agree to install all required facilities and, as owner, to either maintain such facilities or to create an association to maintain such facilities;
    - (4) Authorize the City to make or have made, at the owner's expense, any repairs to private streets, firelanes or required facilities that are necessary for the provision of services but have not been made on a timely basis by the owner(s); and
    - (5) Agree to disclose to homebuyers and potential homebuyers that private streets and facilities within the development will not be maintained by the City

The EIA, when required, is drafted by the Department of Public Works and submitted to the owner for review, final preparation and signatures. The EIA must be approved by City Council prior to the recording of the PBG, PUD Site Plan or business district development plan. Once approved and recorded, the agreement is binding upon any and all successors and assigns and is considered to be a covenant running with the land.

- b. Protective Covenant. Protective covenants are used only when an EIA is not suitable and only when the PBG/PUD property, improvements and sewage facilities will remain under one ownership. The protective covenant must state that such property, improvements and facilities will remain in one ownership and that all required on-site storm and sanitary drainage facilities and appurtenances will be installed, repaired and maintained by the owner. The protective covenant does not require approval by City Council but is recorded with the City Clerk and Recorder and runs with the land.

Once an EIA or a protective covenant is approved, there may be no alteration of or additional connection to any sewer facility or appurtenance shown on the approved PBG/PUD site plan without specific authorization of the WMD.

- 6. Development Phasing. If a development is to be constructed in phases, storm and sanitary sewer studies must be submitted and approved for the entire development before construction of any one phase can begin.

When developing in phases, the owner shall be required to covenant that all storm and sanitary facilities and site grading will be constructed in accordance with approved drainage plans for the entire development. No person(s) shall have the authority to redesign or alter the construction of any phase of the development without first obtaining written approval from the WMD. When all phases of construction have been completed, inspected, and accepted by the WMD, the owner may request, if applicable, termination of the covenant.

### Post Approval Requirements

The following WMD requirements must be fulfilled after the final PUD/PBG plan is approved and recorded:

1. Sewer Use Permit

The owner or developer must apply for and receive approval of a Sewer Use Permit prior to applying for a No. 1 Construction Permit.

2. Pre-construction Conference

A pre-construction conference will be required for all public mainline storm and sanitary sewer construction. The owner or sewer contractor must schedule this conference with the WMD a minimum of 10 days prior to the start of construction. Construction shall be authorized only after the pre-construction conference is held and a construction permit is issued by the WMD.

3. Sewer Connection Permit

A Sewer Connection Permit will be issued when all requirements under the Sewer Use Permit have been completed. This Connection Permit is required for each building connection to the City sewer. All connections must be made by a contractor licensed with the City to perform such work and the work shall be performed in a manner conforming to WMD requirements. A minimum 24-hour notice will be necessary for the WMD to schedule required inspection of the proposed building connections. Inspection fees shall be assessed in accordance with the current published schedule of fees, and payment of these fees shall be the responsibility of the contractor.

4. Inspections/Certificate of Inspection

There shall be a WMD inspector on the site during the construction of all mainline storm and sanitary drainage facilities. A 48-hour minimum notice by the sewer contractor will be required so that the inspector can be scheduled for the site. No inspection shall be scheduled by the WMD prior to the pre-construction conference. Inspection fees shall be assessed in accordance with the current published schedule of fees, and payment of these fees shall be the responsibility of the contractor.

The owner or developer shall be responsible for furnishing the WMD a Certificate of Inspection prepared by a Professional Engineer registered with the State of Colorado, certifying that all on-site sanitary sewers, storm drainage facilities, and site grading were constructed in compliance with plans and specifications approved by the WMD. This Certificate of Inspection shall be required for all on-site sewer facilities in addition to any inspections made by the WMD or the Department of Public Works.

5. Requirements for Final Acceptance

Prior to the WMD issuing final acceptance, the consulting engineer associated with or responsible for the project must furnish "as-constructed" mylar sepia drawings and "field staking" notes of all on-site and mainline sewer construction.

6. Period of Validity for Approved Plans

If construction has not commenced within one year after the recording of the approved PUD/PBG development plan, all approvals by the WMD shall become void. The WMD may require the resubmittal of certain project information prior to the issuance of a current Sewer Use Permit, unless phased development is approved and the developer provides a covenant as outlined previously.



Any proposed change to grading, drainage or sewer facilities or appurtenances after the approval of the PUD/PBG development plan must be approved by the WMD.

### Building Inspection Record Form/Certificate of Occupancy

The following requirements must be met before the WMD will sign the Building Department Inspection Record:

- A Sewer Use and Drainage Permit has been issued;
- Construction of all required storm and sanitary drainage facilities has been completed and accepted by the City;
- The Certificate of Inspection for private on-site storm and sanitary drainage facilities has been accepted;
- The building sewer connection has been inspected by a WMD inspector;
- All required fees have been paid and received; and
- All other requirements of the Sewer Use and Drainage Permit have been satisfied.

If all of the above requirements have not been met by the time the Building Department Inspection Record is presented to the WMD for signature, the WMD may consider allowing a Temporary Certificate of Occupancy to be issued, provided that the owner or developer either: provides the WMD with a bond covering the cost of the remaining construction; or, enters into some other form of agreement acceptable to the WMD. In addition, the owner or developer will be required to furnish justification for failing to meet all WMD requirements and to submit a timetable for completion and/or other information as required by the WMD.

A request for signature of the Building Department Inspection Record form must be made at least 48 hours in advance to allow time for verifying that all WMD requirements have been satisfied. The Inspection Record form must be signed by the Director of the Wastewater Management Division or his authorized representative

# Denver Water Department Requirements

All PBG and PUD Site Plans, and all B-2 and B-3 District Development Plans, must comply with the applicable policies, rules and regulations of the Denver Water Department. These policies, rules and regulations, as outlined below, pertain to the provision of water service to and within developments subject to such plans.

## Applicability

The rules and regulations that follow have general applicability to planned development complexes within areas served by the Denver Water Board, including but not limited to, areas served by total service contract and by distributor's contract.

## Installation, Ownership and Operation of Water Mains and Fire Hydrants

The Water Department or distributor will normally install, maintain, own and operate any required on-site water mains and fire hydrants, subject to terms and conditions prescribed by the Water Department and, when applicable, by the distributor. Such on-site water mains and fire hydrants must be installed in an easement or right-of-way acceptable to the Water Department and in accordance with the Department's policies and operating rules for main extensions.

## Water Plans

If a proposed PBG, PUD Site Plan or Business District Development Plan has on-site water mains, the applicant must submit a Water Plan to the Water Department for review and approval. The Water Plan, which must be approved by the Water Department prior to the approval of the PBG, PUD Site Plan or Development Plan, must show all on-site and connecting water mains, all streets, rights-of-way and easements within which such mains are to be located, and the location of all proposed buildings. The Water Plan must also provide estimated water demands for service to the entire development.

## Right-of-Way and Easement Requirements for Water Mains

The Water Department will allow water mains to be placed only in dedicated public right-of-way or in easements acceptable to the Water Department. Easements may be either "exclusive" or "non-exclusive." Exclusive easements must be for exclusive use by the Water Department and must be a minimum of 30 feet wide. There are no surfacing requirements for exclusive easements; however, there are restrictions on the placement of structures and landscape material other than sod.

The non-exclusive easement is the form of easement typically used in planned developments. The non-exclusive easement must be a minimum of 30 feet wide, 20 feet of which must be for the exclusive use of the Water Department and delineated as a surfaced roadway. The non-exclusive easement must be surfaced with asphaltic concrete or concrete and must conform with one of the acceptable cross-sections illustrated on pages 41 and 42.

The requirements for granting rights-of-way to the Water Board are set forth in Engineering Standards, a publication of the Water Board.

The topography and alignment of every right-of-way shall be suitable for main installation, maintenance, replacement and repair according to the usual practices of the Water Department in the employment of its equipment, expertise, and personnel in water main installations, maintenance, replacement and repair. Non-exclusive rights-of-way shall be unimpeded vehicular ways.

Rights-of-way shall be so located and of such an extent as to allow proper circulation and movement of water within the entire distribution system involved.

The mains and facilities installed by the Water Department or distributor within a planned

development complex shall be and remain the property of, and under the supervision of, the Water Department or distributor no less than if located within a public way

### **Requirement for Looped Water Main System**

Water mains within planned development complexes must be connected to the Denver Water system (or to a system deriving its supply from Denver) at a minimum of two points and in such a manner as to provide for a looped interior water system.

### **Metering**

All buildings situated in planned development complexes shall be individually metered and licensed unless the Water Department, in its sole discretion, determines that other means are more suitable in the operation of the Board's water system. The Department's decision as to what constitutes an individual building for purposes of metering shall be final. No services shall be interconnected behind meters except in such circumstances as the Water Department, in its sole discretion, may deem necessary to provide maximum benefit to the Board's system.

Planned development complexes shall not be entitled to the combined meter rate service set forth in Rule 3 04.

### **Costs**

All costs involved in providing the Water Department with the required rights-of-way will be borne by the party(s) proposing a planned development complex, and the Water Department will undertake its portion of any work on such a complex only upon receipt of what it deems a sufficient advance deposit to defray costs. The costs will include, but not necessarily be limited to, the following items:

1. Surveys
2. Abstracts of Title or Title Insurance and costs of approval by the Board's Legal Division
3. Any mapping or platting of necessary easements
4. Any necessary title work to create an unencumbered title in the Board to the interests it must have
5. Any recording fees
6. The cost of establishing relationships with any governmental entity

# APPENDICES

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1. **Submittal Form for PBG's, PUD Site Plans and B-2 and B-3 District Development Plans.**
2. **Easement and Indemnity Agreement**
3. **Street Development Requirements Agreement**
4. **Site Plan Review Process for "Minor" Developments**
5. **Useful Publications**

APPENDIX 1

# Submittal Form

**SUBMITTAL FORM  
for Planned Building Group**

PROJECT NAME \_\_\_\_\_

LOCATION \_\_\_\_\_ PRESENT ZONING \_\_\_\_\_

LAND AREA \_\_\_\_\_ (acres) NUMBER OF DWELLING UNITS \_\_\_\_\_

	NAME	ADDRESS	TELEPHONE
<b>APPLICANT(S)</b> ___owner ___agent ___other			
<b>OWNER(S)</b> (If other than applicant) (Use back of sheet, if necessary)			
<b>HOLDER(S) OF DEED(S) OF TRUST</b> (Use back of sheet, if necessary)			
<b>ENGINEER(S)</b>			
<b>LAND PLANNER/ARCHITECT</b>			

**CERTIFICATION**

I hereby certify that the above information is complete and accurate and that all owners of land and structures, and all holders of deeds of trust for land and structures, are aware of and consent to this application.

Applicant's and/or Owner's Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

This submittal form, together with the accompanying plans, constitute the application for a Special Zone Lot for a Planned Building Group

## APPENDIX 2

# Easement and Indemnity Agreements

The Easement and Indemnity Agreement (EIA) is a binding agreement between the City and the owners of the land being proposed for development wherein such owners:

1. Grant and convey a non-exclusive easement to the City, for ingress and egress over all private streets within the development, for the purpose of providing municipal services;
2. Commit to construct, repair and maintain all such private streets so as to be usable by the City for the provision of such services; and
3. Indemnify the City and its officers and employees against any claims for damages or personal injury that may arise from the provision of municipal services

The EIA establishes additional requirements and commitments as detailed in the typical EIA on pages 59 through 62. Please note that the EIA on pages 59 through 62 is for a Planned Unit Development. EIAs vary slightly according to whether they are for Planned Building Groups, Planned Unit Developments or B-2/B-3 District Development Plans. EIAs also vary according to whether the subject development is residential or commercial.

The EIA is usually required for all residential and non-residential developments having private streets 150 feet or more in length. The City will advise the owner or developer early in the development review process if an EIA is required. If required, the Engineering Division will prepare a draft EIA for review and signature by the owner. The Engineering Division will not sign the Public Works approval sheet for the development until the completed and signed EIA has been returned.

Once the completed and signed EIA is returned to the Engineering Division, and once the Public Works and the Planning Office approval sheets are completed, the Engineering Division will schedule the EIA for introduction at the earliest possible weekly meeting of the Mayor and City Council. Following this introduction, the EIA is processed through a first and second reading by City Council and, if approved, is signed by the Mayor. Once the EIA is signed by the Mayor, the photographic mylar of the site plan can be recorded.

**SAMPLE**  
**Easement and Indemnity Agreement**

THIS AGREEMENT, made and entered in to this \_\_\_ day of \_\_\_ 198\_\_\_, by and between the CITY AND COUNTY OF DENVER, a municipal corporation of the State of Colorado, hereinafter referred to as the "City," Party of the First Part, and (name of owner) hereinafter referred to as "Owner," Party of the Second Part.

**WITNESSETH:**

WHEREAS, the Owner is about to develop, under a Planned Unit Development premises situated in the City and County of Denver, State of Colorado, which property by virtue of the said development is to be known as (name of development) and is more particularly described as set out on Exhibit "A" attached hereto, and by reference made a part hereof, and

WHEREAS, the Owner will cause to be recorded a Planned Unit Development Plan pertaining to a Planned Unit Development to be constructed within the above referenced development, which Planned Unit Development Plan will show thereon private sewers, drives, ways, and drainage facilities and otherwise conform to Standards approved by the City Development Review Committee;

WHEREAS, Owner is charged with the maintenance of the common areas and private roadways within said development;

WHEREAS, the City and County of Denver is a municipal corporation within which the above property is located and which currently provides emergency and other municipal services to premises within the City using the public streets;

WHEREAS, the streets and roadways within said development are private roadways;

WHEREAS, Owner is desirous of providing ingress and egress to the City on such private roadways, to enable the City to provide emergency and other municipal services in the described area, in, to and over said development.

NOW, THEREFORE, in consideration of the premises and in consideration of the Owner receiving the benefits of emergency and other municipal services from the City, the Parties hereto agree as follows:

**SECTION ONE**  
**CONVEYANCE OF EASEMENT**

1. The Owner hereby grants and conveys a non-exclusive easement to the City, for ingress and egress over all private drives or ways show on the Plan of (name of development), above referred to, for the purposes of providing in such areas public safety and other normal and usual municipal services to the citizens of the City and County of Denver, together with any and all rights-of-way, easements or rights of ingress and egress, necessary or convenient to the City to accomplish such purposes, PROVIDED, HOWEVER, that in non-dedicated streets, drives, alleys, or other public ways and places existing within the area, the City shall not be obligated or expected to perform any construction, re-construction, maintenance, repair, cleaning, snow removal, street lighting, traffic control or regulation, or any other services on the private drives or property of the area which it does not or cannot perform on any other private drive, road, street or property within the City and County of Denver.



2. It is the desire of the Owner that the City use these private roadways to provide emergency and other municipal services within the above described development for so long as the City provides such services generally in the City.

## SECTION TWO CONSTRUCTION AND MAINTENANCE

3. It shall be the duty of the Owner, his successors, and assigns to construct, reconstruct, repair and maintain all private roadways within the development in such condition so as to be usable by the City for the provision of services as set out herein.
4. If, in the opinion of the City, the private roadways are not properly maintained or are closed, blocked, or vacated, the City shall give notice to the owner or his successor and if repairs or corrections are not made within the time designated in such notice, the City is authorized to, and will make or have made the repairs or corrections and will charge and collect the cost thereof from the Owner.
5. The Owner shall in no way consider or hold the City or its personnel guilty of a trespass in the performance of any of the municipal services, duties or responsibilities referred to herein.
6. The Owner shall neither (a) alter the development nor (b) close, block or vacate the roadways or streets in the development so that as a result of (a) or (b) the provision of the above-stated services to the development is rendered impossible or materially impaired.
7. The "Owner" shall comply with all operating rules, regulations and engineering standards of the Denver Board of Water Commissioners as the same shall exist from time to time.
8. No combustible construction shall start in the subject development until fire hydrants sufficient in number and location as determined by the Denver Fire Department have been installed, all in accordance with the provisions of Subsection 815(h) of the Fire Code of the City and County of Denver.
9. The Owner shall pay for and be responsible for all costs of installation and maintenance of sanitary sewers, sanitary sewer detention facilities, if required, storm sewers and storm drainage control facilities within the development area as determined necessary by and according to the specifications of the Department of Public Works of the City and County of Denver. While the City assumes no obligation for the maintenance or operation of such sewers, in the event of a malfunction of such sewers and the failure of the Owner to correct the malfunction in a reasonable time the Owner authorizes the City to make or have made the correction or repair and to charge and collect the cost thereof from the Owner.
10. It is understood the Owner intends to cause the formation of a Homeowners Association to hold title to and administer the use and maintenance of the private roads and streets and other common facilities to be included within the development. IT IS FURTHER UNDERSTOOD THE "DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS" OR ANY SIMILAR INSTRUMENT FOR SUCH HOMEOWNERS ASSOCIATION SHALL CLEARLY STATE THAT THE HOMEOWNERS HAVE FINANCIAL RESPONSIBILITY FOR THE MAINTENANCE AND REPAIR OF SUCH PRIVATE ROADS AND STREETS AND THE INDEMNITY PROVISIONS OF THIS AGREEMENT IN ACCORDANCE WITH SECTION 41-20 OF THE REVISED MUNICIPAL CODE, THE OWNER SHALL HAVE A COPY OF SUCH DECLARATION READILY AVAILABLE IN HIS SALES FACILITY AND SHALL PROVIDE A COPY TO EACH PURCHASER AT THE TIME OF EXECUTION OF EACH SALES AGREEMENT THE OWNER SHALL ALSO RECORD THE HOMEOWNERS DECLARATION WITH THE CLERK AND RECORDER OF THE CITY AND COUNTY OF DENVER, AND TO PROVIDE SATISFACTORY EVIDENCE OF SUCH RECORDATION TO THE CITY

## SECTION THREE INDEMNITY AGREEMENT

12. The Owner agrees to: indemnify, save harmless and defend the City, its officers, agents and employees against any and all claims for damage to property or injuries to or death of any person or persons which may result from City service operations at the development, provided, however that the owner need not indemnify or save harmless the City, its Officers, Agents, and Employees from damages as aforesaid proximately resulting from the sole negligence of the City Officer, Agents, and Employees. By all claims for damages this Agreement specifically includes, but is not limited to:
- (A) Any road deterioration or damage on the subject development.
  - (B) Any structural damage to buildings located on the subject development caused by city vehicle weight, or size, by vibration generated by City vehicle or any other cause not specifically described.
  - (C) Any damage to utilities such as water pipes, sewer pipes, gas pipes and electrical power lines.
  - (D) Any damage to landscaping including but not limited to shrubbery, trees and lawn.
  - (E) Any bodily injury to any person except a City employee, which is caused directly or indirectly by City service operations at the development, or by delay, or complication or prevention or provision of such services due to closure, blocking, vacation, or disrepair of the private roadways referred to herein.
13. The Owner further agrees to reimburse the City for any bodily injury to City personnel, or damages to City property caused by a defective or dangerous condition of the subject development.

## SECTION FOUR DISPUTES

14. Disputes regarding any aspect of this Easement and Indemnity Agreement shall be resolved by administrative hearing pursuant to R.M.C. Chapter 56-106.

## SECTION FIVE EASEMENT AND INDEMNITY AGREEMENT TO RUN WITH LAND

15. The grant of easement and duties contained herein shall run with the land and shall be binding upon and shall inure to the benefit of the parties hereto, their heirs, successors, or assigns, and the owner agrees that upon sale of any portion of the described property a copy of this Easement and Indemnity Agreement will be given to the purchaser.
16. The Owner agrees to the terms of this agreement and gives evidence of its voluntary agreement by having the individuals below sign their names.
17. THIS AGREEMENT shall become effective upon its ratification by the Council of the City and County of Denver, its execution by the parties hereto, its recordation by the owner with the Clerk and Recorder of the City and County of Denver, and provision of satisfactory evidence of such recordation to the City.
19. THIS AGREEMENT shall be binding upon any and all successors, assignees or transferees of the Parties hereto and shall be considered a covenant running with the land.



## APPENDIX 3

# Street Development Requirements Agreement

The Street Development Requirements agreement, an example of which is included on the following page, specifies the developer's responsibilities for improvements in the public right-of-way. Such improvements may include the deeding of new or additional right-of-way; the construction, reconstruction or repair of sidewalk, curb, gutter, pedestrian ramps, curb cuts, etc.; pavement of part or all of adjacent public street; installation of street lights and traffic control devices; and such other improvements as necessary to improve the public right-of-way to City standards.

The Street Development Requirements agreement is prepared by the Transportation Division of the Department of Public Works and is forwarded to the landowner for review and signature. The Transportation Division must receive the signed Street Development Requirements agreement before they can sign the Public Works approval sheet for the proposed development. The agreement does not have to be approved by City Council.

# STREET DEVELOPMENT REQUIREMENTS

WHITE COPY - TRAFFIC

YELLOW COPY - OWNER

GREEN COPY - PERMISSING OFFICE

NUMBER:

NAME: \_\_\_\_\_  
 COMPANY: \_\_\_\_\_  
 NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_  
 NUMBER: \_\_\_\_\_  
 PROJECT: \_\_\_\_\_  
 NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 DATE: \_\_\_\_\_

### DISTRIBUTION

### ADDITIONAL DOCUMENTS REQUIRED

<input type="checkbox"/> STREET CONSTRUCTION ENGINEER	<input type="checkbox"/> CIVIL DESIGN ENGINEER	<input type="checkbox"/> STREET PLAN AND PROFILE
<input type="checkbox"/> TRAFFIC OPERATIONS ENGINEER	<input type="checkbox"/> RIGHT-OF-WAY ENGINEER	<input type="checkbox"/> RIGHT-OF-WAY DEED
<input type="checkbox"/> TRAFFIC SIGNAL ENGINEER	<input type="checkbox"/> SURVEY CONTROL ENGINEER	<input type="checkbox"/> STREET LIGHTING FEES
<input type="checkbox"/> COLORADO DIVISION OF HIGHWAYS	<input type="checkbox"/> OTHER	<input type="checkbox"/> PERFORMANCE BOND

DESCRIPTION OF WORK REQUIRED BY THE CITY

APPROVED FOR DESIGN ENG. BY: \_\_\_\_\_ DATE: \_\_\_\_\_ APPROVED FOR CONST. ENG. BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
 APPROVED FOR TRAFFIC ENG. BY: \_\_\_\_\_ DATE: \_\_\_\_\_ APPROVED FOR FIELD DIV. IF ANY, BY: \_\_\_\_\_ DATE: \_\_\_\_\_

1. THIS FORM MUST BE SIGNED BY THE OWNER OF THIS PROJECT AND RETURNED ALONG WITH THE ADDITIONAL DOCUMENTS OR FEES REQUESTED ABOVE BEFORE THE BUILDING PERMIT, SUBDIVISION PLAT, PLANNED BUILDING GROUP OR PLANNED UNIT DEVELOPMENT PLAN CAN BE APPROVED FOR THE PROJECT NAMED ABOVE.

AUTHORITY: ARTICLE 138A AND ARTICLE 143 OF THE REVISED MUNICIPAL CODE (SEE BACK OF YELLOW COPY)

2. RETURN WHITE COPY TO TRAFFIC ENGINEERING DIVISION 5440 ROSLYN ST DENVER CO 80214. RETAIN YELLOW COPY FOR YOUR RECORD.  
 3. THIS IS NOT A CONSTRUCTION PERMIT. A PERMIT FROM THE CONSTRUCTION ENGINEERING DIVISION IS REQUIRED BEFORE ANY CONSTRUCTION IS STARTED ON THE PUBLIC RIGHT-OF-WAY. ALL DAMAGED IMPROVEMENTS ON THE PUBLIC RIGHT-OF-WAY MUST BE REPAIRED BY THE OWNER AT THE DIRECTION OF CONSTRUCTION ENGINEERING. ALL CONSTRUCTION IN THE PUBLIC RIGHT-OF-WAY MUST MEET CURRENT DESIGN REQUIREMENTS AND CONSTRUCTION SPECIFICATIONS AT THE TIME OF CONSTRUCTION.

SIGNATURE OF OWNER AND ACKNOWLEDGMENT BY OWNER \_\_\_\_\_ DATE: \_\_\_\_\_  
 IF RECEIPT OF STREET DEVELOPMENT REQUIREMENTS \_\_\_\_\_

## APPENDIX 4

# Site Plan Review Process for "Minor" Developments

Site Plans for Planned Building Groups (PBG's) and Planned Unit Developments (PUD's), as well as Development Plans for B-2 and B-3 Zone Districts, may often be processed through a "minor" review process. The minor review process takes considerably less time than the normal review process and allows for the use of site plans which are considerably less formalized than the site plans required for larger developments.

### Criteria

In order to be considered a "minor" development and be eligible for the minor review process a development must:

1. Involve no more than one acre of land;
2. Involve no more than four structures (including existing structures) unless authorized by the Planning Office prior to application.
3. Have principal frontage on an established street; and
4. Involve a land area that has been subdivided and can be described by a lot and block description.

### Application and Plan Submittal

Application forms for Minor PBG's, Minor PUD Site Plans and Minor B-2 and B-3 District Development Plans are available from either the Planning Office or the Zoning Administration (a copy is also included on page 68). The submittal package for a minor plan must include the following:

1. 12 sets of plans, meeting the requirements outlined below, with a copy of the application form attached to the front of each set of plans;
2. The "original" application form with original ink signatures (this is the form that will be recorded).
3. A check or money order, payable to the Manager of Revenue, in the amount of the submittal fee (the submittal fee for a minor PBG is \$75.00 per primary structure; the submittal fee for a minor PUD is \$25.00 per primary structure); and
4. If required, eight sets of the landscape plan for parking areas (see page 40).

### Site Plan Requirements for Minor PBG's and Minor PUD Site Plans

The Minor PBG or PUD Site Plan must be drawn in black ink on 8 1/2" by 14" or 11"x17" paper, as appropriate. (Please contact the Planning Office for information on the format of 11"x17" submittals). Generally, two sheets are required, as shown by Exhibits "A" and "B." The first sheet (see page 69) must include the following:

1. Name of development and/or street address of development.
2. Vicinity map, showing the subject site with respect to streets within the immediate vicinity of the site.
3. Legal description of Zone Lot.

4. Existing and proposed structures (indicate which existing structures will be removed and which will remain)\* and landscaping. If landscaping is required, the following certification statement must be added and signed by the property owner(s):

"I, (we) the undersigned shall complete and maintain the landscape improvements shown on this plan and shall comply with Chapter 59, Article V, Section 59-585 (10) of the Revised Municipal Code of the City and County of Denver and associated Rules and Regulations."

(Signature)

\_\_\_\_\_ (Printed Name)

\_\_\_\_\_ Date

5. Existing and proposed streets, alleys, driveways, curb cuts, parking areas (show individual stalls), sidewalks, walkways and trash facilities.\*
6. All relevant dimensions, including the dimensions of the site, existing and proposed structures, separations between structures, setbacks from property lines, and streets (right-of-way), alleys, sidewalks, walkways, etc.
7. Statistics for the gross floor area of structures and for the height of structures in stories and feet (information as to the total land area of the Zone Lot and Zoning Classification must be provided on the application form).

The second sheet (see page 70), which is primarily a utility plan, may be combined with the first sheet with approval by the Planning Office (contact the Development Review Section of the Planning Office prior to preparing the plan). The second sheet must include the following:

1. Name of development and/or street address of development.
2. Legal description of "flag lot" parcels, if such parcels are required (see the following section, "Access for Utilities" for requirements)
3. Existing and proposed structures, streets and alleys.\*
4. Existing and proposed utilities and easements (including power poles & electricity service) \*
5. Existing and proposed fire hydrants (indicate distance to nearest existing fire hydrant)
6. References to the book and page numbers of recorded easements (any required easements must be recorded and referenced on the plan prior to approval of the plan).
7. All relevant dimensions relating to the location of existing and proposed utilities and easements.

In addition to the requirements above, Minor B-2 and B-3 District Development Plans must include the following:

1. The proposed finished grade of the site, shown to contour intervals not to exceed two feet
2. Existing and proposed loading areas, public transportation points, fences and screen planting

#### Commonly Owned Land and Facilities

Any land or facilities that are to be held in common ownership should be identified on sheet 2 or on a separate sheet. A note should be added which details the responsibility for the maintenance of commonly owned land and facilities

#### Easement and Indemnity Agreement

Plans that involve on-site fire lanes, storm drainage facilities or privately owned sanitary sewers may be subject to a Easement and Indemnity Agreement. A determination as to the need for such an agreement will be made during the review period

\* show existing features with dashed lines and proposed features with solid lines

### Access for Utilities

The Denver Water Board and the Wastewater Management Division of Public Works each have special requirements for providing water and sewer service to developments having more than one building on a zone lot. Generally, these requirements specify that each building must correspond to a building site, or parcel, that has a minimum of ten feet of frontage on a public street (and, if an alley abuts the site, ten feet of frontage on the alley).

These parcels must each be legally described on the plan, and the legal description for each parcel must be the legal description used on the deed for that parcel, should the parcel (or any building occupying the parcel) be sold or otherwise conveyed.

Site plan sheet 2 of 2 on page 70 illustrates how a typical site may be separated into individual parcels for the purpose of meeting this requirement. It should be noted that this separation does not constitute a subdivision and that the term "lot" should not be used to describe a parcel.

### Procedure for Review and Approval

Upon receipt of 15 sets of the completed application form/site plan, an "original" application form with original ink signatures and the required application fee, the Zoning Administration will forward the application forms/site plans to the Planning Office for distribution to the Development Review Committee. The Development Review Committee is composed of representatives from the various city and state agencies, as well as representatives from public utility companies, that are involved with or affected by land development. A current roster of the representatives on the Development Review Committee is available from the Planning Office.

Representatives on the Development Review Committee will be given ten days to review the plan and to notify the Planning Office as to the approval or disapproval of the plan by their agencies. If all affected agencies approve of the plan, the Director of Planning and the Zoning Administrator will sign the original application form and the Zoning Administration will record the form and plan with the County Clerk and Recorder.

Any agency that disapproves the plan must provide the Planning Office with a written explanation of what changes must be made in order to obtain approval. These written comments will be forwarded to the applicant for incorporation into the plan, the original of which is forwarded with the comments. Once the changes are made, the revised plan may be returned to the Planning Office for a final check. If no other changes are needed, the application form will be signed by the Director of Planning and the Zoning Administrator, and the Department of Zoning Administration will record the form and plan with the County Clerk and Recorder.

Once the form and plan are recorded, the applicant may apply for addresses, sewer use permits and building permits. If an EIA is required, the EIA must be approved by City Council prior to the recording of the form and plan.



Special Zone Lot Plan

Fee: \_\_\_\_\_

Filing Number: \_\_\_\_\_

For Planned Building Group (Minor) Date Paid: \_\_\_\_\_

In accordance with Articles V and VII of the Revised Municipal Code of the City and County of Denver (Zoning Chapter) application is hereby made for approval of a special zone lot plan for a Planned Building Group

Address \_\_\_\_\_

Zone \_\_\_\_\_

Land Area \_\_\_\_\_

Square Feet \_\_\_\_\_

Legal Description \_\_\_\_\_

Description of Proposed Development \_\_\_\_\_

Names and signatures of all owners and holders of Deeds of Trust:

Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_

Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_

Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_

(please use the back of this sheet if necessary)

Name, Address and Phone Number of Applicant:

Name (please print) \_\_\_\_\_

phone number (days) \_\_\_\_\_

street address \_\_\_\_\_

City & State \_\_\_\_\_

Zip code \_\_\_\_\_

Applicant's interest in property (check one)

\_\_\_\_\_ owner

\_\_\_\_\_ agent

\_\_\_\_\_ other: \_\_\_\_\_

Certification by Applicant:

It is agreed that this Special Zone Lot Plan shall be binding upon the applicant(s) and their successors and assigns; shall limit and control the issuance and validity of all zoning permits and zoning certificates; and shall restrict and limit the construction, use and operation of all land within and all structures on the Zone Lot. It is further agreed that this Special Zone Lot Plan may be amended pursuant to the same procedures and subject to the same limitations and requirements by which such plan was approved

Signature of applicant \_\_\_\_\_

Date \_\_\_\_\_

Joint Waiver and Approval:

The development proposed in this application for a Planned Building Group is in an area previously subdivided or has been excused from filing of a subdivision plat by joint action of the County Surveyor and the Planning Office and has frontage on established public streets. Due to the limited land area and scale of development involved in this plan it is possible to provide all information necessary to demonstrate compliance with all applicable provisions of Chapter 59, RMC (Zoning Chapter) on a sheet size of either 8 1/2" x 14" or 11" x 17". Approval of this Planned Building Group Plan is hereby acknowledged

Zoning Administrator \_\_\_\_\_ Date \_\_\_\_\_

Planning Director \_\_\_\_\_ Date \_\_\_\_\_

This plan shall be considered void if a building permit has not been issued and if construction has not been commenced within eighteen (18) months of the date of recording of this plan

This form, as well as the plan format, has been revised substantially. Please contact Vern Vanzant at the Planning Office, 640-4790, for copies of the new form and format

**2520 S ORIN STREET**  
 A MINOR PLANNED BUILDING GROUP

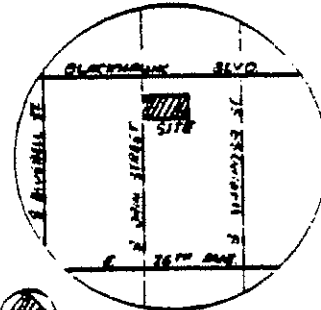
**SITE PLAN SHEET 1 OF 2**

**LEGAL DESCRIPTION OF ZONE LOT:**

LOTS 3 TO 5, INCLUSIVE, BLOCK 7,  
 ORINWOOD ADDITION TO THE CITY AND COUNTY OF  
 DENVER

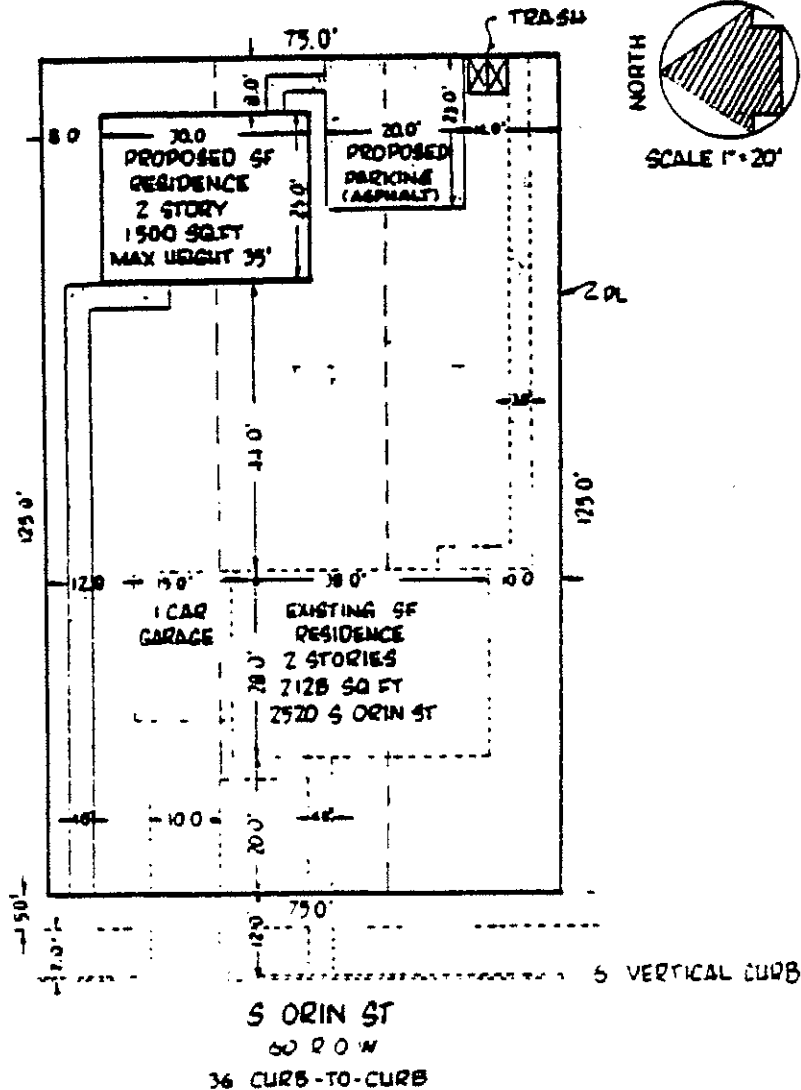
**NOTES:**

- 1 DENVER BUILDING CODE OCCUPANCY GROUP CLASSIFICATION: I
- 2 EXISTING ZONING IS R-2
- 3 THE PROPOSED SINGLE FAMILY RESIDENCE IS TO BE RELOCATED FROM 2257 S BLUEBELL ST



**VICINITY MAP**

**16.0' ALLEY**



This form, as well as the plan format, has been revised substantially. Please contact Vern Vanzant at the Planning Office, 640-4790, for copies of the new form and format.

2520 S. ORIN STREET  
 & MINOR PLANNED BUILDING GROUP

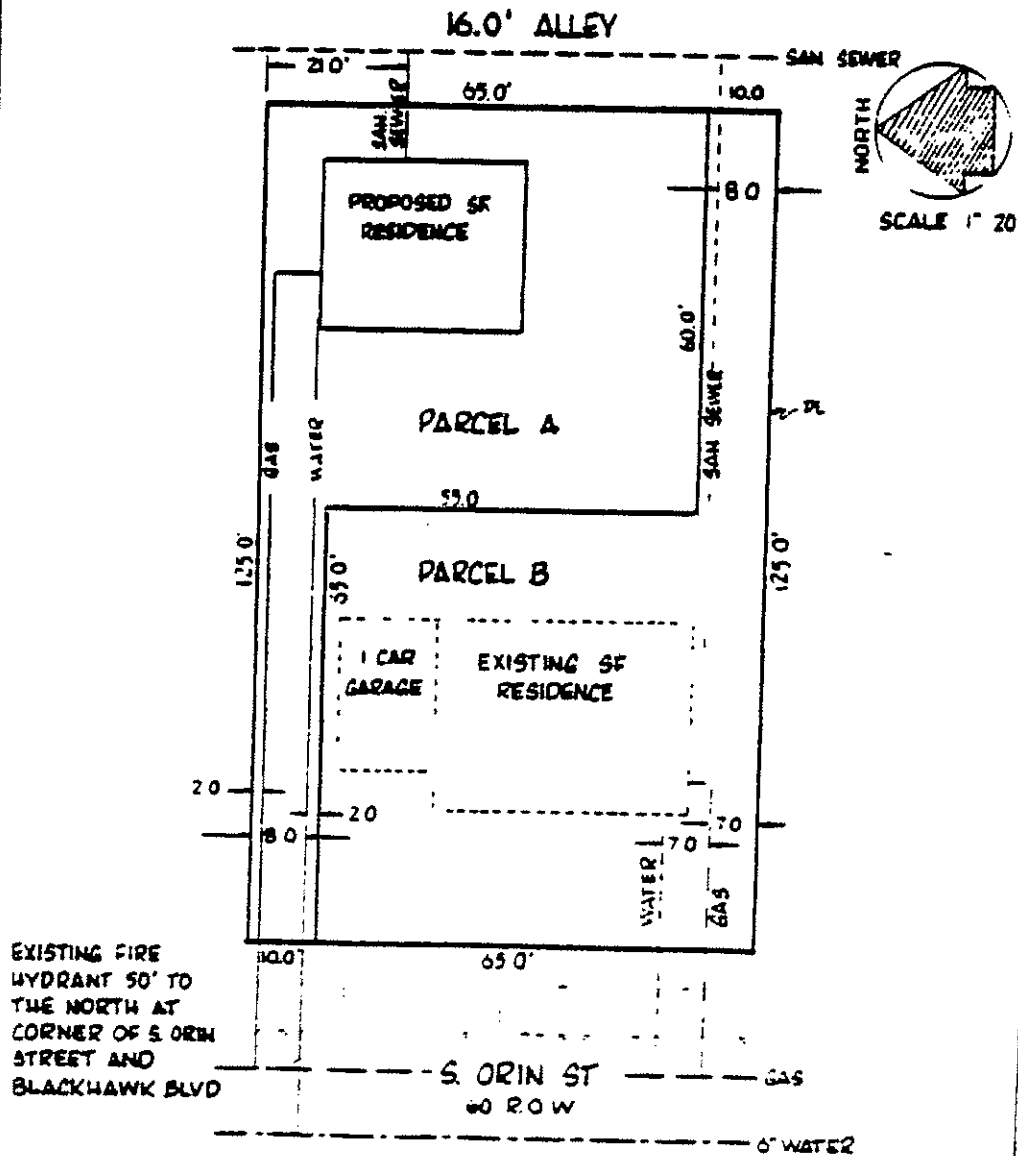
SITE PLAN: SHEET 2 OF 2

**LEGAL DESCRIPTION OF PARCEL A:**

ALL OF LOT 3 EXCEPT THE WEST 65 FEET OF THE SOUTH 15 FEET, AND  
 ALL OF LOT 4 EXCEPT THE WEST 65 FEET, AND  
 THE EAST 60 FEET OF THE NORTH 15 FEET OF LOT 5,  
 ALL IN BLOCK 7 OF ORINWOOD ADDITION TO THE CITY AND COUNTY OF DENVER.

**LEGAL DESCRIPTION OF PARCEL B:**

THE WEST 65 FEET OF THE SOUTH 15 FEET OF LOT 3, AND  
 THE WEST 65 FEET OF LOT 4, AND  
 ALL OF LOT 5 EXCEPT THE EAST 60 FEET OF THE NORTH 15 FEET,  
 ALL IN BLOCK 7 OF ORINWOOD ADDITION TO THE CITY AND COUNTY OF DENVER.



This form, as well as the plan format, has been revised substantially. Please contact Vern Vanzant at the Planning Office, 640-4790, for copies of the new form and format.

APPENDIX 5  
**Useful Publications**

**Building Inspection Division, Department of Public Works**

- Denver Building Code. Price: \$0.00, plus additional supplements as needed

**Engineering Division, Department of Public Works**

- Engineering Standards for Plan and Profiles. No charge.
- Standard Details. Price: \$18.50

**Fire Prevention Bureau**

- Denver Fire Code. Price: \$12.50

**Planning Office and Zoning Administration**

- Denver Zoning Ordinance. Available from the Zoning Administration Price: \$32.00 (includes current supplements; future supplements are available at additional cost).
- PUD/PBG Rules and Regulations. Available from either the Planning Office or the Zoning Administration. Price: \$8.00.
- Rules and Regulations for the Landscaping of Parking Areas. Available from either the Planning Office or the Zoning Administration. Price: \$3.00
- Subdivision Ordinance and Rules and Regulations. Available from the Planning Office. Price \$5 00.

**Public Service Company of Colorado**

- Guidelines for Residential Gas and Electric Service. No charge

**Transportation Division, Department of Public Works**

- Street Development Standards. No charge.

**Wastewater Management Division, Department of Public Works**

- Rules and Regulations Governing Sewerage Charges and Management of Wastewater. Price: \$7.50
- Sanitary Sewer Technical Manual Price \$7 50

**Water Department**

- Engineering Standards. Price \$10 00
- Operating Rules Price \$10 71
- Taps No charge

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