



SUBMITTAL REQUIREMENTS: ADMINISTRATIVE SITE PLAN REVIEW

Administrative Site Plans	Interior Remodels/Tenant Finishes, Driveways, Parking Areas and Sidewalks, Landscaping, Trash Enclosures, and new Hot Tubs, Telecommunication (not requiring Special Use Permit)	\$110 + DRA (if applicable)
	Exterior Finish (windows, roofing, lighting, painting, siding), hot tub replacement, landscaping (including tree removal)	\$30

Please note that all outdoor lighting must be brought into compliance with any change to an existing structure, including lighting on a different portion of the building.		Landscaping and/or Tree Removal	Site plan Landscape plan Trees: Site plan only
Interior Remodels and Tenant Finishes	Floor plan Lighting plan	Trash Enclosures	Site plan Elevations Materials
Driveways, Parking Areas, and Sidewalks	Site plan Landscape plan	Hot Tubs	Site plan

APPLY HERE: [CommunityCore Online Permit Link](#)

Review the below submittal requirements for applicable plans and documents which shall be submitted online with the Administrative Site Plan application through CommunityCore. Before submitting online, ensure you have all of the below information.

1. General Application Information – Project Narrative/Description.

2. Property Owner Consent

If the applicant is not the owner of the property, a written statement by the owner consenting to this application must be submitted.

3. Homeowners Association Consent

For any improvements proposed on the common area as defined by the homeowners association and/or the Community Development Department require written permission from the homeowners association to which the property is a member.

4. Application Fee: A non-refundable fee submitted with the application. Major revisions to the original submittal may require an additional fee.

5. Material Samples

Samples of all colors and materials proposed (photograph, product specification sheet and/or brochure, etc.) that show the proposed exterior building materials including, but not limited to, outdoor lighting, siding, trim, roof, windows, and/or doors.

6. Project drawings

Required drawings for each type of project are outlined below and details are located in the attached pages. All drawings are required to depict existing and proposed conditions.

7. Site Plan

See Addendum for more details.

8. Improvements Agreement

An Improvements Agreement may be required.

Please note that many of these projects require a separate building permit application with additional requirements.

ADDENDUM TO APPLICATION REQUIREMENTS

☐ **Site Plan:**

- ☐ Lot Size (square feet)
- ☐ Lot Coverage Information (existing/proposed)
- ☐ Parking Spaces (existing/proposed)
- ☐ Lot Coverage (existing/proposed)
- ☐ Number of residential units (existing/proposed)
- ☐ Non-Residential GFA (existing/proposed)
- ☐ A vicinity map showing the location of the site to be developed in relation to surrounding properties
- ☐ Property boundaries as depicted on the submitted topographic survey
- ☐ Topography at 2 ft. contour intervals (elevation datum NAVD 1988) as depicted on the submitted topographic survey
- ☐ Location and dimensions of all existing streets, alleys, easements, drainage areas, floodplains, floodways, wetlands, steep slopes and other significant features within or adjacent to the site
- ☐ Location of existing trees with a diameter of 6 inches or more measured 1 foot above grade. If the site is heavily wooded, a photograph or graphic indication on the site plan illustrating the density of the trees will suffice.
- ☐ Location and size of all existing and proposed utilities within or adjacent to the site
- ☐ Location, dimensions and setbacks to the exterior wall of the foundation and the outermost edge of the structure, including roof eaves, decks and other projections
- ☐ Location of all roof ridge and eave lines with elevations stated (elevation datum NAVD 1988)
- ☐ Traffic circulation and parking plan including points of entry, exit, and delivery areas
- ☐ Non-vehicular circulation including size and type (including surface material) of pathway and points of connection
- ☐ Location, type, size and height of fencing, retaining walls and screen planting
- ☐ Snow storage area(s) with dimensions and area calculations
- ☐ Location of dumpster enclosures
- ☐ Location of streetlights, parking lot lighting, and/or outdoor lighting in compliance with Section 180-6.16
- ☐ Location of all signs
- ☐ Proposed open spaces with an indication as to use and ultimate ownership
- ☐ The number, use and location of construction trailers to be used on site
- ☐ Location of the limit of work area fencing

☐ **Architectural Plans:**

- ☐ Floor plans with square footage, including a breakdown of gross floor area by use (if applicable)
- ☐ Building materials (type and color)
- ☐ Roof plan and materials (type and color)
- ☐ Refuse management enclosure plans, including size, access points, and materials
- ☐ Location, type and intensity of outdoor lighting in compliance with Section 180-6.16
- ☐ The number of proposed certified solid-fuel burning devices (maximum 8 devices per acre), with the proposed type and location(s) indicated on the floor plans
- ☐ Elevation drawings
 - ☐ All building elevations showing the natural grade elevations at all building corners and the elevations of rooflines using elevation datum NAVD 1988
 - ☐ For some projects, elevations may be depicted with color photographs

☐ **Landscaping and/or Dead or Diseased Trees:**

- ☐ **Landscaping (see Section 6.14):**
 - ☐ Property lines and dimensions
 - ☐ Existing and finished grade
 - ☐ North arrow and both graphic and written scales
 - ☐ Name of Applicant and landscape consultants, if any

- ☐ A legend indicating all proposed plant materials with common and botanical names, indication of drought tolerant plants, sizes, maximum spacing, caliper size, and quantities
- ☐ Method of irrigation
- ☐ Location of all plant material, other landscape features (including but not limited to wetlands, water bodies, rock outcroppings, detention areas, retaining walls) and buildings and paved areas (both existing and proposed)
- ☐ Ground surfaces and materials by type, such as paving, sod, mulch, edger, seed mixes, shrub and flower beds, etc., shall be clearly indicated with a note as to the percentage of plant coverage
- ☐ Clearly labeled locations and calculations for amounts of all the required landscape vegetation, including the percentage of drought tolerant plantings and any required parking area landscaping
- ☐ A tree survey with the size and location of existing coniferous trees with a diameter of six inches or more and deciduous trees with a diameter of three inches or more measured one foot above the ground. The tree survey shall be prepared by a Colorado licensed surveyor.
- ☐ Identify which existing trees will remain on the property and how they will be protected from damage during construction
- ☐ If snow storage is required, the location of all snow storage areas in relation to proposed landscaped areas must be shown
- ☐ Identify construction debris storage and staging areas
- ☐ Firewise Landscaping practices in accordance with Section 65-4, Amendments to the International Fire Code
- ☐ Additional information may be required by the Town on a case-by-case basis if such information is deemed necessary to determine compliance with provisions of this Chapter

☐ **Dead/Diseased Tree:**

- ☐ A site plan showing the location of the tree to be removed is required
- ☐ Demonstrate with documents and/or pictures to the Department's satisfaction that the tree in question is dead or diseased
- ☐ A letter of authorization from a qualified specialist that indicates the removal of the proposed trees is necessary and beneficial for safety and/or wildfire prevention
- ☐ Trees to be removed shall be in compliance with Section 6.14.5 H

☐ **Lighting Plan (see Section 6.16):**

- ☐ Site plan and/or building elevations with location and aiming directions of all light fixtures, as needed to show compliance with requirements
- ☐ For each fixture: Fixture type, quantity, lumens, and correlated color temperature (CCT), as shown on a cut sheet showing the design and finishes of each fixture
- ☐ Calculation of total site lumens
- ☐ Whether adaptive controls are used (timers, motion sensors, dimmers, etc.)

☐ **Hot Tubs:**

- ☐ Site plan including:
 - ☐ Property boundary (include dimensions)
 - ☐ Building footprint, including all eaves, decks, and patios
 - ☐ Existing structures
 - ☐ Setbacks from property boundaries (include dimensions)
 - ☐ Easements
 - ☐ Location of all utilities
 - ☐ Location of the hot tub with dimensions
- ☐ If the hot tub is going on a new slab or pavers:
 - ☐ Location of the new slab/pavers with dimensions
 - ☐ Total lot coverage calculations including existing and proposed conditions

☐ **Additional Materials May be Requested:**

- ☐ Topographic survey
- ☐ An accurate three-dimensional scale model, computer simulation, or other similar graphical representation
- ☐ Waste collector verification letter
- ☐ Any other special studies or information needed for the Community Development Department to make an informed decision
- ☐ Development Review Account (DRA) deposit (see Section 2.3.2.D)