



SUBMITTAL REQUIREMENTS:
BASIC DEVELOPMENT REVIEW

- 1) Application form and filing fee. [Application Form.pdf](#)
 - 2) **Transportation Development Review Fee – please contact Engineering at 221-6605 for information.** [TDR Fees and Application.pdf](#)
 - 3) The name and address of each owner of property within the boundaries of the development plan area.
 - 4) **Site plan drawings** (18 copies) (folded) of the development, at a scale of either one (1") inch equals fifty (50') feet or one (1") inch equals thirty (30') feet, composed of one or more sheets with an outer dimension of twenty-four by thirty-six (24" x 36") inches, showing the following information:
 - (a) Title by which the proposed development is to be referred.
 - (b) Scale, north point, and date of preparation.
 - (c) Location of municipal boundaries at or near the development.
 - (d) Parcel size in gross and net acres, and square feet.
 - (e) Total number, height, type, and density per type of dwelling units.
 - (f) Total bedrooms per each dwelling unit type.
 - (g) Overall residential density.
 - (h) Estimated total floor area and estimated ratio of floor area to lot size, with a breakdown by land use.
 - (i) Location and nature of each land use.
 - (j) Total land area and location and amount of open space included in the residential, business, commercial and industrial areas.
 - (k) Listing of the proposed coverage of buildings and structures, including the following:
 - (i) Percentage and square footage of building coverage.
 - (ii) Percentage and square footage of driveway and parking.
 - (iii) Percentage and square footage of public street right-of-way.
 - (iv) Percentage and square footage of open space and/or landscaped area.
 - (v) Percentage and square footage of "active recreational use" area.
 - (l) Number and location of off-street parking, including guest, handicapped, bicycle, and motorcycle parking including typical dimensions of each.
 - (m) Existing topographic character of the land showing contours at two (2') foot intervals.
 - (n) Streams with floodplain and floodway delineations, wetlands, watercourses, reservoirs, ponds and other water bodies, irrigation ditches, natural areas and natural area buffer zones.
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- (o) The permanent and temporary streams and floodplain and floodway as designated in the design criteria as established by the City.
- (p) Natural features, existing native vegetation (including existing trees and shrubs having a diameter greater than two and one-half (2-1/2") inches by species), wetlands, natural areas on-site or within five hundred (500') feet of the project boundary and wildlife movement corridors.
- (q) Natural habitat or feature boundaries, buffer zones, and limits of development. (Reference Section 3.4.1(D), (E) and (N) of the Land Use Code).
- (r) Location and floor area of existing and proposed buildings as well as the proposed building envelopes.
- (s) Boundary and square footage of each area designated as active recreational use.
- (t) Location and acreage of common open areas and all public and semi-public land uses including public parks, recreation areas, school sites, and similar uses.
- (u) Location of existing and proposed pedestrian circulation system including its interrelationships with the vehicular circulation system indicating the proposed treatment of points of conflict.
- (v) Maximum building height of all structures.
- (w) The existing and proposed circulation system of arterial, collector, and local streets with names including off-street parking areas, service areas, loading zones, and major points of access to public rights-of-way including major points of ingress and egress to the development. Notations of proposed ownership, public or private, should be included where appropriate. Limits of private access ways to be dedicated as public utility easements and/or as other types of easements.
- (x) Existing zoning.
- (y) The proposed treatment of the perimeter of the project development plan, including materials and techniques used, such as screens, fences, walls, and other landscaping.
- (z) Location of wall signs for projects that are located within the boundaries of the Residential Sign District.
- (aa) Listing of specific land uses being proposed.
- (bb) Area shown on the site plan shall extend beyond the property lines of the proposal to include a survey of the area and uses within five hundred (500') feet of the proposal, exclusive of public right-of-way, at the same scale as the proposal and including the following:
 - (i) Land uses, location of principal structures and major existing landscape features.
 - (ii) Gross and net densities of residential uses.
 - (iii) Natural features of the landscape, wetlands and natural areas shown on the City's Natural Areas Inventory Map.
 - (iv) Topographic contours at two (2') foot intervals of the property and within fifty feet (50') of the property and ten foot (10') intervals for the remainder.
 - (v) Transportation circulation system.
- (cc) Vicinity map of the area surrounding the site within a distance of at least one (1) mile, showing:

- (i) Zoning Districts.
 - (ii) Location of existing municipal boundary lines.
 - (iii) Traffic circulation systems with street names labeled.
 - (iv) Major public facilities (schools, parks, etc.)
- (dd) A notarized signature of Owner's certification of acceptance of conditions and restrictions as set forth on the site plan to be signed at final plan approval.
- (ee) The overall number and percentage of solar-oriented lots, and the proposed number and percentage of solar-oriented lots in each phase of development. Each solar-oriented lot shall be identified on the site plan.
- (ff) Lot lines, easements and public rights-of-way as per the subdivision plat.
- (gg) Exact location of all buildings, structures and building envelopes with dimensions on at least two (2) sides to the nearest platted property line.
- (hh) Location of temporary model homes, sales facilities, and/or construction facilities, including temporary signs and parking lots.
- (ii) Location of different housing types and the percentage of the total number of dwelling units.
- 5) **Subdivision plat.** A subdivision plat (8 copies) (folded) of the site must accompany the Project Development Plan prepared according to the requirements of the Subdivision Plat (PDP) submittal requirements. This plat must conform to the subdivision requirements of the City, except as waived by the approved projects development plan for the development. The subdivision plat shall contain proper designations for public streets, easements, floodplains, floodways with base flood elevations if applicable, and all other public rights-of-way required by the project development plan. Approval by the Director of Type I Development, and approval by the Planning and Zoning Board for Type II Development, of the final plan and subdivision plat, and complete execution, together with all necessary certifications, shall be required before filing of the subdivision plat or issuance of building permits.
- 6) **Landscape Plan** (12 copies) (folded) The landscape plan shall indicate the treatment of all exterior spaces. The design objective of the plan must be clear and supported by a written statement. The plan must provide an ample quantity, placement, and inter-relationship of required landscape elements such as trees, irrigation, vegetation, turf, screening, buffering, walls, and fencing to satisfy the requirements of Section 3.2.1 of the Land Use Code. Plant material must be adaptable to the physical conditions indicated by the landscape plan locations and must meet specifications of the American Association of Nurserymen (AAN) for number one grade. The landscape plan shall include the following:
- (a) Flower and shrub beds definition must be clear and drawn to scale with dimensions. Actual plant quantities must be shown with landscape edge and mulch material identified.
 - (b) Existing trees must be accurately identified as to location, species, size, and condition with labeled intent to remove, protect or transplant. Tree protection specifications as required in Section 3.1.2 of the Land Use Code, shall be included on all landscape plans in written and graphic form. Transplanted tree locations shall be identified with the method and season of transplanting described.
 - (c) Proposed treatment of all ground surfaces must be clearly indicated (paving, turf, mulch grading, etc). Grass surfaces must be identified as sod or seed with the blend or mix specified.

- (d) Project specific horticultural notes and details to insure quality, survival, and establishment of plant materials.
- (e) Standard landscape notes for all required landscape plans to include a note calling for the review and approval by the Water Utilities of any required landscape irrigation system prior to the issuance of a building permit.
- (f) Extent and location of all plant materials and landscape features. Plant material schedule with common and botanical names, symbols, sizes, quantities, percentage of total for each species and method of transplant. Proposed plant material shall be indicated at ten (10) year maturity and in appropriate relation to scale unless otherwise required by the Director, plants must be sized according to the following table:

<u>TYPE</u>	<u>SIZE</u>
<i>Standard canopy shade tree</i>	2.0" caliper balled and burlap or equivalent 1.25" caliper container or equivalent (residential local street only)
<i>Ornamental and flowering trees</i>	1.5" caliper balled and burlap or equivalent
<i>Evergreen trees</i>	6' height balled and burlap or equivalent
<i>Shrubs</i>	5 gallon or adequate size consistent with design intent

- (g) Recontouring of the site to create berms, protect existing trees or to significantly alter the terrain.
 - (h) Retaining walls that are used to provide breaks in slopes, protect trees or accomplish other landscape objectives.
 - (i) Plans for conservation, relocation, and use of the existing topsoil resource and landscape soil preparation.
 - (j) When required, restoration, revegetation, or enhancement of an affected natural area or natural area buffer zone.
 - (k) Mitigation plans for any proposed natural area disturbance.
 - (l) A chart specifying the total area (in square feet) for each landscape category. (Landscape categories are distinguished by their water requirements and intended maintenance levels. Examples of possible categories include, but are not limited to, high water turf grasses, low water turf grasses, low water planting beds, moderate water planting beds and non-plant areas and parcel areas).
- 7) **Statement of Planning Objectives** describing proposal.
 - 8) **Architectural elevations** (10 copies) (folded) of all buildings sufficient to convey the basic architectural intent of the proposed improvements, including the location of proposed flushwall signs. Elevations must indicate all building materials, roofing materials and colors.
 - 9) **A Transportation Impact Analysis** (6 copies) prepared in accordance with the Transportation Impact Analysis Guidelines.
 - 10) The existing and proposed utility systems including sanitary sewers, storm sewers, water, electric, gas and telephone lines, fire hydrants and trash collection areas.(12 copies, unfolded)
 - 11) **Utility Plans** (6 copies) (unfolded) in accordance with All Applicable City Standards and/or Design Criteria including but not limited to:

- (a) Title Sheet.
 - (b) Plat (copy for reference only).
 - (c) Overall Utility Plan (including Water and Sewer, Storm Sewer, (existing and proposed)).
 - (d) Grading, Drainage, and Erosion Control Plan.
 - (e) Plan and Profile sheets for Water Lines, Sanitary Sewer Lines, and Storm Drainage Lines.
 - (f) Preliminary street plan and profiles.
 - (g) Street cross section.
 - (h) Off-site design for streets and utilities.
 - (i) Subdrain systems.
- 12) **A drainage and erosion control report** (4 copies) as appropriate, as specified in the Storm Drainage Design Criteria and Construction Standards. This report must comply with the appropriate City Drainage Basin Master Plan and include at a minimum:
- (a) All watercourses on the property or which are located within five hundred (500') feet of the property must be shown. In addition, the floodways and/or flood fringe areas of these watercourses must be delineated.
 - (b) All drainage ways, streets, arroyos, dry gullies, diversion ditches, spillways, reservoirs, erosion buffer zones, drainage basin boundaries, etc., which may be incorporated into the storm drainage system for the property shall be designated.
 - (c) All irrigation ditches, laterals, and structures shall be shown.
 - (d) All required on-site detention areas including notes indicating the approximate area and volume of the facility.
 - (e) All required water quality features as specified in the City of Fort Collins Storm Drainage Design Criteria and Construction Standards Manual including structural and non-structural water quality devices and practices.
 - (f) All plans shall indicate the proposed outlet for the storm drainage from the property including the name of the drainage way (where appropriate), the downstream conditions (developed, available drainage ways, etc.), and any downstream restrictions.
 - (g) Existing and proposed grading plan.
 - (h) A Hydrological/Groundwater Report (2 copies) when site conditions are deemed such that ground water conditions affect existing and proposed utilities.
- 13) **Hazardous Materials Impact Analysis** (2 copies). This analysis shall be required for all development proposals that have potential on-site and/or off-site hazardous materials impacts. The analysis shall conform to the requirements of the Poudre Fire Authority.
- 14) Street cross section schematics shall be submitted for each general category of street, including the proposed width, treatment of curbs and gutters, sidewalks systems and bikeway systems where deviations are proposed from the design criteria and standards of the City. (8 copies) (folded) (If not

included in the utility plans).

- 15) **A soils report** (2 copies) in conformance with City Engineering Department Design and Construction Criteria Standards and Specifications for streets, sidewalks, alleys and other public ways.
- 16) A copy of the applicable conceptual review letter and an explanation of how issues have been addressed.
- 17) Other information and data as the Director may require for full and complete consideration of the development.