



Development Application Complete Submittal Checklist

Submittal Instructions

- A City Development Review Coordinator will be assigned to all projects - Your Development Review Coordinator is available to assist you with the review process. If you do not have a review coordinator assigned to your project, please contact us at 970-221-6689 or DRCoord@fcgov.com for assistance.
- Advanced notice of Submittal and resubmittals is appreciated - A completed copy of this checklist, all submittal materials and fee payments are due at the time of project submittal. Please contact your Development Review Coordinator at 970-221-6689 or DRCoord@fcgov.com for more submittal details including turnaround times and next steps.
- Only complete submittals are accepted - The submittal may be returned to the applicant if any required materials or application fees are missing or insufficient. Submittals received Monday morning through Wednesday noon will be routed for review the same week and submittals received after Wednesday noon will be held and routed the following week.
- This checklist shall be used in tandem with the [Submittal Requirements Document](#). The applicant must complete this checklist and acknowledgement of the Submittal Requirements Document.
- The applicant shall be the designated contact person who will receive correspondence from city staff and referral agencies.

Additional Resources

- Development Review Guide and Flowchart:
<https://www.fcgov.com/drq/>
- Development Review Applications and Submittal Requirements Main Page:
<https://www.fcgov.com/developmentreview/applications.php>
- City Land Use Code:
<https://www.fcgov.com/planning-development-services/luc>
- City Utilities:
[Development Forms, Guidelines & Regulations](#)
- City Engineering main page:
<https://www.fcgov.com/engineering/>
- The City's Comprehensive Plans:
[City Plan](#) and [Transportation Master Plan](#)
- Online City Map Resources:
<https://www.fcgov.com/gis/maps.php>
- Larimer County Urban Area Street Standards:
<https://www.larimer.org/engineering/standards-and-guides/urban-area-street-standards>

Complete Submittal Checklist: Final Development Plan (FDP) · Basic Development Review (BDR)

Project Name: _____

Applicant Name: _____

Project Type: _____ Project Number (if assigned): _____

New Submittal Revision Review Round: Submittal Date: _____

Project Review Meeting Date: _____

Development Review Coordinator: _____

This checklist is for the Final Review phase for all development projects (see Step 7 of the process flowchart). This includes final detail required for Project Development Plans (PDP). The checklist shall also be used for Basic Development Reviews (BDR) or plan amendments including Major Amendments (MJA) and Minor Amendments (MA) as determined by staff.

All checklist items are required unless city staff indicates an item is (W) waived, (D) eferred, (N/A) Not Applicable or already (R) eceived. If the staff code is blank, then the item is required.

This checklist must be reviewed, completed and accepted by staff prior to project routing. Additional information may be requested from the applicant during the review process, if necessary, to address specific issues that arise. Please note that all application materials, once submitted, become a matter of public record.

Checklist, Submittal Forms and Fees:

Staff Code	Applicant Validation	Item Description	Submittal Requirement Resources
		One copy of this checklist, completed and signed by applicant	Development Review Coordination DRCoord@fcgov.com 970-221-6689
		One signed copy of Development Application Form	
		Payment for the above application form <u>Payments can be made by check, debit /credit card or eCheck.</u> Check: Make payable to City of Fort Collins. Mail to the Development Review Center, 281 N College Ave, Fort Collins, CO 80524, OR place in the blue drop box located at the west side of the building. Card or eCheck: Would be processed at fcgov.com/CitizenAccess . <ul style="list-style-type: none"> • Debit/Credit card payments include a convenience fee of 2% + \$0.25 added to all payments under \$2,500.00, and 2.75% added to all payments over \$2,500.00. • ECheck payments include a convenience fee of \$0.50 added to all payments between \$0.00 - \$99,999.99. <p><i>If choosing to pay online, your Development Review Coordinator will provide you with the project information when the fees are available to be paid.</i></p>	

Electronic Copies*

All copies must be provided per City file naming standards and submitted electronically. All copies must be prepared per city PDF formatting standards.

See: [Submittal Requirements Section M](#) – File Naming Standards & PDF formatting standards

* Paper copies of plans and reports are not required during development review. See Submittal Requirements, Section D for drawing format guidelines. All plan elements shall be clearly drawn and labelled. A scale bar must be provided on all scaled drawings. Paper copies of plan sheets may be requested complete a timely review, including instances when the drawing scale is not accurately depicted.

1) General Information:

Staff Code	Applicant Validation	Item Description	Submittal Requirement Resources
		A comment response letter from the project's Conceptual Review or Preliminary Development Review staff meeting; for 1st round FDP include response from the last round PDP; or for resubmittals include a comment response letter from the prior round of review. To receive a final copy of the staff comment letter, contact your Development Review Coordinator	Section C Development Review Coordination DRCoord@fcgov.com 970-221-6689
		Project Information and Design Narrative	

2) Planning Submittal Package:

Staff Code	Applicant Validation	Item Description	Submittal Requirement Resources
		Title Block information on all plan sheets	Section D
		Cover Page , including:	
		<input type="checkbox"/> Title Block	Section E Requirements
		<input type="checkbox"/> Land Use Table	
		<input type="checkbox"/> Sheet Index	Section D
		<input type="checkbox"/> Signature Blocks	
		<input type="checkbox"/> Site Plan Notes	Standard Notes (also available in Word format at the Submittal Requirements web page)
		Site Location Map	Section D
		Legal Description	

		Final Site Plan Sheet(s) (and related hardscape design detail sheets, See Section I for Requirements)	Section F
		Final Architectural Elevation Sheet(s), Materials and other Detail Sheets (color elevations recommended)	Section G
		Final Landscape Plan Sheet(s) Standard city landscape notes, and related planting detail sheets (See Section I for planting detail requirements)	Section H and I Standard Notes (also available in Word format at the Submittal Requirements web page)
		Preliminary Irrigation Plan	Section H Water Conservation
		Final Lighting Plan, Photometric Plan and Lighting Detail Sheets	Section I
		Final Trash and Recycling Enclosure Details (include these details with the site plan sheets or elevation sheets)	
		Confirmation that all Sheets provided incorporate City drafting and format standards	Section D
		Staff Comments:	

3) Final Subdivision Plat:

Staff Code	Applicant Validation	Item Description	Submittal Requirement Resources
		<p>A final subdivision plat of the site. This plat must conform to the subdivision requirements of the City. The subdivision plat shall contain proper designations for public streets, easements, flood plains, floodways with base flood elevations if required and all other public rights-of-way. Approval by the Director for Type I Administrative Review, and approval by the Planning and Zoning Board for Type II Review by the Planning and Zoning Board, 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.</p> <p>Each residential lot on the subdivision plat shall identify if the garage door(s) is recessed behind the front face of the building, located on one of the other sides of the building, detached from the building or located to the front of the front face of the building.</p> <p>Please note that, with the Recording submittal, the subdivision plat is required to be provided in CAD format at time of recordation. The CAD file for plat must be set up to be in conformance with GIS's Subdivision Plat Digital Submittal Standards. Refer to the Recording Submittal Checklist which will be provided by your Development Review Coordinator.</p>	<p>Section J</p> <p>LUC Division 5.4 Engineering Standards</p> <p>City Contact(s):</p> <ul style="list-style-type: none"> • Technical Services – Jeff County, JCounty@fgov.com • Surveying – John Von Nieda JVonNieda@fgov.com
		Monument Records	
		Closure Report	

4) Final Utility Plans (Civil Construction Plans):

Staff Code	Applicant Validation	Item Description	Submittal Requirement Resources
		Cover Sheet	Utility Plans Checklist.pdf
		Standard Notes Sheet	City Contact: Engineering Development Review
		Existing Conditions and/or Demolition Plan	EngDevRev@fcgov.com 970-221-6605
		Overall Grading Plan	
		Detailed Grading Plan Sheets	
		Overall Utility Plan Sheet	
		Detailed Utility Plan Sheets	
		Sanitary Sewer Plan and Profile Sheets	
		Storm Sewer Plan and Profile Sheets	
		Water Plan and Profile Sheets	
		Street Plan and Profile Sheets	
		Street Cross-sections	
		City of Fort Collins Standard Construction Details	

5) Final Drainage and Erosion Control Report:

Staff Code	Applicant Validation	Item Description	Submittal Requirement Resources
		<p>Final Drainage and Erosion Control Report may include the following:</p> <p>Items from the PDP Checklist:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Detention Requirements and Calculations <input type="checkbox"/> Offsite Flows <input type="checkbox"/> Floodplain Zone -- Contact Floodplain Administration staff at 970-416-2632 for questions <input type="checkbox"/> Hydraulic Calculations <input type="checkbox"/> Detention Basin Calculations <input type="checkbox"/> Standard Water Quality and LID Calculations <input type="checkbox"/> Include Drainage Plan or Exhibit in the report <p>Additional Final Items:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Hydraulic Calculations <input type="checkbox"/> Four Step Process <input type="checkbox"/> SDI Data Spreadsheet (if required) <input type="checkbox"/> Erosion Control Materials <p>Note: All items shown above are components that may be necessary with a drainage report analysis. Not all components may be necessary. The drainage report analysis must be prepared by a professional engineer.</p>	<p>Stormwater Criteria Manual Resource Page</p> <p>Stormwater Criteria Manual Appendices:</p> <ul style="list-style-type: none"> A. Required Submittal Content B. Stormwater Facilities Landscape Standards C. LID Implementation D. Erosion Control Guidance E. Erosion Control Construction Measures Fact Sheets F. Erosion Control Construction Measures Standard Notes <p>City Utilities: Development Forms, Guidelines & Regulations</p> <p>For Stormwater or Floodplain questions, contact: waterutilitieseng@fcgov.com 970-221-6689</p> <p>Erosion Control Information: www.fcgov.com/erosion</p>

6) Final Reports and Supporting Documents:

Staff Code	Applicant Validation	Item Description	Submittal Requirement Resources
	Meeting Date: (mm/dd/yy)	<p>Building Services:</p> <p>REQUIRED PRIOR TO FDP SUBMITTAL</p> <p>Building Services Presubmittal Meeting: Confirmation of completed Pre-Submittal Code Feasibility Meeting with Building Services. New Commercial Projects require a pre-submittal meeting for building code feasibility. This typically takes place when drawings are 50% complete and in the mid phases of the Development Review Process, and prior to Building Permit Submittal. Applicants are encouraged to review building requirements as early as possible in the process. For questions or to schedule this meeting contact your Development Review Coordinator.</p>	<p>Please Note: Building Permits will not be reviewed until Development Plan review process is completed and recorded.</p> <p>Building Codes and Standards</p> <p>Building Permit Fees</p>
		<p>Planning Services:</p> <p><input type="checkbox"/> Perspective views of the Building Exterior (Incorporated into the building elevation sheets)</p>	Section G
		<p><input type="checkbox"/> Electronic Building Material Sample Board (Physical board maybe required upon request)</p>	
		<p><input type="checkbox"/> Neighborhood Context Plan (Overall site plan diagram indicating surrounding neighborhood features, to be incorporated into Site Plan sheets or cover page)</p>	Section C
		<p><input type="checkbox"/> Land Use Code Modification and Alternative Compliance Requests; staff review, and approval required prior to Development Review Completion (If Modifications are proposed)</p>	<p>LUC Division 6.8 City Contact: Planning Services planning@fcgov.com 970-416-4311</p>
		<p><input type="checkbox"/> Parking Alternative Compliance Studies Guidelines for these studies are held by the Director Parking Impact Study Guidelines (If Alternative Compliance is proposed)</p>	<p>LUC Section 5.9.1(K) City Contact: Planning Services planning@fcgov.com 970-416-4311</p>
		<p><input type="checkbox"/> Certification of Notice to Mineral Owner(s) <i>*If provided with PDP please submit same copy</i></p>	<p>Certification of Mineral Estate Owner Notification C.R.S.A § 24-65.5-103</p>
		<p><input type="checkbox"/> Water Adequacy Determination & Demand Summary Worksheet</p>	<p>LUC Section 5.17 FCMC §26-148 to -150 City Contact: Planning Services planning@fcgov.com 970-416-4311</p>

Staff Code	Applicant Validation	Item Description	Submittal Requirement Resources
		Development Review Engineering: <input type="checkbox"/> Soils Report In conformance with the Larimer County Urban Area Street Standards	Larimer County Urban Area Street Standards
		<input type="checkbox"/> Subsurface Hydrologic Study	
		<input type="checkbox"/> Development Agreement Information Form <input type="checkbox"/> Recorded Statement of Authority (§38-30-172, C.R.S.) for Developer and/or Owner [whoever will be signing the Development Agreement]	Engineering Main Page City Contact: Engineering Development Review EngDevRev@fcgov.com 970-221-6605
		<input type="checkbox"/> Final legal descriptions for accompanying deeds of dedication by separate document	Easement and Right-of-Way Dedication Process
		<input type="checkbox"/> Final legal descriptions for accompanying easement vacation request by separate document	Vacation of Easements Process
		<input type="checkbox"/> Closure Report for any Easements and/or Right of Ways submitted for review.	
		<input type="checkbox"/> Approved and Signed Engineering or Utility Variance Requests	Larimer County Urban Area Street Standards
		Traffic Operations: <input type="checkbox"/> Transportation Impact Study (TIS) OR waiver indicated from Traffic Operations staff (Waiver indication to be provided with initial submittal)	Traffic Operations Resource Page City Contact: Traffic Operations 970-221-6630
		Utilities – Environmental Engineering: <input type="checkbox"/> Erosion Control Cost Estimate	City Utilities: Development Forms, Guidelines & Regulations
		Utilities – Electric Systems Engineering: <input type="checkbox"/> Electric Utility Service C-1 Form	City Utilities: Development Forms, Guidelines & Regulations
		Utilities – Water Development Fees: <input type="checkbox"/> Water Fee Form	City Utilities: Water development fees page

Staff Code	Applicant Validation	Item Description	Submittal Requirement Resources
		<p>Environmental Planning:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ecological Characterization Study (ECS) <p>If an ECS is required, this must be submitted at least ten days prior to the development review application. A copy shall also be submitted at the time of the application with this checklist.</p>	<p>Section J Section H</p> <p>LUC Section 5.6.1</p> <p>City Contact: Environmental Planning 970-416-4311</p>
		<ul style="list-style-type: none"> <input type="checkbox"/> Phase 1 Environmental Site Assessment <p>Has there been previous uses on the site that could cause contamination of some sort? i.e., mechanic shops, quick lube shops, chemical storage/processing, manufacturing, gas stations or anything with fuel storage (above or below ground), dry cleaners, etc.</p>	<p>To be provided by qualified third-party consultant</p>
		<p>City Forestry:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Existing Tree Inventory Plan <p>Prior to the review submittal, the applicant must schedule an on- site meeting with City Forestry to obtain tree inventory information for all existing trees within the development area. The meeting is also intended to discuss any proposed tree removal.</p> <p>PLEASE NOTE THAT EXISTING TREES SHOULD NOT BE REMOVED OR DAMAGED PRIOR TO SUBMITTAL, REVIEW AND APPROVAL OF THE PROPOSED DEVELOPMENT.</p>	<p>See Submittal Requirements Sections H and L for more information regarding documentation of existing and proposed trees on landscape plans</p> <p>City Contact: City Forestry forestry@fcgov.com 970.221.6660</p>
		<ul style="list-style-type: none"> <input type="checkbox"/> Existing Tree Removal Feasibility Request <p>Provide a letter to City Forestry outlining the justification for the removal of any existing trees, if proposed.</p>	<p>City Forestry Resources: www.fcgov.com/forestry</p>
		<ul style="list-style-type: none"> <input type="checkbox"/> Existing Tree Mitigation Plan <p>At your site meeting, City Forestry will determine the characteristics and mitigation requirements for all existing trees within the project's proposed Limits of Disturbance. (If tree removal is proposed).</p>	<p>Land Use Code Section: 5.10.1(F) Tree Preservation and Mitigation Replacement</p>

		<p>Other information and data as required for the full and complete consideration of the development (to be completed by City staff):</p> <p>Hazardous Materials Impact Analysis.</p> <p>Any special wildlife, wetland, natural habitats and features, ecological or environmental study or mapping pursuant to Section 5.4 and 5.6 of the Land Use Code as requested by the Director.</p> <p>Other items required:</p>	<p>City Contact: Development Review Coordination DRCoord@fcgov.com 970-221-6689</p>
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Applicant Acknowledgement:

I have reviewed the Development Application Submittal Requirements, Sections A – M. All documents submitted are complete and the Development Application Submittal Requirements have been incorporated into the plans (See Development Application Submittal Requirements for detailed description of requirements). All documents submitted have been compared and consistent design information is shown on all plan sheets and reports.

I understand that submittal requirements not sufficiently addressed or deferred may result in added review time.

Applicant Signature: _____ Date: _____

Phone: _____ Email: _____

(See [Development Application Submittal Requirements](#) for detailed description of requirements)