



Submittal Requirements:

Final Plan Review -

Project Development Plan (PDP)

- 1) Application form and filing fee.
- 2) **Transportation Development Review (TDR) Fee – please contact Engineering at (970) 221-6605 for information.**
- 3) The name and address of each owner of property within the boundaries of the development plan area.
- 4) A list of names of all general and/or limited partners (if a partnership) managers and directors (if a limited liability company) and/or officers and directors of the corporation (if a corporation) involved as either applicants or owners of the development.
- 5) **Certification of Mineral Estate Owner Notification:** Signed form required at time of Final Plan submittal; See *Item #14 (a) for details.* [Mineral Rights Certificate.pdf](#)
- 6) **Final site plan** (*30 copies - folded*) shall be submitted on twenty-four by thirty six inch (24" x 36") sheets at a scale of one inch (1") equals fifty feet (50'), or one inch (1") equals thirty feet (30'), showing the following information:
 - (a) Land use data (same information as required on the Project Development Plan).
 - (b) Lot lines, easements, public rights-of-way as per subdivision plat.
 - (c) Exact location of all buildings, structures, fences and building envelopes dimensions on at least two (2) sides to the nearest platted property line.
 - (d) Existing and proposed street(s) with name(s). Designation of street(s) to be public or private. Limits of private accessways to be dedicated as public utility easements and/or as other types of easements.
 - (e) Street cross section schematics for each category of street, including the proposed width, treatment of curbs and gutters, sidewalk system and bikeway systems where deviations are proposed from the design criteria and standards of the City.
 - (f) Location of temporary model homes, sales office, and/or construction facilities, including temporary signs and parking lots.
 - (g) Limits of development (Reference Section 3.4.1(N) of the Land Use Code).

- (h) A notarized signature block of Owner's certification of acceptance of conditions and restrictions as set forth on the site plan to be signed after final approval.
 - (i) The number and percentage of solar-oriented lots in the final plan. Each solar-oriented lot shall be identified on the site plan.
 - (j) Each residential lot on the development plan 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.
 - (k) Location of different housing types and the percentage of the total number of dwelling units.
- 7) **Subdivision Plat** (*23 copies - folded*) A final subdivision plat of the site must accompany the final compliance review prepared according to the application submittal list for a Subdivision Plat (Final). This plat must conform to the subdivision requirements of the City, except as waived by the approved preliminary plan for the development. The subdivision plat shall contain proper designations for public streets, easements, flood plains, floodways with base flood elevations if applicable and all other public rights-of-way required by the preliminary plan. 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. 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.
- 8) **Architectural Elevations** (*Eight copies - folded*) (*more copies if determined by Director*) Architectural elevations 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 exterior building materials, roofing materials and colors.
- 9) **Landscape Plan** (*20 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 3.1.2 of the Land Use Code. Plant material shall be selected from the *City of Fort Collins Plant List*. <http://www.fcgov.com/currentplanning/submittals.php> Plant material shall 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, A list of names of all general and limited partners (if a partnership), all managers and directors (if a limited liability company) and/or officers and directors (if a corporation) involved as either applicants or owners of the planned unit development 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) Extent and location of all plant materials and landscape features. Plant material schedule with common and botanical names, symbols, sizes, quantities, 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>
(f) Standard canopy shade tree	2.0" caliper balled and burlap or equivalent
	1.25" caliper container or equivalent (residential local street only)
Ornamental and flowering trees	1.5" caliper balled and burlap or equivalent
Evergreen trees	6' height balled and burlap or equivalent
Shrubs	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 standard landscape note, "An irrigation plan is required to be submitted to and approved by Fort Collins Utilities (Cross Connection Control Technician) prior to the issuance of the building permit, in accordance with the Land Use Code Section 3.2.1.J requirements."
- (m) Accurate and clear identification of all applicable hydrozones using the following categories: High hydrozone: 18 gallons/s.f./season, Moderate hydrozone: 10 gallons/s.f./season, Low hydrozone: 3 gallons/s.f./season and Very Low hydrozone: 0 gallons/s.f./season.
- (n) A Water Budget Chart that shows the total annual water use, which shall not exceed fifteen (15) gallons per square foot over the site, including all hydrozones used on the landscape plan. (See instructions and example below)
1. Divide the plan into hydrozones, grouping plants with similar water needs together. Check the *City of Fort Collins Plant List* to determine the appropriate hydrozones for plants in your design.
 2. Calculate the area (in square feet) for each hydrozone. Add the square feet together for all the areas in the same hydrozone. For example, if there are three Moderate hydrozone areas, add the areas together for a total.
 3. Calculate a total water use (in gallons) for each type of hydrozone by multiplying the area by the gallons per square foot. Add the water use for all the hydrozones together to determine a total annual water use for the site.
 4. Divide the total annual water use by the total square footage to determine that the overall site will use no more than 15 gallons per square foot per watering season.

Water Budget Chart (an example)

Hydrozone	Area (s.f.)	Water Need (gallons/s.f.)	Annual Water Use (gallons)
High	6,830	18	122,940
Moderate	14,480	10	144,800
Low	1,310	3	3,930
Very Low	0	0	0
TOTAL	22,620	Avg.: 12.0	271,670

- 10) **Drainage and Erosion Control Report** (4 copies) A drainage and erosion control report as appropriate and specified in the Storm Drainage Design Criteria and Construction Standards. This report must comply with the appropriate City Drainage Basin Master Plan including at a minimum:
- (a) All watercourses on the property or which are located within one hundred fifty (150') feet of the property must be shown. In addition, the floodways and/or flood fringe areas of these watercourses must be delineated.
 - (b) All drainageways, streets, arroyos, dry gullies, diversion ditches, 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 plans shall indicate the proposed outlet for the storm drainage from the property including the name of the drainageway (where appropriate), the downstream conditions (developed, available drainageways, etc.), and any downstream restrictions.
 - (f) Existing and proposed grading plan at two (2') foot intervals on the property and within fifty (50') feet of the property boundary and ten (10') foot intervals for the remainder. (Reference vertical elevation datum uses, NGVD 29 preferred.)
- 11) **Final Utility Plans and Development Agreement** (13 copies - unfolded). The Director of Engineering shall prepare and present to the applicant a draft form of development agreement governing the installation of improvements pertaining to the development, and the applicant shall execute a development agreement in proper form providing for the installation of all such improvements prior to recording of the final plan. Final detailed engineering plans and related documents for wastewater, water, drainage, street, and all other applicable public improvements must be submitted to and approved by the Director of Engineering 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, Sewer, Storm Sewer (existing and proposed))*.
 - (d) Utility Phasing Plan.
 - (e) Grading, Drainage, and Erosion Control Plan.
 - (f) Plan and Profile sheets for Water Lines, Sanitary Sewer Lines, and Storm Drainage Lines.
 - (g) Plan and Profile sheets for streets.
 - (h) Street Cross Sections.
 - (i) Signing and Striping Plan.

- (j) Structure Plans and Sections.
 - (k) Off-site design for streets and utilities.
 - (l) Detail Sheets.
 - (m) Subdrain Systems.
- 12) **Transportation Impact Analysis** (updated - 7 copies) An update of the TIA or a statement that there has been no change from the analysis submitted with the Overall Development and/or Project Development Plan.
- 13) **Soils Report** - (2 copies) A soils report in conformance with City Engineering office Design and Construction Criteria Standards and Specifications for streets, sidewalks, alleys and other public ways.
- 14) Other information and data the Director may require for full and complete consideration of the development.
- (a) **Certification of Notice to Mineral Owner(s)** - certification by the developer/applicant that notice has been provided as required pursuant to Section 24-65.5-103 of the Colorado Revised Statutes to any owner or lessee of a mineral estate underneath a surface estate that is subject to the Application for Development or that the developer/applicant has obtained a waiver of the right to notice from any such mineral estate owner. (If a waiver has been obtained, a copy thereof must be attached to the certification.)
<http://www.fcgov.com/currentplanning/pdf/mineral-rights-cert.pdf>
 - (b) **Environmental Reports** - Any special natural area or environmental study, wetland delineation or report pursuant to Section 3.3 of the Land Use Code as requested by the Director.
 - (c) **Easements/Agreements** - (2 copies, each) Copies of each executed, recorded agreement and/or easement that has been executed. These include, but are not limited to:
 - i. Proof of agreements
 - ii. Cross access
 - iii. Off-site grading
 - iv. Ditch company approvals
 - v. Parking and joint parking
 - vi. Joint access
 - (d) **Subsurface Hydrologic Study** (4 copies) in conformance with the City of Fort Collins Criteria for Engineered Subdrain Systems for any subdrain system in the public rights-of-way.

Items Needed after final approval (not at the time of Final Plan submittal, unless requested):

- (a) **Deeds** - Executed deeds of dedication (contingent on final approval) for easements and rights-of-way to be dedicated to the City both on-site and off-site.
- (b) **Mylars** - Reproducible mylars of all site and landscape plans, architectural elevations, and subdivision plats to be submitted and signed after final approval.
- (c) **PMT** - 8½ " x 11" (Photo Mechanical Transfer) PMT of all plans.