



Submittal Checklist : *Final Plan Review*

The following information is required to be submitted with all applications, unless waived by staff. Any item waived must be dated and initialed by a planner with the City of Fort Collins Planning & Zoning Department.

- Application form and filing fee.
- Transportation Development Review Fee – please contact Engineering at 221-6605 for information.**
- Name and address of each owner of property within the boundaries of the development plan area.
- List of names of all general and/or limited partners, managers and directors and/or officers and directors of the corporation involved as either applicants or owners.
- Final Site Plan*** (30 copies, 24" x 36" - folded)
- Subdivision Plat*** (23 copies, 24" x 36" - folded)
- Architectural Elevations*** (8 copies, 24" x 36" - folded)
- Landscape Plan*** (20 copies, 24" x 36" - folded)
- Drainage and Erosion Control Report*** (4 copies)
- Final Utility and Drainage Plans*** (13 copies, 24" x 36" – unfolded)
- Requirements for utility plans checklist (**1 copy**).
- Transportation Impact Analysis*** (TIA), updated* (**7 copies**).
- Soils Report*** (2 copies).
- Deeds*** (contingent on final approval)
- Mylars and PMT*** (Mylars not needed until Final plans are approved)
- Other information Director may require:
 - Subsurface Hydrologic Study*** (4 copies)
 - Certification of Notice to Mineral Owner(s)*** (1 copy)
 - Easements/Agreements*** (2 copies, each)
 - Environmental Reports***

**This document is meant to be used as a checklist only. For a more detailed list and explanation of each of these items, please see the handout: "Submittal Requirements: Final Plan Review"*