

Submittal Checklist : Basic Development Review

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

- Application form, filing fee (plus .75 cents for each APO label), and sign posting fee.
- Transportation Development Review Fee – please contact Engineering at 221-6605 for information.**
- Site plan drawings. (Refer to the submittal requirements for specific information to be presented on the site plan.) **(18 copies 24” x 36” – folded).**
- Subdivision Plat **(8 copies 24” x 36” – folded).**
- Landscape Plan (Refer to the submittal requirements for specific information to be presented on the landscape plan.) **(12 copies 24” x 36” – folded).**
- Statement of planning objectives **(18 copies).**
- Architectural Elevations **(10 copies).**
- Transportation Impact Analysis (TIA) **(6 copies).**
- Utility plans (existing and proposed utility systems) **(6 copies 24” x 36” – unfolded).**
- Drainage and erosion control report **(4 copies).**
- Soils Report **(2 copies).**
- Hazardous Materials Impact Analysis **(2 copies).**
- Street cross sections schematics (if not included in the utility plans **(2 copies 24” x 36” – folded).**)
- Other information that the Director may require:
 - Natural area or environmental study
 - Subsurface Hydrologic Study (4 copies)
- Copy of applicable conceptual letter and explanation of how issues have been addressed (if applicable).

- Legal description of the site (one copy on 8½ x 11 paper).
- Development phasing schedule.
- Explanation of any variance request(s).
- Signed letters of intent indicating that all required off-site easements and off-site rights-of-way can be negotiated.