



# 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](mailto:DRCoord@fcgov.com) for assistance.
- Appointments are required for all submittals or resubmittals – A completed paper 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 to schedule a submittal appointment.
- 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/drg/>
- Development Review Applications and Submittal Requirements Main Page:  
<https://www.fcgov.com/developmentreview/applications.php>
- City Land Use Code:  
[https://library.municode.com/co/fort\\_collins/codes/land\\_use](https://library.municode.com/co/fort_collins/codes/land_use)
- 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>

# Project Development Plan (PDP) Complete Submittal Checklist

Project Name: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

**Office Use Only:** Project Type: \_\_\_\_\_ Project Number (if assigned): \_\_\_\_\_

New Submittal                  Revision -- Review Round \_\_\_\_\_          Submittal Date: \_\_\_\_\_

Staff Review Meeting Date: \_\_\_\_\_

Staff Coordinator: \_\_\_\_\_

In addition to PDP reviews, this checklist may be used for the pre-hearing review of the following review types: **Major Amendments (MJA) to approved PDP's, APU and SPAR.** Refer to the Submittal Requirements Document for a description of these review types. **All checklist items are required unless city staff indicates an item is: (W)aived, (D)eferred, (N/A)Not Applicable or already (R)eceived. If the staff code is blank (grey or blue), 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.

## Paper Copies\*

Staff Code	Applicant Validation	Item Description	Submittal Requirement Resources
		One paper copy of this checklist, checked and acknowledged as complete by the applicant	Development Review Coordination staff 970-221-6689  <a href="mailto:DRCoord@fcgov.com">DRCoord@fcgov.com</a>
		One signed paper copy of Development Application Form and Fee <a href="#">Application Form.pdf</a>	
		One signed paper copy of Transportation Development Review (TDR) Application and Fee <a href="#">TDR Fees and Application.pdf</a>	
		Check for the above application forms payable to <i>the "City of Fort Collins"</i> (fees may be consolidated into one check)	

\* 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 in order to complete a timely review, including instances when the drawing scale is not accurately depicted.

# Electronic Copies

All copies must be provided per City file naming standards and submitted on a flash drive or CD

See: [Submittal Requirements Section M – File Naming Standards](#)

## 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; 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	See Submittal Requirements Section C for more information on comment response letters and the project design narrative. Development Review Coordination (DRC) staff 970-221-6689 <a href="mailto:DRCoord@fcgov.com">DRCoord@fcgov.com</a>
		Project Information and Design Narrative (see Submittal Requirements, Section C)	

## 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:	Section D
		a) Title Block	Section D
		b) Land Use Table	Section E
		c) Sheet Index	Section D
		d) Signature Blocks	Section D
		e) Site Plan Notes	<a href="#">Standard Notes</a> (also available in Word format at the Submittal Requirements web page)
		Site Location Map	Section D
		Legal Description	Section D
		Site Plan Sheet(s) (and related hardscape design detail sheets, See Section I for Requirements)	Section F
		Architectural Elevation Sheet(s), Materials and other Detail Sheets (color elevations recommended)	Section G

		Landscape Plan Sheet(s), standard city landscape notes, and related planting detail sheets (See Section I for planting detail requirements)	Section H and I; <a href="#">Standard Notes</a> (also available in Word format at the Submittal Requirements web page)
		Lighting Plan, Photometric Plan and Lighting Detail Sheets	Section L
		Trash and Recycling Enclosure Details (include these details with the site plan sheets or elevation sheets)	Section I
		Confirmation that all Sheets provided incorporate City drafting standards	Section D

### 3) Subdivision Plat:

Staff Code	Applicant Validation	Item Description	Submittal Requirement Resources
		A subdivision plat of the site at an appropriate scale on one or more sheets, with outer dimensions printable at 24" x 36" and appurtenant documents prepared according to the requirements described in the submittal requirements. The plat must conform to the subdivision requirements of the City, except as waived by the approved project development plan for the development. Final Plan review and subdivision plat approval, and complete execution, together with all necessary certifications, shall be required before filing of the subdivision plat or issuance of building permits.	Submittal Requirements Section J  <a href="#">LUC Division 3.3 – Engineering Standards</a>

### 4) Civil Construction Plans (Utility Plans):

Staff Code	Applicant Validation	Item Description	Submittal Requirement Resources
		Existing Conditions and/or Demolition Plan (if applicable)	<a href="#">Utility Plans Checklist.pdf</a>  City Contact: Engineering Development Review 970-221-6605 <a href="mailto:EngDevRev@fcgov.com">EngDevRev@fcgov.com</a>
		Overall Grading Plan	
		Overall Utility Plan	
		Drainage Plan	
		Street Plan, including horizontal alignment and centerline profiles for public streets	

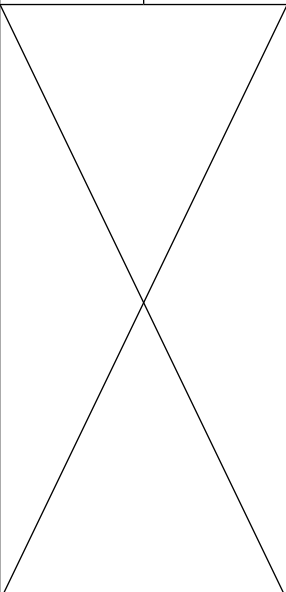
## 5) Preliminary Drainage and Erosion Control Report:

Staff Code	Applicant Validation	Item Description	Submittal Requirement Resources
		<p><b>Preliminary Drainage and Erosion Control Report may include the following:</b></p> <ul style="list-style-type: none"> <li>a) Detention Requirements and Calculations</li> <li>b) Offsite Flows (if applicable)</li> <li>c) <a href="#">Floodplain Zone</a> (if applicable) -- Contact Floodplain Administration staff at 970-416-2632 for questions</li> <li>d) Hydraulic Calculations</li> <li>e) Detention Basin Calculations</li> <li>f) Standard Water Quality and LID Calculations</li> <li>g) Include Drainage Plan or Exhibit in the report</li> </ul> <p>Note: 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><a href="#">Stormwater Criteria Manual Resource Page</a></p> <p><a href="#">Stormwater Criteria Manual Appendices:</a></p> <ul style="list-style-type: none"> <li>A. Required Submittal Content</li> <li>B. Stormwater Facilities Landscape Standards</li> <li>C. LID Implementation</li> <li>D. Erosion Control Guidance</li> <li>E. Erosion Control Construction Measures Fact Sheets</li> <li>F. Erosion Control Construction Measures Standard Notes</li> </ul> <p>City Utilities: <a href="#">Development Forms, Guidelines &amp; Regulations</a></p> <p>For Stormwater or Floodplain questions, contact: <a href="mailto:waterutilitieseng@fcgov.com">waterutilitieseng@fcgov.com</a> or 970-221-6689</p> <p>Erosion Control Information: <a href="http://www.fcgov.com/erosion">www.fcgov.com/erosion</a></p>

## 6) Reports and Supporting Documents:

Staff Code	Applicant Validation	Item Description	Submittal Requirement Resources
		<p><b>Planning Services:</b></p> <ul style="list-style-type: none"> <li>a) Perspective views of the Building Exterior (incorporated into the building elevation sheets)</li> </ul>	Submittal Requirements Section G
		<ul style="list-style-type: none"> <li>b) Building Material Sample Board</li> </ul>	Submittal Requirements Section G
		<ul style="list-style-type: none"> <li>c) Neighborhood Context Plan (Overall site plan diagram indicating surrounding neighborhood features, to be incorporated into Site Plan sheets or cover page)</li> </ul>	Submittal Requirements Section C

		d) Land Use Code Modification and Alternative Compliance Requests (if required; staff review and recommendation of approval required prior to scheduling hearing)	<a href="#">LUC Division 2.8</a>  City Contact: Planning Services 970-416-4311
		e) Parking Alternative Compliance Studies – Guidelines for these studies are held by the Director (if required) <a href="#">Parking Impact Study Guidelines</a>	<a href="#">LUC Section 3.2.2(K)</a>  City Contact: Planning Services 970-416-4311
		<b>Development Review Engineering:</b> a) Soils Report – in conformance with the Larimer County Urban Area Street Standards	<a href="#">Larimer County Urban Area Street Standards</a>
		b) Subsurface Hydrologic Study	
		c) Signed letters of intent (required before scheduling hearing) from impacted off-site property owner(s) indicating generating agreement and that all required off-site easement and off-site rights-of-way can be finalized in conjunction with the final development plan submittal	City Contact: Engineering Development Review 970-221-6605
		d) Draft legal descriptions for accompanying deeds of dedication by separate document	<a href="#">Easement and Right-of-Way Dedication Process</a>
		e) Draft legal descriptions for accompanying easement vacation request by separate document	<a href="#">Vacation of Easements Process</a>
		f) Engineering or Utility Variance Requests (City review and approval required prior to scheduling hearing)	<a href="#">Larimer County Urban Area Street Standards</a>
		<b>Traffic Operations:</b> Transportation Impact Study (TIS) or waiver indicated from Traffic Operations staff (waiver indication to be provided with initial submittal)	<a href="#">Traffic Operations Resource Page</a>  City Contact: Traffic Operations 970-221-6630

		<p><b>Environmental Planning:</b></p> <p>a) Ecological Characterization Study (ECS). 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>Submittal Requirements: Section J, Section H <a href="#">LUC Section 3.4.1</a></p> <p>City Contact: Environmental Planning Staff at 970-416-4311</p>
		<p>b) Phase 1 Environmental Site Assessment</p>	<p>To be provided by qualified third-party consultant</p>
		<p><b>City Forestry:</b></p> <p>a) Existing Tree Inventory Plan -- 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. 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>Contact Information: City Forestry <a href="mailto:forestry@fcgov.com">forestry@fcgov.com</a> 970.221.6660</p>
		<p>b) Existing Tree Removal Feasibility Request -- provide a letter to City Forestry outlining the justification for the removal of any existing trees, if proposed.</p>	<p>City Forestry Resources: <a href="http://www.fcgov.com/forestry">www.fcgov.com/forestry</a></p>
		<p>c) Existing Tree Mitigation Plan (if applicable). 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.</p>	<p>Land Use Code Section: <a href="#">3.2.1(F) Tree Protection and Replacement</a></p>
		<p><b>(PLEASE NOTE: THIS ITEM IS NOT REQUIRED WITH THIS CHECKLIST, AND IS PROVIDED HERE FOR INFORMATION. THIS MEETING IS REQUIRED FOR COMMERCIAL PROJECTS PRIOR TO FINAL PLAN SUBMITTAL)</b></p> <p><b>Building Services Presubmittal Meeting:</b> Confirmation of completed Pre-Submittal Code Feasibility Meeting with Building Services is included with the Final Plan (FDP) Checklist, but not with this checklist. New Commercial Projects require a pre-submittal meeting for building code feasibility. This typically takes place when drawings are 50% complete and in the early/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 call: 970-416-2748.</p>	<p>Please Note: <a href="#">Building Permits will not be reviewed until Development Plan review process is completed</a></p> <p><a href="#">Building Codes and Standards</a></p> <p><a href="#">Building Permit Fees</a></p>

		<p><b>Other information and data as required for the full and complete consideration of the development (to be completed by City staff):</b></p> <p>Hazardous Materials Impact Analysis (if required);</p> <p>Any special wildlife, wetland, natural habitats and features, ecological or environmental study or mapping pursuant to Section 3.3 and 3.4 of the Land Use Code as requested by the Director;</p> <p>Other items required:</p>	<p>City Contact: Development Review Coordination 970-221-6689</p> <p><a href="mailto:DRCoord@fcgov.com">DRCoord@fcgov.com</a></p>
--	--	--	---

**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 Name**

**Check box to confirm acknowledgement**

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