



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.
- 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
- 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>

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

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: _____

This checklist is intended to be used 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). The checklist may also be used for plan amendments including Major Amendments (MJA) and Minor Amendments (MA) as determined by staff. 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) waived, (D) eferred, (NA) 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 DRCoord@fcgov.com |
| | | One signed paper copy of Development Application Form and Fee Application Form.pdf | |
| | | One signed paper copy of Transportation Development Review (TDR) Application and Fee TDR Fees and Application.pdf | |
| | | 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; 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 | Requirements Section C for more information regarding comment response letters and the project design narrative. Development Review Coordination (DRC) staff 970-221-6689 DRCoord@fcgov.com |
| | | 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 | Standard Notes (also available in Word format at the Submittal Requirements web page) |
| | | Site Location Map | Section D |
| | | Legal Description | Section D |
| | | 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 |

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| | | 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) |
| | | Final Lighting Plan, Photometric Plan and Lighting Detail Sheets | Section L |
| | | Final 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) 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 applicable 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 mylar 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 Mylar Submittal Checklist.</p> | <p>Submittal Requirements Section J</p> <p>LUC Division 3.3 – Engineering Standards</p> |

4) Final Civil Construction Plans (Utility Plans):

| Staff Code | Applicant Validation | Item Description | Submittal Requirement Resources |
|------------|----------------------|--|---|
| | | Cover Sheet | Utility Plans Checklist.pdf |
| | | Standard Notes Sheet | City Contact: Engineering Development Review 970-221-6605 EngDevRev@fcgov.com |
| | | Existing Conditions and/or Demolition Plan (if applicable) | |
| | | Overall Grading Plan (if applicable) | |
| | | Detailed Grading Plan Sheets | |
| | | Overall Utility Plan Sheet (if applicable) | |
| | | Detailed Utility Plan Sheets | |
| | | Sanitary Sewer Plan and Profile Sheets | |
| | | Storm Sewer Plan and Profile Sheets | |
| | | Water Plan and Profile Sheets (if applicable) | |
| | | Street Plan and Profile Sheets (if applicable) | |
| | | Street Cross-sections (if applicable) | |
| | | 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"> a) Detention Requirements and Calculations b) Offsite Flows (if applicable) c) Floodplain Zone (if applicable) -- Contact Floodplain Administration staff at 970-416-2632 for questions d) Hydraulic Calculations e) Detention Basin Calculations f) Standard Water Quality and LID Calculations g) Include Drainage Plan or Exhibit in the report <p>Additional Final Items:</p> <ul style="list-style-type: none"> h) Hydraulic Calculations i) Four Step Process j) SDI Data Spreadsheet (if applicable) k) 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>City Contact: Development Review Coordination staff 970-221-6689</p> <p>For Stormwater or Floodplain questions, contact: waterutilitieseng@fcgov.com or 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 style="color: red;">(THIS ITEM REQUIRED WITH INITIAL SUBMITTAL ONLY)</p> <p>Building Services Presubmittal Meeting: 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: Building Permits will not be reviewed until Development Plan review process is completed</p> <p>Building Codes and Standards</p> <p>Building Permit Fees</p> |
| | | <p>Planning Services:</p> <p>a) Perspective views of the Building Exterior (incorporated into the building elevation sheets)</p> | Submittal Requirements Section G |
| | | <p>b) Building Material Sample Board</p> | Submittal Requirements Section G |
| | | <p>c) Neighborhood Context Plan (Overall site plan diagram indicating surrounding neighborhood features, to be incorporated into Site Plan sheets or cover page)</p> | Submittal Requirements Section C |
| | | <p>d) Land Use Code Modification and Alternative Compliance Requests (if required); staff review and approval required prior to Development Review Completion</p> | <p>LUC Division 2.8</p> <p>City Contact: Planning Services 970-416-4311</p> |
| | | <p>e) Parking Alternative Compliance Studies – Guidelines for these studies are held by the Director (if required) Parking Impact Study Guidelines</p> | <p>LUC Section 3.2.2(K)</p> <p>City Contact: Planning Services 970-416-4311</p> |
| | | <p>f) Certification of Notice to Mineral Owner(s) (if required)</p> | <p>Mineral Rights Certificate.pdf</p> |

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| | | Development Review Engineering: a) Soils Report – in conformance with the Larimer County Urban Area Street Standards | Larimer County Urban Area Street Standards |
| | | b) Subsurface Hydrologic Study | |
| | | c) Development Agreement application form | Engineering Main Page City Contact: Engineering Development Review 970-221-6605 |
| | | d) Final legal descriptions for accompanying deeds of dedication by separate document | Easement and Right-of-Way Dedication Process |
| | | e) Final legal descriptions for accompanying easement vacation request by separate document | Vacation of Easements Process |
| | | f) Approved and Signed Engineering or Utility Variance Requests | Larimer County Urban Area Street Standards |
| | | Traffic Operations: 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: Erosion Control Cost Estimate | City Utilities: Development Forms, Guidelines & Regulations |
| | | Utilities – Electric Systems Engineering: Electric Utility Service C-1 Form | City Utilities: Development Forms, Guidelines & Regulations |

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| | | <p>Environmental Planning:</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 LUC Section 3.4.1</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>City Forestry:</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>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>Contact Information: City Forestry forestry@fcgov.com 970.221.6660</p> <p>City Forestry Resources: www.fcgov.com/forestry</p> <p>Land Use Code Section: 3.2.1(F) Tree Protection and Replacement</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> | |

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| | | <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 (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>DRCoord@fcgov.com</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 Name

Check box to confirm acknowledgement

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