City of Fort Collins

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 Community Development and Neighborhood Services Department.*

❑ Application form and filing fee. Application Form.pdf

❑ **Transportation Development Review Fee – please contact Engineering at 221-6605 for information.** TDR Fees and Application.pdf

❑ **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)** (if applicable) (6 copies).

❑ **Utility plans (existing and proposed utility systems)** (6 copies 24" x 36" – unfolded).

❑ **Drainage and erosion control report** (if applicable) (4 copies).

❑ **Soils Report** (if applicable) (2 copies).

❑ **Hazardous Materials Impact Analysis** (2 copies).

❑ Street cross sections schematics (if applicable) (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 (if applicable).

❑ 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.

*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: Basic Development Review"