

SUBMITTAL CHECKLIST:
OVERALL DEVELOPMENT PLAN

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 (1 copy), filing fee (plus .75 cents for each APO label) and sign posting fee. [Application Form.pdf](#)
- Transportation Development Review Fee – please contact Engineering at 221-6605 for information.** [TDR Fees and Application.pdf](#)
- Three (3) lists of names and address of all owners of record of real property within eight hundred (800') feet of the property lines of the parcel of land proposed to be developed, exclusive of public right-of-way. Two (2) lists shall be typed on mailing labels (33 per sheet), the other list shall be a reproducible copy of those labels.
- An overall development plan** (30 copies - folded) composed of one or more sheets with an outer dimension of twenty-four by thirty-six inches (24"x36") shall be submitted containing information outlines in the submittal requirements.
- Statement of planning objectives** (26 copies).
- Transportation Impact Analysis (TIA)** (6 copies).
- Master Utility and Overall Drainage Plan** (13 copies – unfolded).
- Overall Drainage Report** (4 copies).
- Copy of applicable conceptual review letter and explanation on how issues have been addressed.
- Legal description of the site (**1 copy on 8 ½" x 11"**).
- Name and address of each owner of property in the ODP area.
- List of names of all general and limited partners and/or officers involved as either applicants or owners.
- Development phasing schedule.
- Statement of proposed ownership and maintenance responsibility of public and private open space areas.
- Other information the Director may require.

**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: Overall Development Plan"*