



## Overall Development Plan Application, Complete Submittal Checklist, & Guide

### 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.
- Advanced notice of Submittal and resubmittals is appreciated - A completed 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 or [DRCoord@fcgov.com](mailto:DRCoord@fcgov.com) for more submittal details including turnaround times and next steps.
- 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 can be used in tandem with the [Development Review Submittal Requirements Document](#). The applicant must complete this checklist and acknowledgement of the Overall Development Plan Submittal Requirements.
- 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://www.fcgov.com/planning-development-services/luc>
- 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>
- Larimer County Urban Area Street Standards:  
<https://www.larimer.org/engineering/standards-and-guides/urban-area-street-standards>

## Overall Development Plan (ODP) Complete Submittal Checklist and Guide:

Overall Development Plan Name: \_\_\_\_\_

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

Project Type: OVERALL DEVELOPMENT PLAN Project Number (if assigned): \_\_\_\_\_

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

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

Development Review Coordinator: \_\_\_\_\_

This checklist applies to Overall Development Plans (ODPs) for phased projects. It establishes broad planning guidelines and allows flexibility for detailed future submissions. Approval of an ODP does not grant vested development rights. An ODP is mandatory for properties developed in two or more phases. Refer to Division 6.5 for detailed requirements.

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, 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.

### Checklist, Submittal Forms, and Fees:

Staff Code	Applicant Validation	Item Description	Submittal Requirement Resources
		One copy of this checklist, completed and signed by applicant	Development Review Coordination  <a href="mailto:DRCoord@fcgov.com">DRCoord@fcgov.com</a> 970-221-6689
		One signed copy of the <a href="#">Development Review Application</a>	
		Payment for the above application form  <u>Payments can be made by check, debit /credit card or eCheck.</u> <b>Check:</b> Make payable to City of Fort Collins. Mail to the Development Review Center, 281 N College Ave, Fort Collins, CO 80524, OR place in the blue drop box located at the west side of the building. <b>Card or eCheck:</b> Would be processed at <a href="https://fcgov.com/CitizenAccess">fcgov.com/CitizenAccess</a> . <ul style="list-style-type: none"> <li>Debit/Credit card payments include a convenience fee of 2% + \$0.25 added to all payments under \$2,500.00, and 2.75% added to all payments over \$2,500.00.</li> <li>ECheck payments include a convenience fee of \$0.50 added to all payments between \$0.00 - \$99,999.99.</li> </ul> <i>If choosing to pay online, your Development Review Coordinator will provide you with the project information when the fees are available to be paid.</i>	

## **Electronic Copies\***

All copies must be provided per City file naming standards and submitted electronically. All copies must be prepared per city PDF formatting standards.

See: [Submittal Requirements Section M](#) – File Naming Standards & PDF formatting standards

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

### **1) General Information:**

Staff Code	Applicant Validation	Item Description	Submittal Requirement Resources
		<p>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.</p> <p>To receive a final copy of the staff comment letter, contact your Development Review Coordinator</p>	<p>Section C</p> <p>Development Review Coordination</p> <p>970-221-6689</p> <p><a href="mailto:DRCoord@fcgov.com">DRCoord@fcgov.com</a></p>
		<p><b>Project Information and Design Narrative</b></p> <p>If known, provide the <u>Development Phasing Schedule</u>, including the sequence for each phase, the approximate size of each phase, and the proposed phasing of construction for public improvements, recreation, and common open space areas.</p>	
		Legal description	
		<p><b>Statement of Planning Objectives</b>, including:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Statement of appropriate City Plan Principles and Policies achieved by the proposed overall Development Plan.</li> <li><input type="checkbox"/> Description of existing and proposed, open space, buffering, landscaping, circulation, transition areas, wetlands and natural areas.</li> <li><input type="checkbox"/> Estimate of number of employees for commercial and industrial uses.</li> <li><input type="checkbox"/> Description of rationale behind the assumptions and choices made by the applicant.</li> <li><input type="checkbox"/> Written narrative addressing each /issue raised at the neighborhood meetings(s), if a meeting was held.</li> <li><input type="checkbox"/> Name of the project as well as any previous name(s) the project may have been known by.</li> <li><input type="checkbox"/> A narrative description of how conflicts between land uses are being avoided or mitigated.</li> </ul>	
		Statement of proposed ownership and maintenance responsibility of public and private open space areas	

		List of all general and limited partners, managers, directors, and/or officers involved as applicants or owners of the overall development.	
		Additional information required by the Director for complete consideration of the development:	

## 2) Overall Development Land Use Table:

Staff Code	Applicant Validation	Item Description	Submittal Requirement Resources
		Overall Parcel Size	
		Existing Zoning	<a href="#">FCMaps: Zoning Districts</a> <a href="#">Article 2: Zone Districts</a>
		<p><b>A list in table format of each plan area, noting:</b></p> <p>The existing and proposed uses as described in the applicable city zone district.</p> <p>The approximate acreage and density of each area.</p> <p>The number, height, and type of residential units.</p> <p>Floor area, height, and types of business, commercial, and industrial uses.</p>	
		Location and general nature of each land use	
		Total land area and approximate location and amount of open space included in the residential, business, commercial, and industrial areas.	
		Approximate location and size in acres of any public use proposed such as parks, school sites, and similar public or semi-public uses.	

## 2) Overall Development Plan Map:

Staff Code	Applicant Validation	Item Description	Submittal Requirement Resources
		<b>Overall Development Plan Map</b> including:	Section D of the Development Review Submittal Requirements
		Title Block	
		Legal Description of the ODP site	
		Sheet Index	
		Owner Signature Block - A notarized signature block of Owner's certification of acceptance of conditions and restrictions as set forth on the overall development plan (to be signed after final approval of the overall development plan).	
		Planning Approval Signature Block	
		ODP Site Plan Notes (see requirements below)	
		Site Context Map	
		ODP Land Use Table	
		<b>ODP Site Plan Sheet(s)</b> including:	Section D of the Development Review Submittal Requirements
		Existing topographical character of the land at a contour appropriate with the scale of the project reference vertical elevation datum used. NGVD 29 is preferred; all water courses; flood plains; floodways; natural features; and existing vegetation (including all trees and shrubs having a diameter greater than two and one-half (2-1/2") inches by species), wetlands, natural areas and wildlife movement corridors	
		An overall estimate of the limits of development activity.	
		Approximate acreage and density of each area; number, height, and type of residential units; floor area, height, and types of business, commercial, and industrial uses.	
		Location and general nature of each land use	
		Total land area and approximate location and amount of open space included in the residential, business, commercial, and industrial areas.	
		Approximate location of proposed and existing arterial collector and connector streets and major pedestrian and bicycle routes, including major points of access.	
		Locations of all major utilities.	
		Approximate location and size in acres of any public use proposed such as parks, school sites, and similar public or semi-public uses.	

		<p><b>Show Existing Conditions beyond ODP Boundary:</b></p> <p>Area shown on the overall development plan shall extend beyond the property lines of the proposal to include a survey of the area within at least one-hundred fifty (150') feet of the proposal, or increased as necessary to clearly depict the surrounding development patterns, conditions and general context, exclusive of public right-of-way, at the same scale as the proposal and include the following (except if natural areas are in the vicinity, then any natural areas within five hundred (500') feet are to be shown):</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> General land use categories, depiction of existing site layout and general site layout characteristics, current ownership and specific existing development names lot locations and arrangements, locations and arrangements of structures, multi-modal circulation patterns, access configurations, and significant existing landscape features.</li> <li><input type="checkbox"/> Densities of existing or approved residential uses.</li> <li><input type="checkbox"/> Traffic circulation system.</li> <li><input type="checkbox"/> Natural features of the landscape.</li> <li><input type="checkbox"/> General topographical mapping at the same scale as the overall development plan.</li> </ul>	
		<p><b>A Vicinity Map:</b></p> <p>Of the area surrounding the site within a distance of at least one (1) mile showing at least the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Zoning districts.</li> <li><input type="checkbox"/> Traffic circulation system with street names labeled.</li> <li><input type="checkbox"/> Major public facilities.</li> <li><input type="checkbox"/> Location of existing municipal boundary lines and, if applicable, the urban growth area boundary.</li> </ul>	
		Legend	Section D of the Development Review Submittal Requirements
		Confirmation that all Sheets provided incorporate City drafting standards	

### 3) Overall Reports & Supporting Documents:

Staff Code	Applicant Validation	Item Description	Submittal Requirement Resources
		<p><b>Overall Transportation Impact Study:</b></p> <p>Prepared in accordance with the Transportation Impact Guidelines.</p>	<a href="#">Traffic Operations Resource Page</a>  <a href="#">LCUSS</a>
		<p><b>Overall Drainage Report:</b></p> <p>Complies with the appropriate City Basin Master Plans in the Storm Drainage Design Criteria and Construction Standards.</p>	<a href="#">Stormwater Master Planning</a>

Acknowledgement and Certification:

Having reviewed the Overall Development Plan and the Development Review Submittal Requirements, I verify that all necessary documents are complete and have been integrated into the plans. I recognize that failure to adequately address submittal requirements may result in an incomplete submission or require additional review time. I certify the accuracy of the submitted information and confirm that I am acting with the authority and consent of all property owners as outlined in Section 1-2 of the City Code. I also permit City officials to enter the property for inspection and to post public notices if needed.

Name (printed):

Phone:

Email:

Authorized Signature:

Date:

Outside Agencies to be Routed by the City of Fort Collins\*

To be completed by staff:

Comcast Cable	Century Link	Xcel Energy
East Larimer County Water District	Fort Collins-Loveland Water District	South Fort Collins Sanitation District
Platte River Power Authority	Poudre Valley REA	Boxelder Sanitation District
Cherry Hills Sanitation	Colorado Department of Transportation	Greeley Water Line
Poudre School District	Thompson School District	Larimer County Planning
Railroad: _____	Ditch Company: _____	Other: _____
Other: _____	Other: _____	Other: _____

**\*Notice:** The City of Fort Collins forwards project application materials to the relevant outside agencies for review and requests their comments by the specified due date. However, the City cannot guarantee that agencies will provide feedback by this deadline or certify the acceptance of the project. **Applicants are responsible for coordinating with agencies as needed to ensure timely review and to address any concerns or requirements they may have.**