City of Fort Collins

Development Application
Complete Submittal Checklist

Submittal Instructions

- <u>A City Development Review Coordinator will be assigned to all projects</u> - 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.

- <u>Advanced notice of Submittal and resubmittals is appreciated</u> - 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 for more submittal details including turnaround times and next steps.

- <u>Only complete submittals are accepted</u> - 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://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

Complete Submittal Checklist:
Project Development Plan (PDP) · Major Amendment (MJA)

Project Name: _____

Applicant Name: _____

Project Type:_____   Project Number (if assigned): _____

    New Submittal   Revision -- Review Round:_____ Submittal Date:_____

Project Review Meeting Date: _____

Development Review Coordinator:_____

This checklist is for the Project Review phase for all development projects (see Step 5 of the process flowchart). This checklist may be used for the pre-hearing review of Project Development Plans (PDP), Major Amendments (MJA) Addition of Permitted Uses (APU), Basic Development Reviews (BDR) and Site Plan Advisory Reviews (SPAR) <u>as determined by staff</u>.

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
		One signed copy of Development Application Form	
		Payment for the above application form <u>Payments can be made by check, debit /credit card or eCheck.</u> **Check:** 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. **Card or eCheck:** Would be processed at fcgov.com/CitizenAccess. • 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. • ECheck payments include a convenience fee of $0.50 added to all payments between $0.00 - $99,999.99. *If choosing to pay online, your Development Review Coordinator will provide you with the project information when the fees are available to be paid.*	DRCoord@fcgov.com 970-221-6689

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
		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 project review comment letter, contact your Development Review Coordinator	Section C Development Review Coordination DRCoord@fcgov.com 970-221-6689
		Project Information and Design Narrative	

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:	
		☐ Title Block	
		☐ Land Use Table	Section E
		☐ Sheet Index	Section D
		☐ Signature Blocks	
		☐ Site Plan Notes	Standard Notes (also available in Word format at the Submittal Requirements web page)
		Site Location Map	Section D
		Legal Description	

		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 Standard Notes (also available in Word format at the Submittal Requirements web page)
		Lighting Plan, Photometric Plan and Lighting Detail Sheets	Section I
		Trash and Recycling Enclosure Details (include these details with the site plan sheets or elevation sheets)	
		Confirmation that all Sheets provided incorporate City drafting and format standards	Section D
		Staff Comments:	

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. 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.	Section J [LUC Division 5.4 Engineering Standards](#) City Contact(s): • Technical Services – Jeff County, JCounty@fgov.com • Surveying – John Von Nieda JVonNieda@fcgov.com
		Monument Records	
		Closure Report	

4) Utility Plans (Civil Construction Plans):

Staff Code	Applicant Validation	Item Description	Submittal Requirement Resources
		Existing Conditions and/or Demolition Plan (if required)	[Utility Plans Checklist.pdf](#) City Contact: Engineering Development Review EngDevRev@fcgov.com 970-221-6605
		Overall Grading Plan	
		Overall Utility Plan Sheet	
		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
		Preliminary Drainage and Erosion Control Report may include the following:	[Stormwater Criteria Manual](#) Resource Page
		☐ Detention Requirements and Calculations	[Stormwater Criteria Manual Appendices:](#)
		☐ Offsite Flows	
		☐ [Floodplain Zone](#) -- Contact Floodplain Administration staff at 970-416-2632 for questions	A. Required Submittal Content
		☐ Hydraulic Calculations	B. Stormwater Facilities Landscape Standards
		☐ Detention Basin Calculations	C. LID Implementation
		☐ Standard Water Quality and LID Calculations	D. Erosion Control Guidance
		☐ Include Drainage Plan or Exhibit in the report	E. Erosion Control Construction Measures Fact Sheets
		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.	F. Erosion Control Construction Measures Standard Notes
			City Utilities: [Development Forms, Guidelines & Regulations](#)
			For Stormwater or Floodplain questions, contact: [waterutilitieseng@ fcgov.com](#) 970-221-6689
			Erosion Control Information: [www.fcgov.com/erosion](#)

6) Reports and Supporting Documents:

Staff Code	Applicant Validation	Item Description	Submittal Requirement Resources
		Planning Services:	
		☐ Perspective views of the Building Exterior (Incorporated into the building elevation sheets)	Section G
		☐ Electronic Building Material Sample Board (Physical board maybe required upon request)	
		☐ Neighborhood Context Plan (Overall site plan diagram indicating surrounding neighborhood features, to be incorporated into Site Plan sheets or cover page)	Section C
		☐ Land Use Code Modification and Alternative Compliance Requests; staff review, and approval required prior to Development Review Completion (If Modifications are proposed)	LUC Division 6.8 City Contact: Planning Services planning@fcgov.com 970-416-4311
		☐ Parking Alternative Compliance Studies Guidelines for these studies are held by the Director Parking Impact Study Guidelines (If Alternative Compliance is proposed)	LUC Section 5.9.1(K) City Contact: Planning Services planning@fcgov.com 970-416-4311
		☐ Certification of Notice to Mineral Owner(s)	Certification of Mineral Estate Owner Notification C.R.S.A § 24-65.5-103
		Building Services: **FOR INFORMATION:** THIS MEETING IS REQUIRED FOR COMMERCIAL PROJECTS PRIOR TO FINAL PLAN SUBMITTAL, but generally not prior to hearing. **Building Services Presubmittal Meeting:** Confirmation of completed Pre-Submittal Code Feasibility Meeting with Building Services will be 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 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 please reach out to your Development Review Coordinator.	Please Note: Building Permits will not be reviewed until Development Plan review process is completed Building Codes and Standards Building Permit Fees

Staff Code	Applicant Validation	Item Description	Submittal Requirement Resources
		Development Review Engineering: ☐ Soils Report In conformance with the Larimer County Urban Area Street Standards	[Larimer County Urban Area Street Standards](#)
		☐ Subsurface Hydrologic Study	
		☐ Signed letters of intent from impacted off-site property owner(s) indicating generating agreements and that all required off-site easement and off-site rights-of-way can be finalized in conjunction with the Final Development Plan Submittal Required prior to scheduling hearing	City Contact: Engineering Development Review EngDevRev@fcgov.com 970-221-6605
		☐ Draft legal descriptions for accompanying deeds of dedication by separate document	[Easement and Right-of-Way Dedication Process](#)
		☐ Draft legal descriptions for accompanying easement vacation request by separate document	[Vacation of Easements Process](#)
		☐ Closure Report for any Easements and/or Right of Ways submitted for review	
		☐ Engineering or Utility Variance Requests City review and approval required prior to scheduling hearing	[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

Staff Code	Applicant Validation	Item Description	Submittal Requirement Resources
		Environmental Planning: ☐ 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.	Section J Section H LUC Section 5.6.1 City Contact: Environmental Planning 970-416-4311
		☐ Phase 1 Environmental Site Assessment Needed **IF** there have been previous uses on the site that could cause contamination. i.e., mechanic shops, quick lube shops, chemical storage/processing, manufacturing, gas stations or anything with fuel storage (above or below ground), dry cleaners, etc.	To be provided by qualified third-party consultant
		City Forestry: ☐ 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.**	See Submittal Requirements Sections H and L for more information regarding documentation of existing and proposed trees on landscape plans City Contact: City Forestry forestry@fcgov.com 970.221.6660 City Forestry Resources: www.fcgov.com/forestry Land Use Code Section: *5.10.1(F) Tree Preservation and Mitigation Replacement*
		☐ Existing Tree Removal Feasibility Request Provide a letter to City Forestry outlining the justification for the removal of any existing trees, if proposed.	
		☐ Existing Tree Mitigation Plan 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. (If tree removal is proposed).	

		Other information and data as required for the full and complete consideration of the development (to be completed by City staff): Hazardous Materials Impact Analysis. Any special wildlife, wetland, natural habitats, and features, ecological or environmental study or mapping pursuant to Section 5.4 and 5.6 of the Land Use Code as requested by the Director. Other items required:	City Contact: Development Review Coordination DRCoord@fcgov.com 970-221-6689

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 Signature: _____   Date: _____

Phone: _____   Email: _____

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