



SUBMITTAL REQUIREMENTS:  
*PROJECT DEVELOPMENT PLAN (PDP)*

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1) **Written documents:**

- (a) Application form, filing fee, APO fees, and sign posting fee. [Application Form.pdf](#)
- (b) **Transportation Development Review Fee. (*For information about the Transportation Development Review Fee – please contact Engineering at 221-6605 for information.*)** [TDR Fees and Application.pdf](#)
- (c) Three lists of names and addresses of all owners of record of real property within eight hundred (800') feet (see Supplemental Notice Requirements of Section 2.2.6 of the Land Use Code for further information) of the property lines of the parcel of land for which the overall development plan is proposed, exclusive of public right-of-way. Two lists shall be typed on mailing labels (33 labels per sheet); the other list shall be a reproducible copy of those labels.
- (d) Statement of Planning Objectives (31 copies), including:
  - (i) Statement of appropriate City Plan Principles and Policies achieved by the proposed plan.
  - (ii) Description of proposed open space, wetlands, natural habitats and features, landscaping, circulation, transition areas, and associated buffering on site and in the general vicinity of the project.
  - (iii) Statement of proposed ownership and maintenance of public and private open space areas; applicant's intentions with regard to future ownership of all or portions of the project development plan.
  - (iv) Estimate of number of employees for business, commercial, and industrial uses.
  - (v) Description of rationale behind the assumptions and choices made by the applicant.
  - (vi) The applicant shall submit as evidence of successful completion of the applicable criteria, the completed documents pursuant to these regulations for each proposed use. The Planning Director may require, or the applicant may choose to submit, evidence that is beyond what is required in that section. Any variance from the criteria shall be described.
  - (vii) Narrative description of how conflicts between land uses or disturbances to wetlands, natural habitats and features and or wildlife are being avoided to the maximum extent feasible or are mitigated.
  - (viii) Written narrative addressing each concern/issue raised at the neighborhood meeting(s), if a meeting has been held.
  - (ix) Name of the project as well as any previous name the project may have had during Conceptual Review.
  - (x) Parking narrative describing the parking demand generated with consideration of: the number of employees, tenants, and/or patrons; the amount and location of parking provided; where anticipated spill-over parking will occur; and, any other considerations regarding vehicle parking.
- (e) Conceptual Review Response Letter (31 copies) addressing each of the applicable issues raised in the conceptual review letter.

- (f) A complete list of the new street names requested in the proposed development. (2 copies) The Larimer County Street Inventory System can be accessed to determine the availability of street names. The Web site is: [www.co.larimer.co.us/streets](http://www.co.larimer.co.us/streets).
  - (g) Legal description of the site.
  - (h) The name and address of each owner of property within the boundaries of the development plan area.
  - (i) A list of names of all general and limited partners (if a partnership), all managers and directors (if a limited liability company) and/or officers and directors (if a corporation) involved as either applicants or owners of the project development plan.
  - (j) A development schedule indicating the approximate date when construction of the project, or stages of the same, can be expected to begin and be completed, including the proposed phasing of construction of public improvements and recreational and common space areas.
- 2) **Site plan drawings** (preliminary) (31 copies) (folded) of the development, at a scale of either one (1") inch equals fifty (50') feet, one (1") inch equals thirty (30') feet, or one (1") inch equals ten feet (as appropriate to fill the page and see adequate detail) composed of one or more sheets with an outer dimension of twenty-four by thirty-six (24" x 36") inches, showing the following information:
- (a) Title by which the proposed development is to be referred.
  - (b) Scale, north point, and date of preparation.
  - (c) Appropriate site context, approximately 150' beyond the site boundaries.
  - (d) Location of municipal boundaries at or near the development.
  - (e) Parcel size in gross and net acres, and square feet.
  - (f) Total number, height, type, and density per type of dwelling units.
  - (g) Total bedrooms per each dwelling unit type.
  - (h) Overall residential density.
  - (i) Estimated total floor area and estimated ratio of floor area to lot size, with a breakdown by land use.
  - (j) Location and nature of each land use.
  - (k) Total land area and location and amount of open space included in the residential, business, commercial and industrial areas.
  - (l) Listing of the proposed coverage of buildings and structures, including the following:
    - (i) Percentage and square footage of building coverage.
    - (ii) Percentage and square footage of driveway and parking.
    - (iii) Percentage and square footage of public street right-of-way.
    - (iv) Percentage and square footage of open space and/or landscaped area.
    - (v) Percentage and square footage of "active recreational use" area.
  - (m) Number and location of off-street parking, including guest, handicapped, bicycle, and motorcycle parking including typical dimensions of each.
  - (n) Existing topographic character of the land showing contours at two (2') foot intervals. (may not be appropriate on all plan sets)
  - (o) Streams with floodplain and floodway delineations, wetlands, watercourses, reservoirs, ponds and other water bodies, irrigation ditches, natural areas, natural habitats and features, and natural

habitats and features buffer zones.

- (p) The permanent and temporary streams and floodplain and floodway as designated in the design criteria as established by the City.
- (q) Natural features, existing vegetation (including existing trees and shrubs having a diameter greater than two and one-half (2-1/2") inches by species), wetlands, wildlife movement corridors, natural habitats on-site or within five hundred (500') feet of the project boundary.
- (r) Natural habitat or feature boundaries, buffer zones, and limits of development. (Reference Section 3.4.1(D), (E) and (N) of the Land Use Code.)
- (s) Location and floor area of existing and proposed buildings as well as the proposed building envelopes.
- (t) Boundary and square footage of each area designated as active recreational use.
- (u) Location and acreage of common open areas and all public and semi-public land uses including public parks, recreation areas, school sites, and similar uses.
- (v) Location of existing and proposed pedestrian circulation system including its interrelationships with the vehicular circulation system indicating the proposed treatment of points of conflict.
- (w) Maximum building height of all structures.
- (x) The existing and proposed circulation system of arterial, collector, and local streets with names including off-street parking areas, service areas, loading zones, and major points of access to public rights-of-way including major points of ingress and egress to the development. Notations of proposed ownership, public or private, should be included where appropriate. Limits of private access ways to be dedicated as public utility easements and/or as other types of easements.
- (y) Existing zoning.
- (z) Existing site conditions (on a separate page, if necessary)
- (aa) The proposed treatment of the perimeter of the project development plan, including materials and techniques used, such as screens, fences, walls, and other landscaping.
- (bb) Location of wall signs for projects that are located within the boundaries of the Residential Sign District.
- (cc) Listing of specific land uses being proposed.
- (dd) Vicinity map of the area surrounding the site within a distance of at least one (1) mile, showing:
  - (i) Zoning Districts
  - (ii) Location of existing municipal boundary lines
  - (iii) Traffic circulation systems with street names labeled
  - (iv) Major public facilities (schools, parks, natural areas, etc.)
- (ee) A notarized signature of Owner's certification of acceptance of conditions and restrictions as set forth on the site plan to be signed at final plan approval.
- (ff) The overall number and percentage of solar-oriented lots, and the proposed number and percentage of solar-oriented lots in each phase of development. Each solar-oriented lot shall be identified on the site plan.
- (gg) Lot lines, easements and public rights-of-way as per the subdivision plat.
- (hh) Exact location of all buildings, structures and building envelopes with dimensions on at least two (2) sides to the nearest platted property line.
- (ii) Location of temporary model homes, sales facilities, and/or construction facilities, including temporary signs and parking lots.

(jj) Location of different housing types and the percentage of the total number of dwelling units.

- 3) **Subdivision plat** (23 copies, folded of the full sized plat; 1 copy of the plat at 8½" x 11"). A subdivision plat of the site at an appropriate scale on one or more sheets of paper with outer dimensions of 24" x 36" and appurtenant documents prepared according to the requirements below must accompany the Project Development Plan. This plat must conform to the subdivision requirements of the City, except as waived by the approved project development plan for the development. (Final plan 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.) The plat must contain the following information:
- (a) Name of subdivision.
  - (b) Location and boundaries of the subdivision, tied to at least two (2) public land corners in the section in which it is located, with the exception of a new plat that is entirely a replat of all or a portion of an existing subdivision, in which case the control monuments become a boundary of the previous subdivision.
  - (c) Names and addresses of applicant, engineer, surveyor and owners.
  - (d) Date of preparation, the scale and a symbol designating true North.
  - (e) Total acreage of subdivision.
  - (f) Location and dimensions of all existing streets, alleys, easements, lot lines and other areas to be reserved or dedicated for parks, schools or other public uses.
  - (g) Location and dimensions of all proposed streets, alleys, easements, lot lines and other areas to be reserved or dedicated for parks, schools or other public uses.
    - (i) Street and alley Right of Way dimensions should include the centerline curve radii, centerline curve lengths, tangent lengths, and widths.
    - (ii) Easement dimensions should include widths of standard utility easements along Rights of Way and approximate dimensions of all other easements.
    - (iii) Lot areas should be labeled with approximate square footages.
    - (iv) Lot dimensions should be provided if proposed lots are near the minimum lengths, widths, or areas required.
  - (h) Designation of areas subject to flooding, including floodplain, floodway and product corridors. (Elevation Datum must be referenced to City of Fort Collins Datum.)
  - (i) Land use breakdown, including number of lots and approximate lot sizes.
  - (j) Zoning on and adjacent to the subdivision.
  - (k) A vicinity map of the area surrounding the site within a distance of at least one mile.
  - (l) Names of abutting subdivisions or owners of abutting unplatted property.
  - (m) Maintenance guarantee, repair guarantee, notice of other documents, and other language shall be provided, though the signatures are not required prior to public hearing. The most current language may be obtained from Development Review Engineering and will include:
    - (i) Statement of Ownership and Subdivision

- (ii) Certificate of Dedication
- (iii) Maintenance Guarantee
- (iv) Repair Guarantee
- (v) Notice of Other Documents
- (vi) Sight Distance Easement Restrictions (*if applicable*)
- (vii) Attorney's Certification
- (viii) Private Street/Drive Notice Box
- (ix) Surveyor's Statement
- (x) City Engineer Approval
- (xi) Planning Approval
- (xii) City Clerk Signature Line
- (xiii) Other items on the plat:

- Special language that may be required by utilities,
- Approval by utilities as applicable

- (n) If all or any part of the proposed subdivision plat is a replat of an existing subdivision plat, and the intent of the proposed plat is to adjust the location of existing easements as shown on the former plat, a note vacating the existing affected easements shall be placed on the proposed plat.
- (o) Other information and data as the Director may require for full and complete consideration of the development

4) **Architectural elevations** (9 copies, folded) of all elevations of all buildings, including the location of proposed flushwall signs. Signs are not approved with Project Development Plan and signs must be submitted separately to the Zoning Administrator through another process.

- (a) Elevations must indicate all building materials, roofing materials and colors.
- (b) Provide elevations of all four sides of trash/recycling enclosures. Call out dimensions, materials and colors.

5) **Landscape Plan** (21 copies, folded)

The landscape plan shall indicate the treatment of all exterior spaces. The design objective of the plan must be clear and supported by a written statement. The plan must provide an ample quantity, placement, and inter-relationship of required landscape elements such as trees, irrigation, vegetation, turf, screening, buffering, walls, and fencing to satisfy the requirements of Section 3.2.1 of the Land Use Code. Plant material shall be selected from the *City of Fort Collins Plant List*. Plant material must be adaptable to the physical conditions indicated by the landscape plan locations and must meet specifications of the American Association of Nurserymen (AAN) for number one grade. The landscape plan shall include the following:

- (a) Flower and shrub beds definition must be clear and drawn to scale with dimensions.
- (b) Existing trees must be accurately identified as to location, species, size, and condition with labeled intent to remove, protect or transplant. Tree protection specifications as required in Section 3.1.2 of the Land Use Code, shall be included on all landscape plans in written and graphic form. Transplanted tree

locations shall be identified with the method and season of transplanting described. Trees planted for mitigation need to be identified as mitigation trees.

- (c) Proposed treatment of all ground surfaces must be clearly indicated (paving, turf, mulch grading, native grasses, dryland grasses, etc).
- (d) Extent and location of all plant materials and landscape features. Symbols identifying deciduous and evergreen trees, shrubs and planting beds and quantities sufficient to show compliance with Section 3.2.1. Proposed plant material shall be indicated at ten-(10) year maturity and in appropriate relation to scale unless otherwise required by the Director. Plants must be sized according to the following table:

<u>TYPE</u>	<u>SIZE</u>
Standard canopy shade tree	2.0" caliper balled and burlap or equivalent 1.25" caliper container or equivalent (residential local street only)
Ornamental and flowering trees	1.5" caliper balled and burlap or equivalent
Evergreen trees	6' height balled and burlap or equivalent
Shrubs	5 gallon or adequate size consistent with design intent

- (e) Recontouring of the site to create berms, protect existing trees or to significantly alter the terrain.
- (f) Retaining walls that are used to provide breaks in slopes, protect trees or accomplish other landscape objectives.
- (g) When required, restoration, revegetation, or enhancement of an affected wetland, wildlife, natural area, natural habitats and features or natural habitats and features buffer zone.
- (h) Stormwater and detention facilities will follow the *City of Fort Collins Landscape Design Standards and Guidelines for Stormwater and Detention Facilities*:  
<http://www.fcgov.com/stormwater/pdf/pond-standards.pdf?20100520>
- (i) Mitigation plans for any proposed natural area disturbance.
- (j) Accurate and clear identification of all applicable hydrozones using the following categories: High hydrozone: 18 gallons/s.f./season, Moderate hydrozone: 10 gallons/s.f./season, Low hydrozone: 3 gallons/s.f./season and Very Low hydrozone: 0 gallons/s.f./season.
- (k) A Water Budget Chart that shows the total annual water use, which shall not exceed fifteen (15) gallons per square foot over the site, including all hydrozones used on the landscape plan. (See instructions and example below)
  - (i) Divide the plan into hydrozones, grouping plants with similar water needs together. Check the *City of Fort Collins Plant List* to determine the appropriate hydrozones for plants in your design.
  - (ii) Calculate the area (in square feet) for each hydrozone. Add the square feet together for all the areas in the same hydrozone. For example, if there are three Moderate hydrozone areas, add the areas together for a total.
  - (iii) Calculate a total water use (in gallons) for each type of hydrozone by multiplying the area by the gallons per square foot. Add the water use for all the hydrozones together to determine a total annual water use for the site.
  - (iv) Divide the total annual water use by the total square footage to determine that the overall site will use no more than 15 gallons per square foot per watering season.

**Water Budget Chart** (an example)

<b>Hydrozone</b>	<b>Area (s.f.)</b>	<b>Water Need (gallons/s.f.)</b>	<b>Annual Water Use (gallons)</b>
High	6,830	18	122,940
Moderate	14,480	10	144,800
Low	1,310	3	3,930
Very Low	0	0	0
<b>TOTAL</b>	<b>22,620</b>	<b>Avg.: 12.0</b>	<b>271,670</b>

- 6) **Transportation Impact Study** (7 copies) prepared in accordance with the Transportation Impact Study Requirements of Chapter 4 of the Larimer County Urban Area Street Standards.
- 7) **Utility Plans** (17 copies, unfolded) designed by a professional engineer licensed in the State of Colorado in accordance with All Applicable City Standards and/or Design Criteria including but not limited to:
- (a) Title Sheet.
  - (b) Plat (copy for reference only).
  - (c) Overall Utility Plan (including Water and Sewer, Storm Sewer, (existing and proposed)). Scale of this sheet may be 1:100, 20, 30, 40, or 50.
  - (d) Grading and Drainage Plans.
  - (e) Plan sheets for Water Lines, Sanitary Sewer Lines, and Storm Drainage Lines.
  - (f) Preliminary street plan and centerline profiles.
  - (g) Street cross section(s) schematic(s) shall be submitted for each general category of street, including the proposed width, treatment of curbs and gutters, sidewalks systems and bikeway systems where deviations are proposed from the design criteria and standards of the City.
  - (h) Off-site layout for streets and utilities.
  - (i) Additional information as may be required to insure that the proposed utility systems will adequately provide service and that conflicts between underground utility lines are avoided.
  - (j) Utility plan sheets other than the overall utility plan, should be drawn to scales of 1:20, 30, 40, or 50.
  - (k) Please see the Larimer County Urban Area Street Standards Utility Plan Checklist for the City of Fort Collins, the most up-to-date version of which is currently only available through the Engineering Department, for more detailed preliminary design requirements.
- 8) **Utility Plans Checklist** (1 copy) Requirements for this checklist are available to download at <http://fcgov.com/currentplanning/submittals.php>.
- 9) **Preliminary drainage report and plan(s)** (4 copies) is required of all new development or redevelopment of property with an increase in impervious area greater than 1000 square feet. If there is an increase in imperviousness between 350 square feet and 1000 square feet only a grading plan is required. Requirements for a redeveloping site are determined by the extent of redevelopment, but at a minimum a grading plan is required. All engineering reports and plans must be prepared by a professional engineer registered in the state of Colorado. Variances to these requirements can be granted if justified with documentation and approved by the Stormwater Utility. Drainage and erosion control report requirements

are specified in the Storm Drainage Design Criteria and Construction Standards. This report must comply with the appropriate City Drainage Basin Master Plan and the report and plans must include at a minimum:

- (a) All drawings shall be 24"x36" in size. A General Location Map shall be provided in sufficient detail to identify drainage flow entering and leaving the development and general drainage patterns. The map should be at a scale sufficient to show the path of all drainage from the upper end of any off-site basins to major drainageways. The map shall identify any major construction (i.e. development, irrigation ditches, existing detention facilities, culverts, storm sewers) along the entire path of drainage.
- (b) All existing vegetation accurately located. All prominent features accurately depicted. Prominent features include streams, canals, ponds, wetlands, major utilities (e.g. overhead electric lines or underground utilities that cannot be practically located), etc.
- (c) Proposed landscaping: retaining walls, berms, planters, shrub beds, trees, etc.
- (d) Proposed building footprints, parking lots, sidewalks and streets.
- (e) All watercourses, rivers, or creeks which infringe upon the property or which are located within 500 feet adjacent to the property must be shown on the plans
- (f) All 100-year floodplain and floodway boundaries and base flood elevation lines shall be clearly labeled. To the extent possible, this also applies to detention areas or nearby irrigation canals.
- (g) All drainageways, streets, arroyos, dry gullies, diversion ditches, spillways, reservoirs, erosion buffer zones, drainage basin boundaries, etc., which may be incorporated into the storm drainage system for the property shall be designated.
- (h) All irrigation ditches, laterals, and structures shall be shown.
- (i) All required on-site detention areas including notes indicating the approximate area and volume of the facility with water quality extended detention. Detention volume requirements are to be determined using UDSWMM for sites greater than 20 acres. The volume calculated using the Rational or FAA method shall be multiplied by 1.25 on sites between 5 and 20 acres. Sites of 5 acres or less can use the Rational or FAA method without a multiplier. However, all sites over 5 acres will be required to size the detention volume with UDSWMM for final approval. A preliminary grading plan for the detention pond is required to verify that enough area has been set aside to attain the calculated detention volume. If a project proposes any construction in the floodplain there is a separate set of **"Preliminary Floodplain Submittal Requirements"** which can be obtained from the City's Floodplain Administrator or Stormwater Utility Development staff.
- (j) Statement of compliance with all erosion control specifications with the final submittal.
- (k) All plans shall include a note indicating the proposed outlet for the storm drainage from the property including the name of the drainageway (where appropriate), the downstream conditions (developed, available drainageways, etc.), and any downstream restrictions, such as an embankment which may cause flooding.
- (l) Existing and proposed contours at two foot intervals or closer, if needed, to accurately show grading and drainage patterns. The contours should extend at least 50 feet outside all project boundaries or further, if necessary, to show the drainage relationship with adjacent property.
- (m) A Hydrological/Groundwater Report (2 copies) when site conditions are deemed such that ground water conditions affect existing and proposed utilities.
- (n) Preliminary soils information of the site shall be presented. Discussion shall include limiting characteristics, groundwater depths and the suitability of the soils for the development. Information shall be presented concerning the effectiveness of establishing vegetation.



- 10) **Soils Report** (3 copies) in conformance with the Larimer County Urban Area Street Standards.
- 11) **Lighting Plan** (7 copies) (folded) identifying all proposed light fixtures to ensure compliance with Sections 3.2.4 and 3.4.6
- 12) **Hazardous Materials Impact Analysis** (3 copies – if applicable). This analysis shall be required for all development proposals that have potential on-site and/or off-site hazardous materials impacts. The analysis shall conform to the requirements of the Poudre Fire Authority.
- 13) **Explanation of any known modification request(s)** from City design criteria and standards including the reason(s) and justification(s) for the request(s). (May be required to be prepared by a professional engineer as appropriate). Refer to Division 2.8.2 (H) of the Land Use Code for justification criteria.
- 14) **Request(s) for any known engineering variance(s)** from City design criteria and standards submitted according to the Larimer County Urban Area Street Standards section 1.9.4 A, by a Professional Engineer licensed in the state of Colorado.
- 15) **Letters of intent** (Signed) must be submitted (prior to scheduling a public hearing) indicating that all known off-site easements and off-site rights-of-way necessary for the project can be negotiated in time for the final compliance plan submittal.
- 16) **Other information and data** as the Director may require for full and complete consideration of the development
  - (a) Any special wildlife, wetland, natural habitats and features, ecological or environmental study or report pursuant to Section 3.3 and 3.4 of the Land Use Code as requested by the Director. (4 copies).
  - (b) **For projects governed by “Section 3.8.24 – Composting”:**
    - (i) Certificate of Designation from Larimer County Environmental Health Department [and, upon promulgation of state composting requirements, a copy of a signed Design and Operation plan from the Colorado State Department of Health and the Environments].
    - (ii) Plan for preventing pollution, including water quality control features so that all run-off water that contacts feedstock or compost will be contained on-site and treated so that it does not contaminate surface water or ground water.
    - (iii) Evaluation by licensed engineer of the potential for impacts to existing surface water and ground water quality from the composting facility against applicable standards.
    - (iv) Engineering specifications for the composting activities working area, including location and function of water quality and run-off control features.
  - (c) Perspective renderings of buildings and site amenities. These renderings shall be from all sides and include materials and colors accurately represented.
- 17) **Parking Alternative Compliance Studies** – For alternative compliance for parking ratios a Parking Impact Study, Transportation Demand Management, or Shared Parking Study. Guidelines for these studies are held by the Director.
- 18) An electronic copy of all submitted materials (above) on a disk or other digital storage device (1 copy).