

SITE PLAN

Case#: ST-_____-____-

Proj. Name: _____
(Fee Agreement)

APP.	TOWN
<input type="checkbox"/> Application Fee; CK#: _____; Amt: \$ _____	<input type="checkbox"/>
<input type="checkbox"/> Signed Fee Agreement; CK#: _____; Amt: \$ _____	<input type="checkbox"/>
<input type="checkbox"/> Poudre Fire Authority Development Review Fee of \$ _____	<input type="checkbox"/>
<input type="checkbox"/> Current Title Commitment Dated less than 30 days from date of minor subdivision plat application submittal.	<input type="checkbox"/>
<input type="checkbox"/> Site Plan Map (Copies _____)	<input type="checkbox"/>
<ul style="list-style-type: none"> _ Title of project..... _ North arrow, scale (not greater than 1"=50') and preparation date..... _ Vicinity map..... _ Project address _ Legal description..... _ Name, address and phone number of property owner and party responsible for plan..... _ Lot size (square footage)..... _ Bearings and distances of all lot lines _ Existing and proposed easements and rights-of-way..... _ Existing and proposed paved areas and sidewalks on the site and in the adjacent rights-of-way _ Gathering areas for people _ Existing and proposed curb cuts on the site and in the adjacent rights-of-way _ Existing and proposed 2 ft. contours _ Existing waterways on or adjacent to the site..... _ Finished floor elevations for all structures _ Footprint of all proposed structures..... _ Existing structures and their use..... _ Square footage of the proposed building(s) and the footprint of the proposed building(s) _ Proposed structure height..... _ For commercial and industrial uses, the type of activity and number of employees..... _ For multi-family residential, the number of residential units and bedrooms per unit _ Location of proposed signs and lights _ Specifications for the signs and lights, including type, height and general Code conformance..... _ Photometric plan by a qualified electrical or lighting engineer (commercial & industrial only) _ Proposed traffic controls and striping for parking areas, must be dimensioned..... _ Trash disposal areas and enclosures including specifications for enclosures..... _ Location and size of all existing and proposed water and sewer service connections and tap sizes _ Location and size of water and sewer lines to which the service connections will be or are made..... _ Location and size of water meter(s) and backflow-prevention devices..... _ Indication of how and where perimeter drain will drain (if one exists)..... _ Location of existing electrical lines and poles on or adjacent to the site..... _ Location of proposed electrical service connection and meter location _ Location of electric transformer _ Location of all fire hydrants. (If none, note distance and direction of the closest hydrant) _ Location of detention/retention areas and storm sewer infrastructure with drainage easements..... _ Distance from proposed building(s)/structure(s) to adjacent lot lines, easements, and structures..... _ A land use chart (table) _ Certificate blocks for signatures of owner, surveyor, utility providers, and Town approval 	
<input type="checkbox"/> Community Design Principles Description Demonstrate in written/graphic form the proposed structure is consistent with Article 2 of the Land Use Code.	<input type="checkbox"/>
<input type="checkbox"/> Certified Drainage Report Include erosion control study and plan, as applicable. Must be reviewed and approved by the appropriate sanitation district (if applicable) prior to application submittal.	<input type="checkbox"/>

SITE PLAN

APP.	TOWN
<input type="checkbox"/> Final Landscape Plan	<input type="checkbox"/>
<input type="checkbox"/> Final Open Space Plan	<input type="checkbox"/>
<input type="checkbox"/> Exterior Elevations of Proposed Structures/Graphic Visual Aids Provide complete building elevations, drawn to scale, with illustrations of all colors and identifying major materials to be used in the structure(s). Staff may require building floor plans, sectional drawings, perspective drawings, models, and/or computer visualizations.	<input type="checkbox"/>

Submit documents above with a copy of this form and a completed Land Use Application.

Date Submitted to Town: _____

<input type="checkbox"/> Letters of Support Within 30 days from the date of the site plan submittal, provide the Town with support letters from all utility providers that will be serving the property.	<input type="checkbox"/>
Staff Refers Application To Adjacent Municipalities and Other Agencies Staff may refer the site plan materials for comments. The 15 day referral period may be reduced or extended by Staff. The Applicant will be notified of any adjustment.	<input type="checkbox"/>
Application Certification of Completion Town must certify application is complete and in compliance with all requirements OR reject it as incomplete. If the application is rejected , Staff will prepare a report outlining any changes that must be made before the site plan can be approved and forward it to the Applicant. All documents requiring a signature must be signed in BLUE INK .	<input type="checkbox"/>
<input type="checkbox"/> Address Staff Comments	<input type="checkbox"/>
<input type="checkbox"/> Subdivision Improvement Agreement, <i>if applicable</i> Staff may require the Applicant to execute this agreement to assure the construction of on-site and off-site improvements as a condition of approval of the site plan.	<input type="checkbox"/>

TOWN CERTIFICATION OF COMPLETED APPLICATION

Signed: _____ Date: _____

Planning and Zoning Commission Review and Action Present plan to the Commission for its review and action at the next available meeting. The Commission may approve, conditionally approve or deny the site plan based on the site plan review criteria (Land Use Code 16-4-10.C.). If denied, the request may not be heard by the Commission for a period of 1 year from the date of denial. Any appeal must be filed within 7 days. Decision: _____ Date: _____	<input type="checkbox"/>
Town Board Consideration of Appeal, <i>if applicable</i> The Board will consider any appeal within 45 days of the close of the 7 day appeal period, if no concurrent development application requires Board review or approval. Such an appeal will be considered with final action that application. The Board will apply the site plan review criteria to uphold, modify, or reverse the Commission's decision. Decision: _____ Date: _____	<input type="checkbox"/>
<input type="checkbox"/> Post-approval process Applicant has 30 days to submit 2 original mylar drawings of the plan to the Town Clerk.	<input type="checkbox"/>

* *Site plans are valid for a period of 3 years from the date of approval. Minor variations to the plan may be reviewed and approved by the Town Staff. Modified plans must be revised to show the authorized changes and become part of the Town permanent records. Approved site plans with changes over the 10% threshold, or other major modifications, must submit a new site plan application.*