



Planning Department
970-224-3211

SITE PLAN TECH FORM

Project Name:

APP.	TOWN
Pre-Application Conference Discuss Town regulations and standards, application/review process, submittal requirements, and schedule.	
Application Fee Amount: \$500 Due within 72 hours of submittal by check or after the acceptance of the submittal online at https://www.colorado.gov/payment/townoftimnath (please note that the above site does not open in Google Chrome.)	
Signed Fee Agreement: New Agreement Amount: \$_____ (Check with Planning Dept.) or Use Existing _____ Due within 72 hours of submittal by check or after the acceptance of the submittal online at https://www.colorado.gov/payment/townoftimnath	
Poudre Fire Authority Development Review Fee: \$250 Due within 72 hours of submittal by check or after the acceptance of the submittal online at https://www.colorado.gov/payment/townoftimnath	
Current Title Commitment Dated less than 30 days from date of minor subdivision plat application submittal.	
Site Plan Map <input type="checkbox"/> Title of project..... <input type="checkbox"/> North arrow, scale (not greater than 1"=50') and preparation date <input type="checkbox"/> Vicinity map <input type="checkbox"/> Project address <input type="checkbox"/> Legal description <input type="checkbox"/> Name, address and phone number of property owner and party responsible for plan <input type="checkbox"/> Lot size (square footage)..... <input type="checkbox"/> Bearings and distances of all lot lines..... <input type="checkbox"/> Existing and proposed easements and rights-of-way <input type="checkbox"/> Existing and proposed paved areas and sidewalks on the site and in the adjacent rights-of-way <input type="checkbox"/> Gathering areas for people <input type="checkbox"/> Existing and proposed curb cuts on the site and in the adjacent rights-of-way <input type="checkbox"/> Existing and proposed 2-foot contours <input type="checkbox"/> Existing waterways on or adjacent to the site..... <input type="checkbox"/> Finished floor elevations for all structures <input type="checkbox"/> Footprint of all proposed structures <input type="checkbox"/> Existing structures and their use..... <input type="checkbox"/> Square footage of the proposed building(s) and the footprint of the proposed building(s) <input type="checkbox"/> Proposed structure height..... <input type="checkbox"/> For commercial and industrial uses, the type of activity and number of employees..... <input type="checkbox"/> For multi-family residential, the number of residential units and bedrooms per unit <input type="checkbox"/> Location of proposed signs and lights <input type="checkbox"/> Specifications for the signs and lights, including type, height and general Code conformance <input type="checkbox"/> Photometric plan by a qualified electrical or lighting engineer (commercial & industrial only) <input type="checkbox"/> Proposed traffic controls and striping for parking areas, must be dimensioned <input type="checkbox"/> Trash disposal areas and enclosures including specifications for enclosures <input type="checkbox"/> Location and size of all existing and proposed water and sewer service connections and tap sizes <input type="checkbox"/> Location and size of water and sewer lines to which the service connections will be or are made <input type="checkbox"/> Location and size of water meter(s) and backflow-prevention devices <input type="checkbox"/> Indication of how and where perimeter drain will drain (if one exists) <input type="checkbox"/> Location of existing electrical lines and poles on or adjacent to the site..... <input type="checkbox"/> Location of proposed electrical service connection and meter location..... <input type="checkbox"/> Location of electric transformer <input type="checkbox"/> Location of all fire hydrants. (If none, note distance and direction of the closest hydrant)..... <input type="checkbox"/> Location of detention/retention areas and storm sewer infrastructure with drainage easements <input type="checkbox"/> Distance from proposed building(s)/structure(s) to adjacent lot lines, easements, and structures <input type="checkbox"/> A land use chart (table)..... <input type="checkbox"/> Certificate blocks for signatures of owner, surveyor, utility providers, and Town approval.....	



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<p>Community Design Principles Description Demonstrate in written/graphic form the proposed structure is consistent with Chapter 5 of the Land Use Code.</p>	
<p>Final Landscape Plan</p>	
<p>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.</p>	
<p>Digital Copy of Site Plan Drawings Provide PDF drawing files of the Site Plan, Landscape, and Utility Plan and any other final drawings that have been uploaded to the Accela site. Please note, any type of application that uses AutoCAD® to prepare any of the drawings for this plat should set the system variable EPDFSHX to 0.</p>	
<p>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.</p>	
<p>Traffic Compliance Letter</p>	
<p>* <i>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.</i></p>	



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LAND USE APPLICATION

Project Name:

I. Application is made for:

- | | |
|--|---|
| <input type="checkbox"/> Administrative Plat \$50 | <input type="checkbox"/> Planned Development Overlay \$500 |
| <input type="checkbox"/> Administrative Waiver \$100 | <input type="checkbox"/> Preliminary Plat \$500 + \$10 per lot over 25 lots |
| <input type="checkbox"/> Annexation Application \$500 + 150 per acre | <input type="checkbox"/> Rezoning \$500 |
| <input type="checkbox"/> Annexation Petition \$500 + \$300 per acre | <input type="checkbox"/> Sketch Plan \$250 |
| <input type="checkbox"/> Comprehensive Plan Amendment \$250 | <input type="checkbox"/> Site Plan \$500 |
| <input type="checkbox"/> Conditional Use \$100 | <input type="checkbox"/> Variance \$50 |
| <input type="checkbox"/> Final Plat \$500 | <input type="checkbox"/> Wireless Telecom Facility \$250 |
| <input type="checkbox"/> Minor Subdivision \$100 | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Modification to Prior Approval \$250 | |

II. Project Name: _____

- Signed Fee Agreement; New Agreement Amount: \$ _____ or Use Existing

III. Contact information: *(please attach any additional contacts)*

Owner: _____	Telephone: _____
Address: _____	Fax: _____
_____	E-mail: _____
Applicant: _____	Telephone: _____
Address: _____	Fax: _____
_____	E-mail: _____

IV. Property Description:

Address or Location: _____

Existing Zoning: _____ Existing Use: _____

Proposed Zoning: _____ Proposed Use: _____

V. Purpose of Application: *(please attach any additional information)*



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LAND USE APPLICATION

Project Name:

VI. Certification: *Must be signed with **BLUE INK**.*

OWNER CERTIFICATION OF COMPLETED APPLICATION

Signed: _____ Date: _____

APPLICANT CERTIFICATION OF COMPLETED APPLICATION

I certify that the information and attachments I have submitted are true and correct to the best of my knowledge. In filing this application, I am acting with the knowledge and consent of the property owners. I understand that all materials and fees required by the Town of Timnath must be submitted prior to having this application processed.

Signed: _____ Date: _____
