



Planning Department
970-224-3211x5

SITE PLAN TECH FORM

Project Name:

Project Name: _____

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

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

Owner: _____

Telephone: _____

Address: _____

Fax: _____

E-mail: _____

Applicant: _____

Telephone: _____

Address: _____

Fax: _____

E-mail: _____

Property Description:

Address or Location: _____

Existing Zoning: _____ Existing Use: _____

Proposed Zoning: _____ Proposed Use: _____

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

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

*Plus applicable Scope Fees, Refer to PFA Fee Schedule

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.



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Site Plan Map

- _ 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-foot 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

Community Design Principles Description

Demonstrate in written/graphic form the proposed structure is consistent with Chapter 5 of the Land Use Code.

Final Landscape Plan

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.

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.**

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.



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Traffic Compliance Letter

* *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.*

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: _____