

TOWN OF GILCREST

Guide to Site Development Plans

2016

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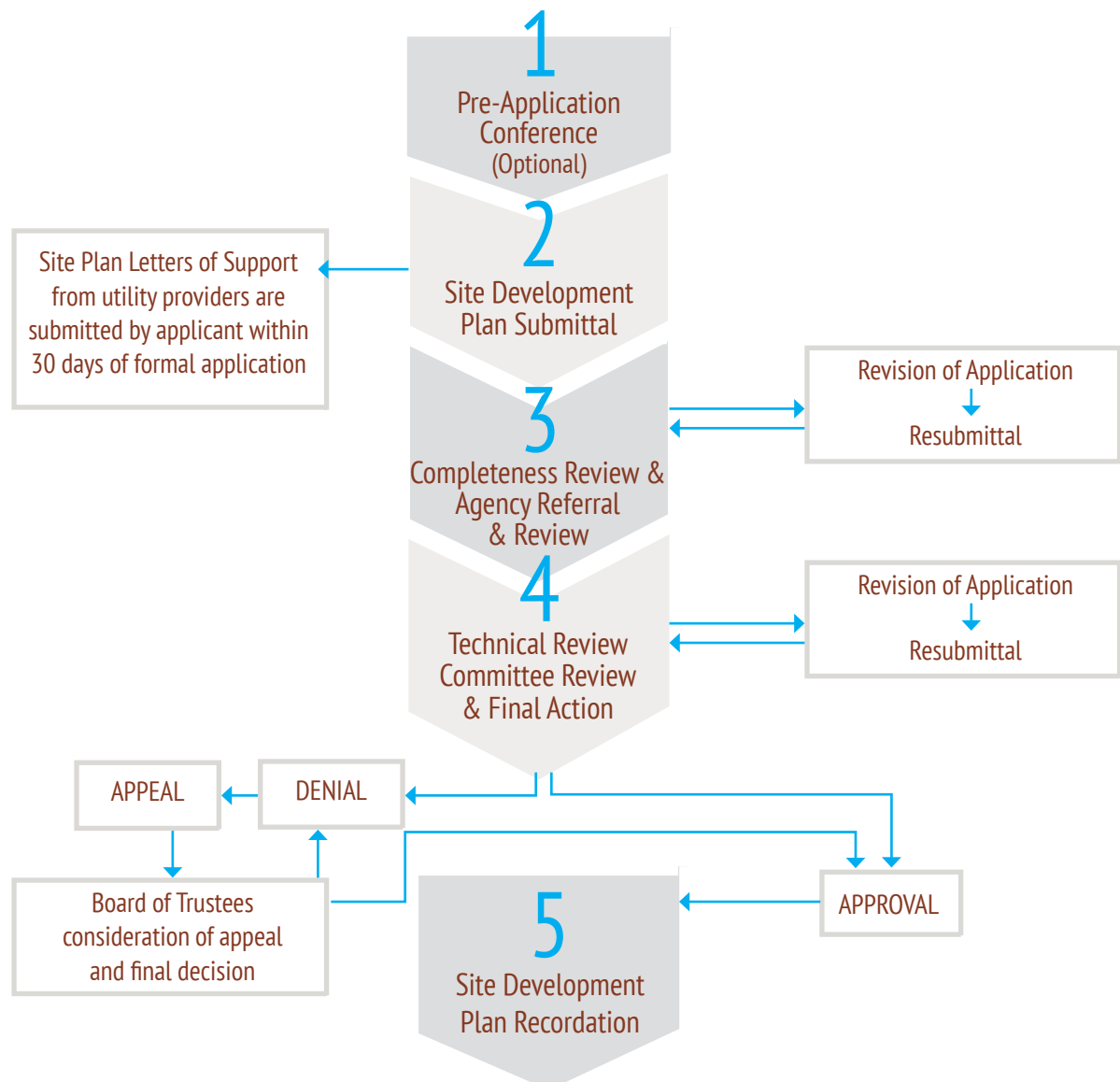
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SITE DEVELOPMENT PLAN OVERVIEW



STEPS



GUIDE TO SITE DEVELOPMENT PLANS

Purpose of the Site Development Plan

Site development plan approval is required prior to applying for a building permit for all multi-family, commercial, and industrial developments. The site plan shows how the lot will be developed, enabling the Town staff to ensure that the site design is in compliance with all Town regulations. "Development" includes such activities as construction of improvements; changes in the use or intensity of use on the land; and demolition, enlargement, reconstruction, or renovation of improvements.

[Click here for code requirements related to site development plans](#)

1 Pre-Application Conference (OPTIONAL)

Applicant may request to meet with Town Staff prior to submitting a formal Site Development Plan (SDP) application. The purpose of the conference is to acquaint the applicant with the process and submittal requirements, and acquaint the Town with the developer's intentions.

MATERIALS FOR PRE-APP

Prior to scheduling a pre-application meeting, the applicant submits a preliminary **site plan/sketch plan** and **project narrative** to the Town.



PRE-APPLICATION CHECKLIST: [Click here for the SDP Pre-Application Conference Checklist](#)

2 Site Development Plan Submittal

Applicant submits the SDP application for review, including the [application fee](#) and the [cost reimbursement agreement](#).

SDP LETTERS OF SUPPORT

Within **30 working days** from the submittal, the applicant must provide the Town with letters of support from all utility providers that will serve the property.



SDP SUBMITTAL CHECKLIST: [Click here for the Site Development Plan Submittal Checklist](#)

FEE SCHEDULE: [Click here for the fee schedule](#)

3 Completeness Review & Agency Referral and Review

Staff notifies the applicant whether the application is substantially complete or requires additional items in order to be ready for review. Applicant submits final referral packets to the Town Clerk. Staff distributes these to appropriate agencies for review and comments. At the end of the referral period, Staff compiles all comments received from the agencies and the application is ready for review by the Technical Review Committee (TRC).

PROCESS TIME:

Referral agencies generally have **15 days** from receipt of referral to submit a response.

Examples of referral agencies & groups:

adjacent municipalities, utility companies, fire department, school district, sanitation district, Weld County, mineral interest owners/leasees



STEPS

1

Pre-Application Conference

2

Site Development Plan Submittal

3

Completeness Review & Agency Referral & Review

4

Technical Review Committee Review & Final Action

5

Site Development Plan Recordation



4 Technical Review Committee Review & Final Action

The Technical Review Committee (TRC), consisting of the Town Planner, Town Engineer, Public Works Foreman, and Building Official, reviews the SDP application to ensure it meets the [Review Criteria](#). The TRC may consider comments received during the referral review period. The TRC then prepares a report outlining any changes the applicant must make before the site plan can be approved.

REVIEW CRITERIA: [Click here for the Review Criteria](#)

SITE PLAN AGREEMENT

The TRC may require that the applicant execute a Site Plan Agreement to ensure the construction of on- and off-site improvements as a condition of approval of the Site Development Plan. Guarantees in the SDP agreement may be secured by an irrevocable letter of credit or by cash deposited in an escrow account in an amount determined to be appropriate by the TRC.

FINAL ACTION

The applicant makes all necessary changes to the SDP as requested by the TRC and submits a revised copy to the Town. Any action taken by the TRC shall become final unless appealed.



APPEALS

Any aggrieved party who wishes to appeal the action shall file a written appeal stating the reasons why the TRC action is incorrect. The applicant must file the appeal with the Town Clerk within **7 days** of the TRC decision. The Board of Trustees shall consider any appeal within **45 days** of receipt of the written appeal, applying the review criteria to either uphold, modify, or reverse the TRC's decision.

POST-APPROVAL ACTIONS

Building Permit

A building permit is issued only after a Site Development Plan (SDP) has been approved. An applicant may submit a building permit application concurrent with the SDP application.

Certificate of Occupancy

All on-site and off-site improvements associated with the SDP approval must be completed prior to the issuance of a certificate of occupancy for the principal structure. Under extenuating circumstances, certain improvements may be delayed, as specified in the municipal code.

Phasing & Expiration of Approval

The SDP is typically effective for a period of **3 years** from the date of approval. Building permits will not be issued based on site plans with an approval date more than 3 years old. For multi-phased plans, building permits will not be issued based on an approval date more than 3 years from the date of Phase 1 approval.

5 Site Development Plan Recordation

The applicant submits one (1) original Mylar drawings of the approved site plan to the Town Clerk for recording. In addition, the applicant pays in full any [recording fees](#) and all other costs billed by the Town. Within **30 days** of receipt of the Site Development Plan, the Town Clerk will submit the approved site plan to the County Clerk and Recorder's Office for final recording.

PROCESS TIME:

*The applicant has **30 days** to submit the required materials for final recordation of the site plan.*



FEE SCHEDULE: [Click here for the fee schedule](#)

RECORDING: [Click here for Weld County Clerk and Recorder's Office Recording Requirements](#)



SDP Pre-Application Conference Checklist

Note that the pre-application conference is optional.

Purpose

The purpose of the pre-application conference is to:

1

Inform the applicant about procedures, submittal requirements and review criteria.

2

Identify major issues that will need to be addressed.

3

Provide an opportunity to request waivers from submittal requirements.

4

Allow applicants' to ask questions to determine all known issues and concerns about the proposal.

Town staff's opinion presented during the pre-application meeting are intended to be informational only and do not represent a commitment on behalf of the Town regarding the acceptability of the proposal.

Below is an overview of materials that the applicant will be required to submit as part of the formal site development plan application. If the applicant chooses to participate in a pre-application conference, it is useful to bring preliminary versions of these materials to facilitate discussion regarding the overall process and potential issues to address. **Items highlighted in green are recommended as a minimum for participating in a pre-application conference.**

Note that this checklist is a brief summary; for a comprehensive list of all details related to the required materials, please [click here for full checklist of code requirements for submittal of site development plans](#).

- ☐ LAND USE APPLICATION FORM
- ☐ SITE PLAN TECHNICAL CRITERIA FORM
- ☐ APPLICATION FEE AND REIMBURSEMENT AGREEMENT
- ☐ SITE DEVELOPMENT PLAN MAP
 - ☐ Sketch site plan
- ☐ CERTIFIED DRAINAGE REPORT
- ☐ LANDSCAPE PLAN
- ☐ EXTERIOR ELEVATIONS OF PROPOSED STRUCTURES
- ☐ WRITTEN MATERIALS
 - ☐ Project narrative



Site Development Plan Submittal Checklist

[Click here for full checklist of code requirements for submittal of site development plans](#)

- ☐ **Land use application form, application fee, and signed reimbursement agreement (agreement to reimburse the Town for all costs directly attributable to the Town's review of the applicant's proposal).** [Click here for application form and fee schedule.](#)
- ☐ **Site plan - technical review criteria form.**
- ☐ **Site development plan map.** The site development plan map shall be a minimum of twenty-four (24) inches by thirty-six (36) inches and shall include the following information set forth in [Section 16-62](#) of the code, as follows:
 - ☐ Title of project
 - ☐ North arrow, scale (no greater than 1"=50') and date of preparation
 - ☐ Vicinity map
 - ☐ Address of project
 - ☐ Legal description of property
 - ☐ Name, address and phone number of property owner
 - ☐ Name, address and phone number of person or firm 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 site and in the adjacent rights-of-way, all dimensioned, showing how pedestrians will have access to the site and buildings
 - ☐ Existing and proposed curb cuts on the site and in the adjacent rights-of-way (on both sides of perimeter street), all dimensioned
 - ☐ Existing and proposed two-foot contours
 - ☐ Existing waterways on or adjacent to the site
 - ☐ Finished floor elevations for all structures
 - ☐ Footprint (including roof overhangs and eaves, decks, balconies, outside stairs and landings of all proposed structures and their use with their dimensions and locations noted with respect to the property lines
 - ☐ Existing structures and their use
 - ☐ Square footage of the proposed buildings and the footprint of the proposed buildings
 - ☐ 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 conformance to this Chapter. For commercial and industrial uses, a photometric plan prepared by a qualified electrical or lighting engineer shall be submitted that depicts all lighting fixtures and the light spread (in foot-candles) of these fixtures across the site to all property boundaries
 - ☐ Proposed traffic controls and striping for parking areas (all lanes, driveways and parking spaces must be dimensioned)
 - ☐ Trash disposal areas and enclosures including specifications for enclosures
 - ☐ Location and size of existing and proposed water and sewer service connections and tap sizes (including those for irrigation systems)
 - ☐ Location and size of water and sewer lines to which the service connections will be or are made
 - ☐ Location and size of water meters
 - ☐ Location and size of 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 exist on site, note distance and direction of the closest hydrant adjacent to the site within five hundred (500) feet
 - ☐ Location of detention/retention areas and storm sewer infrastructure with the required drainage easements
 - ☐ The distance from the proposed buildings or structures to adjacent lot lines, easements and adjacent structures
 - ☐ A land use chart (table)
 - ☐ Certificate blocks for signatures of owner, surveyor, utility providers and Town approval, as applicable



Site Development Plan Submittal Checklist continued...

- ☐ **Certified drainage report.** A certified drainage report, including an erosion control study and plan, as applicable, must be reviewed and approved by the appropriate sanitation district (if applicable) prior to submittal of the report to the Town as part of the site development plan application.
- ☐ **Final landscape plan.** Refer to [Section 16-49](#) of the code for the final landscape plan requirements.
- ☐ **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 structures. In addition, staff may require building floor plans, sectional drawings, perspective drawings, models, and/or computer visualizations when the impacts of a proposal warrant such information.
- ☐ **Letters of support from all utility providers** that will be serving the property, provided within 30 days of the Town receipt of the site plan.

Site Development Plan Review Criteria

The site plan must meet the following review criteria:

- (1) All of the information required on a site plan is shown.
- (2) The lot size and lot dimensions are consistent with what is shown on the approved final plat.
- (3) No buildings or structures infringe on any easements.
- (4) The proposed site grading is consistent with the requirements of (insert reference to any applicable adopted storm drainage criteria or master drainage plans).
- (5) The density and dimensions shown conform with this Chapter or the approved PUD requirements.



Site Development Plan Layout Guidelines

[Click here for Weld County Clerk and Recorder's Office Recording Requirements](#)

1. Submittals must be on 24" x 36" mylar.
2. Colorado Law requires that all documents have a top and bottom margin of at least one inch and a left and right margin of at least 1/2 inch. The recorder may refuse to file any document that does not meet these standards.
3. Please submit high quality documents with legible text, or a poor public record shall be established.

1/2" Margin

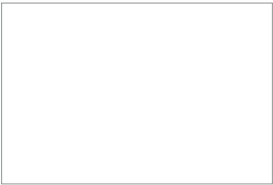
Sheet Index

General Notes

Legal Description

1" Margin

PROJECT NAME
Site Development Plan
Located at (Township, Range & Legal Description)
Address (Town, County & State)



Vicinity Map

**Sheet Size: 24 x 36
Min Text Size: 1/10"**

Project Team:

Surveyor
Engineer
Architect
Landscape Architect
Etc.

Legend

Signature Blocks

Plan Preparer
Contact Info
Name
Address
Phone
Email

PROJECT NAME
Address

Sheet Title (i.e. Cover, Site Plan, Landscape Plan, Grading Plan, etc.)

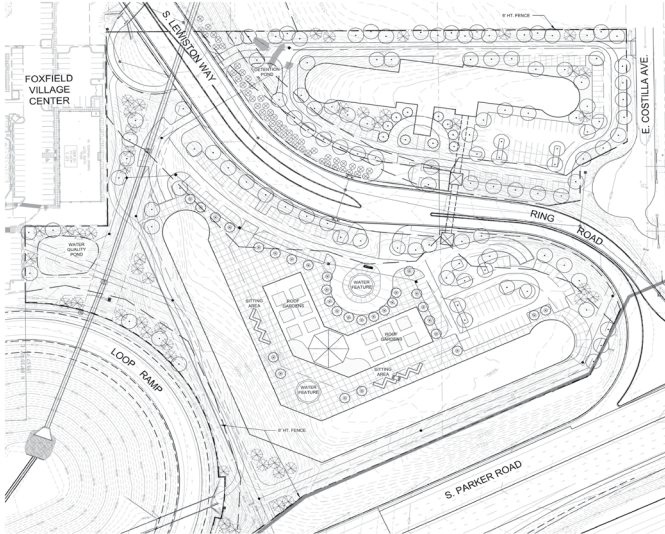
Date

Sheet X of X

1/2" Margin

1/2" Margin

PROJECT NAME
Site Development Plan
Located at (Township, Range & Legal Description)
Address (Town, County & State)



1" Margin

Legend

Calculations

LAND USE SUMMARY			
TYPE	LANDSCAPE RATIO	# REQUIRED	# PROVIDED
TREES	2 PER 100 S.F.	100	100
SHRUBS	4 PER 100 S.F.	400	400
TOTAL		500	500

NOTES:

1. THIS PRELIMINARY LANDSCAPE PLAN IS BASED ON A CONCEPTUAL SITE PLAN THAT DOES NOT REPRESENT THE FINAL DESIGN FOR THE DEVELOPMENT BUT REPRESENTS ONE POSSIBLE SCENARIO IN TERMS OF BUILDING LOCATIONS, PARKING AND DRIVEWAY LAYOUT, AND LOCATION OF OPEN SPACE AND LANDSCAPED AREAS. FINAL DESIGN AND FINAL LANDSCAPE PLAN WILL BE SUBMITTED DURING FINAL PLAN PROCESS.
2. ASSUMPTIONS: THE PLAN WILL MEET OR EXCEED THE MINIMUM LANDSCAPE STANDARDS AS APPLICABLE TO DEVELOPMENT WITHIN THE PLANNED COMMERCIAL ZONE DISTRICT AS WELL AS STANDARDS SET FORTH IN THE FOXFIELD TOWN CENTER CDP.
3. PARKING LANDSCAPE IMPROVEMENTS WILL BE COMPLETED BASED ON THE PHASING OF THE DEVELOPMENT WHICH WILL BE DETERMINED BY THE CONVEYANCE AND THE BUSINESS MARKET AT THE TIME OF DEVELOPMENT.
4. ANY PROPOSED LANDSCAPING, SIGNAGE OR FENCING WITH PUBLIC RIGHT-OF-WAY WILL BE DEPICTED IN THE FINAL DEVELOPMENT PLAN AND MEET REGULATIONS FOR RIGHT TRIANGLE PRESERVATION AND REQUIREMENTS SPECIFIED FOR PERMIT OR USE LICENSE.
5. THE BUFFER ALONG THE EAST PROPERTY LINE (PLANNING AREA 2) WILL BE LANDSCAPED AND FENCED TO MEET THE MINIMUM REQUIREMENTS FOR BUFFERS BETWEEN RESIDENTIAL AND NON-RESIDENTIAL LAND USES.

Scale & North Arrow

Plan Preparer
Contact Info
Name
Address
Phone
Email

PROJECT NAME
Address

Sheet Title (i.e. Cover, Site Plan, Landscape Plan, Grading Plan, etc.)

Date

Sheet X of X

1/2" Margin