

### **Appendix III - Site Plan Submittal Requirements – Formal Phase**

#### **Project Submittal**

Formal Phase Development Plans and PUD Site Plans must be submitted to the Case Manager. The time expectations committed to by the City do not begin until the applicant has submitted Formal Phase plans and they have been determined to be complete by the Case Manager. For your first formal submittal, please submit the following to the case manager:

- 16 copies of the full site plan set, folded 3x3 with the title block facing up.
- Completed application form. Application form may be found online at: [http://www.denvergov.org/Development\\_Review/SitePlanReviewProcessExpectations/SitePlanReviewProcessExpectations4/tabid/384692/Default.aspx](http://www.denvergov.org/Development_Review/SitePlanReviewProcessExpectations/SitePlanReviewProcessExpectations4/tabid/384692/Default.aspx). Check for review fee made to: **MANAGER OF FINANCE**
- Transmittal sheet listing all plans and studies

All studies, construction documents, other documents and fees for Transportation and Wastewater must be delivered to the Right-of-Way counter, 201 W. Colfax, 2<sup>nd</sup> Floor before the formal phase site plan submittal. If you have any questions about Public Works submittals, contact the Public Works Plans Review Services counter at 720-865-2782 or visit the Public Works Development Engineering Services (PWPRS) website at [http://www.denvergov.org/Default.aspx?alias=www.denvergov.org/city\\_engineering](http://www.denvergov.org/Default.aspx?alias=www.denvergov.org/city_engineering). For your first formal submittal, please submit the following to the PWPRS counter:

- 2 copies of the Storm Sewer Construction Plans (if required)
- 1 copy of the Sanitary Sewer Study (if required)
- 2 copies of the Sanitary Sewer Construction Plans (if required)
- 4 copies of the Transportation Engineering Plan (if required)
- Check for review fee for Transportation Engineering Plan of \$500 made to: **MANAGER OF FINANCE** (if required)
- Check for 75% of the Survey review fee is due at preliminary submittal.
- Check for 1.875% of the preliminary engineering cost estimate for storm and/ or sanitary construction. Check needs to be made to: **MANAGER OF FINANCE**

Public Works submittal requirements will be determined by the Development Engineering Services Engineer at the concept review meeting.

## **Fees**

The Formal Phase plan submittal must include payment of the appropriate fees in the form of a check made payable to the "Manager of Finance". Fees are subject to change. Please consult the fee schedule to ensure accurate payment of the appropriate amount. Failure to pay the correct fee(s) will result in your plan being returned. The current fee schedule, as well as links to fee information for other agencies may be found at the <http://www.denvergov.org/Zoning/ZoningFees/tabid/396306/Default.aspx>.

## **Denver Zoning Ordinance**

Zoning Ordinance chapter 59 may be found on the Web at

<http://www.municode.com/resources/gateway.asp?pid=10257&sid=6>. Zoning references other than the specific zone district a development is in may include:

1. Article I - definitions,
2. Article II - District Regulations,
3. Article VI - off street parking,
4. Article VII - off street loading, and
5. Article VIII - Special Zone Lot Plans for Planned Building groups

## **Formal Phase Plan Sheet-by-Sheet Submittal Requirements**

The Formal Phase Plan submittal must meet the following sheet-by-sheet requirements.

### All Sheets

1. Sheet Size: 24"x36"
2. Preferred Scale: 1"=50'; scales of 1"=20', 1"=30', 1"=40', 1"=60', and 1"=100' may be used, please label each plan with scale used.
3. Each Sheet must have a border, 1 inch from the top, bottom, and right side, and a minimum of 3 inches in from the left side.
4. All sheets need to have title block including name of development, type of development, quarter section, township, and range. Include location of project by nearest intersection under title. This information needs to be centered at the top of each sheet.
5. All lettering must be at least 3/32 inch high (equivalent to 10 point height).
6. Number pages in lower right hand corner of each sheet above the border.
7. Include north arrow on all sheets. North Arrow needs to be in same direction on all sheets.
8. Name of development needs to be in lower right hand corner underneath the border.

Cover Sheet - Page 1

1. Title Block
2. Vicinity map identifying the subject property, the adjoining streets and the major streets and public facilities in the surrounding area. Generally, the vicinity map should include the area within one-half mile radius of the site and should be at a scale of 1"=1000'. If site is in a view plane, or within 200' of a view plane, document location and name of view plane on the vicinity map.
3. Legal Description. If the subject site is a portion or phase of a larger area integral to the subject site, legal descriptions may be required for both the overall area and the phase or phases for which plans are submitted. These phases, if any should be illustrated on a key map.
4. Statistical Information, including:
  - a. Gross project area in square feet and acres;
  - b. Area to be deeded for additional right-of-way (in square feet and acres);
  - c. Net project area (after deeding of any needed public right-of-way) in square feet and acres.
  - d. Number of dwelling units (residential projects only);
  - e. Net project density (based on net project area; residential projects only);
  - f. Gross floor area per zoning definition 59-2 (131); include any floor area in mezzanines, include area of structured parking separately;
  - g. Floor area ratio per zoning definition 59-2 (119);
  - h. Height of structures per zoning definition 59-2 (52)(feet and stories), and the reference point for the measurement;
  - i. Land area;
  - j. Ground coverage by all primary and accessory structures;
  - k. Ground coverage by all parking;
  - l. Ground coverage by all landscaping;
  - m. Number of parking spaces required (separate out the number of handicapped parking spaces only);
  - n. Number of parking spaces provided (separated out by enclosed/unenclosed and standard/compact/handicapped); compact spaces must be previously approved by case manager, a separate review is required refer to Small Car parking document for submittal information
  - o. Number of handicapped parking spaces required;
  - p. Number of handicapped parking spaces provided;
  - q. Land area per dwelling unit required;
  - r. Land area per dwelling unit provided;
  - s. Open space per dwelling required;
  - t. Open space per dwelling provided;
  - u. Landscaped open space per dwelling unit required;
  - v. Landscaped open space per dwelling unit provided;
  - w. Number of bicycle parking spaces required (if applicable);

- x. Number of bicycle parking spaces provided (if applicable);
5. General Notes:
- 1. Site is zoned \_\_\_\_\_
  - 2. Fences, walls, signs and accessory structures are subject to separate reviews and permits.
  - 3. Angles not shown are either 90 degrees or a supplement of the angle indicated.
  - 4. Private roadways will be posted with “Fire Lane” signs as required by the Denver Fire Department.
  - 5. This plan is subject to a landscape plan as part of and approved in this document.
  - 6. Parking spaces for persons with disabilities will be clearly delineated with upright signs.
  - 7. Approval for this plan does not constitute or imply compliance with ADA requirements.
  - 8. All individual sites shall be landscaped prior to issuance of a final certificate of occupancy during the growing season of April 1<sup>st</sup> to October 1<sup>st</sup>, at all other times the individual sites shall be landscaped within forty-five days of the start of the following growing season.
  - 9. An access easement for emergency services is hereby granted on and across all areas for police, fire, medical and other emergency vehicles and for the provision of emergency services
  - 10. All landscape areas shall be irrigated with underground automatic irrigation system. Trees and shrubs will be irrigated by a separate zone from sod/grass; this includes trees planted in sod/grass area. The irrigation system is to have a rain sensor shutoff installed.
6. Additional Notes as needed:
- 1. Bicycle parking racks shall conform to city standards.
  - 2. Private roadways are non-dedicated streets and will not be maintained by the City and County of Denver.
  - 3. Notes describing any sidewalk, utility, or cross-access easements located on the site.
  - 4. A statement must be added which details the responsibility for the maintenance of commonly owned land and facilities.
7. Sheet Index. Label each sheet and provide page number for each sheet in the site plan set.
8. Typical section of private roadways

9. Owner Signatures Block

OWNER'S SIGNATURE

I (WE), the undersigned, shall comply with all regulations contained in Chapter 59, \_\_\_ (see note 1 below) \_\_\_ of the Revised Municipal Code of the City and County of Denver.

The following signatures constitute all owners of \_\_\_ (see note 2 below) land and structures included in this plan:

BUILDER INVESTMENTS, INC.  
BY \_\_\_\_\_ DATE \_\_\_\_\_  
John J. Builder, President

State of Colorado  
City and County of Denver

The foregoing instrument was acknowledged before me this \_\_\_ (day) day of \_\_\_ (month) \_\_\_ AD 20 \_\_\_\_\_ by John J. Builder.

Witness my hand and official seal  
My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Address

- Note 1.** *The blank in the certification statement should be filled in as follows*
- *For Development Plans: Article VIII, Sections 59-616 through 59-623*
  - *For PUD Site Plans: Article IV, Division 31, Sections 59-511 through 59-520*
- Note 2.** *For Development Plans only, this blank should be filled in with "and holders of deeds of trust for." For all non-Development Plans, this blank should be eliminated.*
- Note 3.** *The owners (and, if applicable, the holders of deeds of trust) must sign the photographic mylar of the approved final plan. In other words, the signatures on the mylar submitted for recording must be original signatures, not photographic copies.*

10. Surveyor Signature Block

SURVEYOR'S CERTIFICATION

I, James B. Surveyor, a Registered Land Surveyor in the State of Colorado, do hereby certify that the survey for the \_\_\_\_\_ (name of development) was made under my supervision and the accompanying plan accurately and properly shows said survey.

\_\_\_\_\_  
James B. Surveyor, P.E., L.S., #0000

**NOTE:** Allow room for the surveyor's seal. The surveyor must sign and affix his seal (raised seal) to the photographic mylar of the approved final plan.

11. Approvals

APPROVALS

Approved by \_\_\_\_\_  
For the Zoning Administrator Date

Approved by \_\_\_\_\_  
For the Manager of Community Planning and Development Date

12. Clerk and Recorder's Certification

CLERK AND RECORDER'S CERTIFICATION

State of Colorado

}SS.

City and County of Denver

I hereby, certify that this instrument was filed for record in my office at (hour) o'clock  
\_\_\_\_.m., (date) 20\_\_\_\_ and duly recorded under Reception # \_\_\_\_\_.

\_\_\_\_\_  
Clerk and Recorder; Ex-Officio Clerk of the City and County of Denver

By \_\_\_\_\_ Deputy  
Fee \_\_\_\_\_

Survey Sheet - Page 2

1. Include the boundary of the development in a heavy **solid** line on all sheets in plan.
2. Include a complete land survey of the development boundary including angles or bearings and distances, conforming to *CRS 38-51-104, -105-, -106*, along with ties to three (3) Quarter Section corners and ties to any existing range lines.
3. Include easements of record with Denver Clerk and Recorder or other counties, which have been annexed by the City and County of Denver, with book, page and county or reception number and date. Include dimension and tie easements to the property boundary.
4. Include benchmark elevation, description, datum (i.e. *NGVD 1929*) and location.
5. Label, delineate, and include centerline geometry of private roadways to be used for emergency access on plan. Geometry must close and be tied to the property boundary.
6. Dash or shade all existing improvements, Lot lines and Lot numbers.

Site Plan Sheet - Page 3

1. Existing and Proposed Structures. Specify uses and maximum height of buildings in stories and feet. For residential buildings, specify the number of units per building; for non-residential buildings, specify the gross floor area per buildings. For all buildings show all existing or proposed projecting elements such as cantilevered floor area, balconies, Bay Windows, etc.
2. Boundary Line- Heavy Solid Black line identified as Zone Lot line
3. Required setback line for structures, setback provided (if greater than required setback) and all structures and improvements existing or proposed within the required setback space.
4. Existing and Proposed Public and Private Streets
5. Existing and Proposed Curb Cuts
6. Location, Details and Relevant Dimensions of:
  - a. Existing and proposed streets;
  - b. Alleys;
  - c. The dimensions of the zone lot;
  - d. Existing and proposed structures. Show all entrances and loading points;
  - e. Separations between buildings;
  - f. Setbacks from zone lot lines;
  - g. All existing or proposed structures encroaching the required setback
  - h. Driveways;
  - i. Curb cuts;
  - j. Parking Area, Private Drives, General Parking Arrangement, Pedestrian Walks, and Areas to be Passive. Provide dimensions of all parking stalls and drive aisle widths. Show handicapped spaces and accessible routes to building entrance.
  - k. Sidewalks and/or walkways;
  - l. Trash facilities;
  - m. Existing and Proposed Fences;
  - n. Existing and Proposed Retaining walls (including materials);
  - o. Lighting fixtures;
  - p. Signs;
  - q. Mail kiosks
  - r. Landscaped areas and islands;
  - s. Building footprints and ground floor or upper story elements projecting beyond the building footprint
  - t. Detention/retention ponds, including depth;
  - u. In districts with bulk planes, show bulk plane origination from existing grade at midpoint of specific zone lot line and relate to first floor elevation of the structure.
  - v. Existing and Proposed Easements

7. Label all Surfaces so that the Materials used can be determined
8. Existing and Proposed Fire Lanes and Fire Hydrants
9. Show the inside radius for 90-degree turns for all emergency access routes.

Utility and Grading Sheet - Page 4

*Utility Plan Required Information*

1. Existing and Proposed Structures, Streets, and Alleys
2. Existing and proposed utilities and service lines, including water, sanitary sewer, storm sewer, gas, electricity, telephone and, cable television.
3. Existing and proposed fire hydrants (indicate distance to nearest fire hydrant).
4. Reference to the Book and Page numbers or the reception numbers of recorded easements together with the county and date of recording (any required easements must be recorded and referenced on the plan prior to approval of the plan).
5. All relevant dimensions relation to the location of existing and proposed utilities, service lines, and easements.
6. Any Cross-Access Agreements
7. Denver Fire Department Fire Flow Data Block

FIRE FLOW REQUIREMENTS ARE \_\_\_\_\_ GPM  
 THIS BUILDING REQUIRES \_\_\_\_\_ FIRE HYDRANTS TO MEET FIRE-FLOW  
 REQUIREMENTS  
 EACH FIRE HYDRANT MUST SUPPLY 1500 GPM MINIMUM @ 20 PSI  
 RESIDUAL PRESSURE

CODE USED FOR ANALYSIS: 2003 IFC WITH 2004 AMENDMENTS  
 OCCUPANCY GROUP:  
 CONSTRUCTION TYPE:  
 FIRE AREA:  
 THIS BUILDING IS/IS NOT FULLY SPRINKLERED

*Denver Water Standard Notes*

1. Each fire hydrant must supply 1500 GPM minimum at 20 psi residual pressure.
2. Water plans for this project must be submitted to DW for review & approval separate of the DRC process.
3. An approved DW backflow preventor is required on all commercial and multi-family dwellings.
4. Meter locations must be approved by DW.
5. Developer is responsible for any necessary system modifications needed to meet the required fire flows.

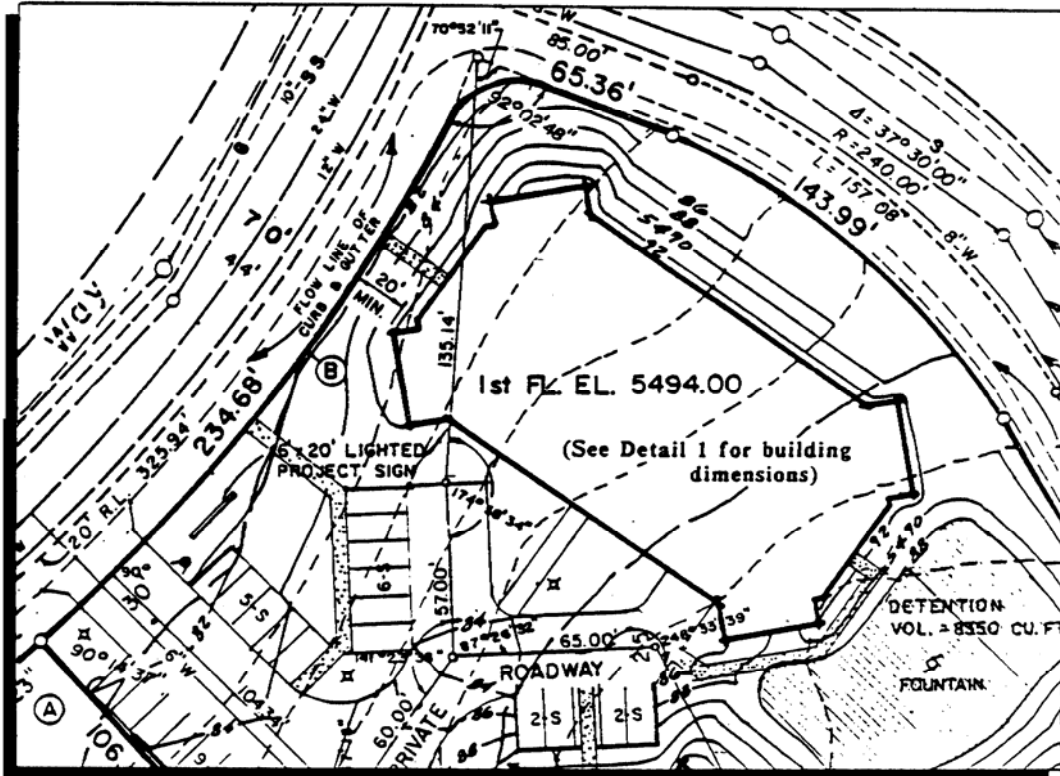
6. Any existing taps on the site that are not used must be cut-off at the main and inspected by DW. This will be done at the developer's cost.
7. Any System Development Charge Credits for tap cuts will be issued with DW Policy.
8. Cooling devices used at this site must meet DW's Conservation Standards.
9. If a water easement is required on this site, this easement will be granted to DW by separate document.
10. Each independent structure must have its own separated tap, service line & meter.
11. Sub-metering is required on individual multi-family units as mandated by City Ordinance.
12. Annual water budgets must be submitted to DW for all 3-inch and larger taps to determine the System Development Charge.

*Grading Plan Required Information*

1. Existing and Proposed Drainage Channels and Facilities, and Area Subject to a 100-year Flood.
2. Existing and proposed contour lines of the subject area shown in intervals not to exceed two (2) feet. Provide finished floor elevations for ground floor of existing and proposed building.

**Graphic Standards  
Detail (in full scale of a typical site plan.)**

Note: Utilities and/or topography may be shown on separate sheets



Note: Existing features are shown with dashed lines; proposed features with solid lines

**Commonly used graphic symbols**

Symbol	Description
	5520 Existing Contour
	5520 Proposed Contour
	Fire Hydrant (Proposed) (Existing)
	8" W Existing Water Line
	6" W Proposed Water Line
	Existing Sanitary Sewer
	Proposed Sanitary Sewer
	Existing Storm Sewer
	Existing Gas Main
	Concrete Areas
	Outdoor Lights

Parking Structure Plan Sheet(s)

1. This space include as place holder
- 2.

Floor Plan Sheet(s)

1. This space include as a place holder

Landscape Sheet - Page 5

1. Zone Lot lines
2. Plant Materials List Showing Common and Botanical Names, Size, and Number of Plants.
3. Spacing On-Center of Existing and Proposed Trees.
4. Label all the Surfaces so that all the Materials used for Surfaces can be Determined.
5. Provide the Following Certification:

I, (we) the undersigned shall complete and maintain the landscape improvements shown on this plan and shall comply with Chapter 59, Article V, Section 59-585 (10) of the Revised Municipal Code of the City and County of Denver and associated Rules and Regulations.

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Print Name

Date

Elevation Sheet - Page 6

1. Show the Height of new structures from Finished Grade to Highest Part of the Structure, the Parapet, and each Floor.
2. Show all projecting elements such as cantilevered floor area, balconies, Bay Windows, etc.
3. All existing or proposed structures encroaching the required setback
4. In districts with bulk planes, show bulk plane originating from existing grade at midpoint of specific property line and relate to first floor elevation of the structure.
5. Show Distance from the Structure to the ROW line, to the required setback line, to the Street, and to the Centerline of the Street.
6. Identify Materials to be Used for the Structure.

Lighting Plan and Photometric Study Sheet - Page 7

1. Show Location, Type, Output, and Wattage of all Exterior Light Fixtures.
2. Show Photometric Study on Plan.
3. Show Summary of Photometric Study including Min, Max, and Average Number of Footcandles.

Lighting Plan Detail Cut Sheet - Page 8

1. Show Details of All Light Fixtures and Their Pole Heights.