

MINOR SITE PLAN REVIEW PROCESS

(FOR MINOR PLANNED DEVELOPMENT, PLANNED BUILDING GROUPS AND DEVELOPMENT PLANS)

INTRODUCTION

Section 59-619 of the Revised Municipal Code requires site plan review of all Planned Building Groups. However, plans meeting the following criteria may be processed through a Minor Site Plan Review process. The minor site plan review is intended for less complex site plans needing regulatory approval.

Section 59-97 of the Revised Municipal Code requires site plan review for one new structure on a zone lot over 10,000 square feet which is located in any residential or business zone district. The site plans for such parcels are known as Planned Developments.

Section 59-313 of the Revised Municipal Code requires a Development Plan for projects in any of the Mixed-Use Zone Districts. A Development Plan is similar to a Planned Development except that Design Review is required in accordance with the provisions of Section 59-301 through 59-318 of the Revised Municipal Code. Planned Developments, Planned Building Groups and Development Plans meeting the following criteria are considered to be "Minor Site Plans":

1. Site has street frontage on established street(s);
2. Land area is less than one acre;
3. Site is not part of another approved plan; and
4. Site has 4 or fewer structures.

MINOR PLANNED BUILDING GROUP (PBG) PROCESS

The Minor site plan review consists of 4 basic steps:

1. Five (5) folded copies of the Minor Planned Building Group, five (5) copies of the Minor Site Plan application, and a check made payable to the "Manager of Revenue" for the application filing fee (\$1,000.00), a completed application form and 1 copy of a signed and stamped Boundary Survey to the area Case Manager at the Department of Zoning Administration (201 West Colfax Avenue, Department 205, Denver, CO 80202).
2. The Minor Site Plan is reviewed for completeness in accordance to the submittal requirements by the area Case Manager. If application is found to be complete, it is ready to be reviewed.
3. The area Case Manager will contact the applicant upon completion of the review (approximately 3 weeks from the date application was found to be complete).
4. If no further corrections or amendments required, the applicant is notified by the area Case Manager that the Minor Site Plan will be approved and recorded. If corrections or amendments are required, the applicant is notified by the area Case Manager what changes are necessary for approval. Once the changes are made and resubmitted to the Case Manager, the revised Minor Site plan for an additional review of approximately 3 weeks. When no further corrections or amendments are required, the Minor Site Plan is approved and recorded.

Once the Minor Site Plan is recorded, the applicant may apply for building permits and zoning permits. It is also possible to combine the Minor Site Plan process with zoning and building department reviews in certain cases. Simply inform the area Case Manager that you would like to combine review processes at the time the application is filed. Please note that permits are generally not issued until the Minor Site Plan has been approved and recorded.

Page 1 of 10 3/4/05

SUBMITTAL REQUIREMENTS FOR MINOR SITE PLAN REVIEW:

Minor site plan submittals must be "complete" for timely processing and approval. Minor site plan submittals may be held if they are determined to be "incomplete", thereby adding additional time to the process. Minor site plan submittals must contain the following in order to be found "complete":

All pages

1. Sheet size of 11" X 17" or 24" X 36".
2. Each sheet must have a 1" border.
3. Each sheet must have a title block in right hand side of the sheet. The title block is to include: street address (es), the project name (if desired), type of development (Minor Planned Building Group), and submittal, date and page number.
4. Pages must be folded. 11" X 17" sheets are folded in half (8 1/2" X 11"). 24" X 36" sheets are folded in thirds vertically and then in thirds horizontally (8" X 12"). Address of proposed development must appear on top of sheet when pages are folded.
5. All information must be consistent and accurate throughout the Minor Site Plan.
6. Address Card(s) for project.

Page 1 (Cover Sheet)

1. Vicinity map, showing the proposed site and zoning in relation to the street system within the immediate vicinity of the site.
2. Legal description of the zone lot.
3. Land area of zone lot in square feet and acres.
4. Zone district.
5. Use(s) in Zoning Ordinance terminology.
6. Floor area (as measured by exterior dimensions) for each use/story; total floor area for each use; area of basement (if applicable) for each use; and area of garage (if applicable).
7. Floor area ratio (FAR) per 59-2(119).
8. Building Occupancy Group.
9. Maximum height of structure (in feet and stories) as defined in 59-2(52).
10. Number of dwelling units, land area required per dwelling unit, land area provided per dwelling unit, number of dwelling units per acre, open space required per dwelling unit, open space provided per dwelling unit (if project contains residential use).
11. Number of required parking spaces.
12. Number of provided parking spaces.
13. Number of parking spaces for disabled persons required.
14. Number of parking spaces for disabled persons provided.
15. Ground coverage by all primary and accessory structures.
16. Ground coverage by all parking/drives.
17. Ground coverage by all other impervious surface areas (such as sidewalks, patios, etc.)
18. Ground coverage by all landscaping.
19. Ground coverage by all other pervious surface areas (such as graveled areas).
20. Required open space (in square feet).
21. Provided open space (in square feet).
22. General notes:
 - a) List of waivers and conditions (if any).
 - b) Fences, walls, signs and accessory structures are subject to separate reviews and permits.
 - c) Angles not shown are either 90 degrees or a supplement of the angle indicated.
 - d) Private roadways will be posted with "Fire Lane" signs as required by the Denver Fire Department.
 - e) This site plan is subject to a landscape plan as a part of and approved in this document.
 - f) Parking spaces for persons with disabilities will be clearly delineated with upright signs.
 - g) Approval for this site plan does not constitute or imply compliance with ADA requirements.
 - h) Site shall be landscaped prior to issuance of a final certificate of occupancy during the growing season of April 1st to October 1st. At all other times, site will be landscaped within 45 days of the start of the following growing season.
 - i) An access agreement 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.

Page 2 of 10 3/4/05

23. Owner's signature block containing the name(s) and signature(s) of all owner(s) and holders of deeds of trust below the following statement: I (We), the undersigned, shall comply with all regulations in Chapter 59, Article VIII, Section 59-616 through 59-623 of the Revised Municipal Code of the City and County of Denver.
24. Approval signature block containing:
 - a) A blank signature line and date for the Zoning Administrator.
 - b) A blank signature line and date for Community Planning and Development.
25. Clerk and Records Certification.

Page 2 (Site Plan)

1. North Arrow.
2. Written and graphic scale.
3. Property line (with heavy solid black line).
4. Existing structure(s), if any, with dashed lines; indicate any (which) existing structure(s) to remain and any (which) existing structure(s) to be removed.
5. Proposed structure(s)/addition(s) with solid lines.
6. Building address of structures.
7. Building height (in feet and stories) as defined in 59-2(52) for each structure.

8. Streets, driveways, curb cuts, parking areas (showing individual stalls), sidewalks, walkways, signs, fences, walls, retaining walls and trash facilities.
9. All relevant dimensions, including: site, existing and proposed structures, spacing between structures, parking spaces and drive aisles, setbacks from property lines, street right-of-way, alleys, sidewalks or walkways.
10. Existing and proposed utilities and service lines, including water, sanitary sewer, storm sewer, gas, electricity, telephone and cable television.
11. Existing and proposed contour lines of the subject area shown in intervals not to exceed 2 feet.
12. Existing and proposed utilities and service lines, including water, sanitary sewer, storm sewer, gas, electricity, telephone and cable television.
13. Finished floor elevations.
14. All surface treatments.
15. Landscaped areas, including the location of existing and proposed trees and other planting materials.
16. Plant material list, including common and botanical names and the size and spacing of materials as necessary.
17. Notes describing any sidewalk, utility, access or other easements on the site.
18. Notes legally describing and detailing the responsibility and maintenance of any commonly owned land and facilities.

Page 3 (Elevations)

1. Show the height of structure from finished grade to highest part of the structure.
2. Show building materials used on structure(s).
3. Show the distance to the property line/centerline of the street/centerline of the alley.
4. Show bulk plane limit (if zone district has bulk plane limitations).
5. Show special limitations on bulk planes and building heights (if zone lot is designated as a R-2-A, R-3, R-3-X, R-4, R-5, H-1-A, H-1-B, B-1, B-A-1, B-2, B-A-2, B-3, B-A-3, B-4, B-A-4, B-8, B-8-A, B-8-G, CCN, R-MU-20, R-MU-30, C-MU-10, C-MU-20, C-MU-30, I-0, I-1, I-2, O-1, O-2, OS-1 or P-1 zone district and is located within 175 feet of any zone lot designated as RS-4, R-X, R-0, R-1, R-2, R-2-A or R-2-B zone district). Also show view planes if applicable.

Page 3 of 10 3/4/05

PRIOR TO SUBMITTING PLANS FOR MINOR SITE PLAN REVIEW

Prior to submitting for site plan for review, be sure to do the following:

1. Before you begin to prepare your development concept, it is important to obtain the following site information about your property (This information will also be needed for the project initiation form). If you have any questions about this, contact your case manager:

1. Address of the project, [Real Property Records will provide you with the address used by the Assessor, (click here)]
2. Current zoning on the site, [Call ____ or, (click here)]
3. Legal description and/or survey
4. Special planning considerations (Contact your Case Manager if you have any questions)
 - a. Is the property located in a designated Landmark District?
 - b. Is the property located in a designated Urban Design District?
 - c. Is the property located along a designated Commercial Corridor?
 - d. Is the property located along a Designated Parkway or adjacent to a Public Park or Open Space?
 - e. Is the property located in a View Preservation Area?
 - f. Is the property subject to Board of Adjustment provisions?
5. Type of proposed development
6. Land area in square feet/acres
7. List of existing buildings on site
8. If applicable, number of proposed housing units
9. Approximate size of proposed buildings, in square feet

10. Is there an existing site plan? If so, what is the name? Is it approved? Date?

2. Contact case manager to schedule Concept Review meeting-This is optional unless the following conditions exist:

- 1) A new curb cut is being proposed on the street;
- 2) No sidewalk, curb and gutter currently exists or is substandard;
- 3) Property abuts substandard alley (alley width less than 16' wide);
- 4) Property is located along commercial corridor, parkway or state highway;
- 5) Building is to be reviewed under the International Building Code;
- 6) Is in a Denver Landmark Historic District or is a Landmark Structure;
- 7) Is in a Design Review District or Mixed-Use Zone District;
- 8) Buildings are proposed that do not abut street;
- 9) Private street(s) are proposed.
- 10) Disturbed area of development (site plus adjacent right-of-way) is more than ½ acre.

The intent of the Concept Review Meeting is to provide the applicant and the City and public utilities with the opportunity to identify all significant and major issues (building location and footprint, orientation, site layout, access issues, required studies, etc.) that will affect the basic design and feasibility of the project. The City will also identify any public health and safety issues. Additional information or required studies will also be identified. Both the City and the Applicant will be expected to adhere to the determinations and agreements made at the Concept Phase. Significant changes to the plan will require resubmission.

Project Submittal – The project may be submitted only when the initial concept plan submittal includes the following information. Any exception to this must be agreed to by the Case Manager and explained in writing. The applicant will be required to submit a completed project initiation form as well as 15 copies of the concept plan to the Case Manager. The time expectations committed to by the City do not begin until concept plans have been submitted and have been determined to be complete by your Case Manager. The concept plan submittal must contain the following information –

1. Current zoning
2. Location of existing Right of Way

Page 4 of 10 3/4/05

3. Dimensions of site, existing and proposed buildings and setbacks
4. Approximate location of proposed access points, and access points of adjacent properties
5. Type of proposed development including approximate square footage by use and number of units
6. Approximate location of existing trees which are in the public Right of Way for zoning districts R-1, R-2, R-2-B
7. Approximate preliminary building elevations for projects within Design Review Districts
8. Location of property boundaries
9. Location and names of all adjacent streets, and surrounding context
10. Indicate orientation of building and front entry, with relationship to street

For a full listing of requirements necessary to receive Concept Phase approval, go to our website at http://www.denvergov.org/Development_Review/SitePlanReviewProcessExpectations/tabid/384687/Default.aspx.

Once the applicant is prepared to submit project concept plans, they will contact the Case Manager and a review team meeting will be scheduled for not less than ten days and not more than fifteen days from the submittal and acceptance of project concept plans.

3. Get updated address cards-Updated address cards are required prior to submitting plans for Minor Site Plan Review. A separate address is required for each unit in the structure(s). Updated information on how to obtain address cards can be found on our website at www.denvergov.org/PublicWorksPlansReviewServices. If you have any questions, contact the Public Works Plans Review Services (PWPRS) Counter at 720-865-2782.

4. Prepare boundary survey and submit survey for approval and filing to Public Works DES Survey if subject property is not subdivided or described by reference to lots and blocks or if dedication of right-of-way is required. Updated information on how land survey plat requirements can be found at

www.denvergov.org/DES_Survey/HomePage/. If you have any questions, contact Public Works DES Survey at 720-865-3100.

Page 5 of 10 3/4/05

SUBMITTAL FOR ZONING PERMIT

Prior to logging in for Building Plan review, the applicant must obtain a Form 21 from the Zoning Administration. To submit for Form 21 approval, submit the following to either the case manager or the Zoning Permit counter:

- Two Complete sets of Architectural/Structural, Mechanical/Plumbing and Electrical Construction Plans (24"X36" Sheets).
- Copy of Address Assignment Card(s)
- One set of the site plan, utility plan, landscape plan, floor plan(s) and elevations from the Building Plan set consisting of the following information:

Site Plan

- North Arrow.
- Written and graphic scale.
- 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.
- Property line (with heavy solid black line).
- Existing structure(s), if any, with dashed lines; indicate any (which) existing structure(s) to remain and any (which) existing structure(s) to be removed.
- Proposed structure(s)/addition(s) with solid lines.
- Building address of structures.
- Building height (in feet and stories) as defined in 59-2(52) for each structure.
- Streets, driveways, curb cuts, parking areas (showing individual stalls), sidewalks, walkways, signs, fences, walls, retaining walls and trash facilities.

Utility Plan

- All relevant dimensions, including: site, existing and proposed structures, spacing between structures, parking spaces and drive aisles, setbacks from property lines, street right-of-way, alleys, sidewalks or walkways.
- Existing and proposed utilities and service lines, including water, sanitary sewer, storm sewer, gas, electricity, telephone and cable television.
- Existing and proposed contour lines of the subject area shown in intervals not to exceed 2 feet.
- Existing and proposed utilities and service lines, including water, sanitary sewer, storm sewer, gas, electricity, telephone and cable television.
- Finished floor elevations.
- All surface treatments.
- Landscaped areas, including the location of existing and proposed trees and other planting materials.
- Plant material list, including common and botanical names and the size and spacing of materials as necessary.
- Notes describing any sidewalk, utility, access or other easements on the site.
- Notes legally describing and detailing the responsibility and maintenance of any commonly owned land and facilities.

Elevations

- Show the height of structure from finished grade to highest part of the structure.
- Show building materials used on structure(s).
- Show the distance to the property line/centerline of the street/centerline of the alley.
- Show bulk plane limit (if zone district has bulk plane limitations).
- Show special limitations on bulk planes and building heights (if zone lot is designated as a R-2-A, R-3, R-3-X, R-4, R-5, H-1-A, H-1-B, B-1, B-A-1, B-2, B-A-2, B-3, B-A-3, B-4, B-A-4, B-8, B-8-A, B-8-G, CCN, R-MU-20, R-MU-30, C-MU-10, C-MU-20, C-MU-30, I-0, I-1, I-2, O-1, O-2, OS-1 or P-1 zone district and is located within 175 feet of any zone lot designated as RS-4, R-X, R-0, R-1, R-2, R-2-A or R-2-B zone district). Also show view planes if applicable.

Page 6 of 10 3/4/05

If you have any questions about submitting for a Form 21, contact the case manager or the Zoning Counter at 720-865-3000.

Page 7 of 10 3/4/05

SUBMITTAL FOR BUILDING PERMIT

Once the minor site plan has been approved, the applicant may submit Building Plans to the Building Permits log-in counter. If the proposed project consists of one and/or two unit dwellings, the applicant may submit their plans to the residential permitting counter for review. More information about residential permitting and submittal requirements can be found at our website at http://www.denvergov.org/Permit_Services/HomeownersResidentialPermits/tabid/391952/Default.aspx. If you have any questions about 1 and 2 dwelling review, contact residential permitting at 720-865-2710. If the proposed project has any type of structure(s) other than a 1 and/or 2 unit dwelling(s), Commercial permit review is required. More information about commercial permitting and submittal requirements can be found at http://www.denvergov.org/Building_Permits/HomePage/tabid/379749/Default.aspx. If you have any questions about commercial and multifamily building review, contact Commercial permitting at 720-865-2720.

Prior to submitting plans for Building Plan Review, the following must be completed:

1. Obtain Form 21 (Zoning Permit) from Zoning Administration-Prior to logging in for Building Plan review, the applicant must obtain a Form 21 from the Zoning Administration. To submit for Form 21 approval, submit the following to either the case manager or the Zoning Permit counter:

- Two Complete sets of Architectural/Structural, Mechanical/Plumbing and Electrical Construction Plans (24"X36" Sheets).
- Copy of Address Assignment Card(s)
- One set of the site plan, utility plan, landscape plan and elevations from the Building Plan set consisting of the following information:

Site Plan

- North Arrow.
- Written and graphic scale.
- 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.
- Property line (with heavy solid black line).
- Existing structure(s), if any, with dashed lines; indicate any (which) existing structure(s) to remain and any (which) existing structure(s) to be removed.
- Proposed structure(s)/addition(s) with solid lines.
- Building address of structures.
- Building height (in feet and stories) as defined in 59-2(52) for each structure.
- Streets, driveways, curb cuts, parking areas (showing individual stalls), sidewalks, walkways, signs, fences, walls, retaining walls and trash facilities.

Utility Plan

- All relevant dimensions, including: site, existing and proposed structures, spacing between structures, parking spaces and drive aisles, setbacks from property lines, street right-of-way, alleys, sidewalks or walkways.
- Existing and proposed utilities and service lines, including water, sanitary sewer, storm sewer, gas, electricity, telephone and cable television.
- Existing and proposed contour lines of the subject area shown in intervals not to exceed 2 feet.
- Existing and proposed utilities and service lines, including water, sanitary sewer, storm sewer, gas, electricity, telephone and cable television.
- Finished floor elevations.
- All surface treatments.
- Landscaped areas, including the location of existing and proposed trees and other planting materials.
- Plant material list, including common and botanical names and the size and spacing of materials as necessary.
- Notes describing any sidewalk, utility, access or other easements on the site.

Page 8 of 10 3/4/05

- Notes legally describing and detailing the responsibility and maintenance of any commonly owned land and facilities.

Elevations

- Show the height of structure from finished grade to highest part of the structure.
- Show building materials used on structure(s).
- Show the distance to the property line/centerline of the street/centerline of the alley.
- Show bulk plane limit (if zone district has bulk plane limitations).
- Show special limitations on bulk planes and building heights (if zone lot is designated as a R-2-A, R-3, R-3-X, R-4, R-5, H-1-A, H-1-B, B-1, B-A-1, B-2, B-A-2, B-3, B-A-3, B-4, B-A-4, B-8, B-8-A, B-8-G, CCN, R-MU-20, R-MU-30, C-MU-10, C-MU-20, C-MU-30, I-0, I-1, I-2, O-1, O-2, OS-1 or P-1 zone district and is located within 175 feet of any zone lot designated as RS-4, R-X, R-0, R-1, R-2, R-2-A or R-2-B zone district). Also show view planes if applicable.

If you have any questions about submitting for a Form 21, contact the case manager or the Zoning Counter at 720-865-3000.

2. Apply for Sewer Use and Drainage Permit-A Sewer Use and Drainage Permit (SUDP) is required for any new construction or addition. A SUDP permit is required for each building. Apply for the SUDP at the Public Works Permit Operations counter at the Wastewater Management Building located at 2000 W. 3rd Avenue. Updated information on how to submit for a SUDP can be found on our website at www.denvergov.org/PWWastewater/HomePage/tabid/393314/Default.aspx. If you have any questions, contact the Public Works Permit Operations counter at 303-446-3579.

3. Submit plans for Transportation Engineering Plan review (if required)-A Transportation Engineering Plan (TEP) is the construction documents for the right-of-way improvements that are proposed. The TEP is used by City Inspectors to ensure all documented improvements are constructed per City standards. If required, the TEP must be approved prior to issuance of any building permits. For more information about TEPs go to our website at http://www.denvergov.org/DES_EngineeringSurvey/TransportationEngineeringPlansTEPSubmittal/tabid/384508/Default.aspx. If you have any questions, contact the Public Works Plans Review Services counter at 720-865-3100.

If a TEP is not required, then you will need to submit a Utility and Grading Plan to the PWPRS Counter on 2nd Floor with a transmittal sheet at the time that you submit your Building Plans for review. This Utility and Grading Plan must include the BIDLOG number on the site plan.

The Utility and Grading Plan (24"X36" Sheet) must contain the following:

- Existing and Proposed Structures, Streets, and Alleys
- Existing and proposed utilities and service lines, including water, sanitary sewer, storm sewer, gas, electricity, telephone and, cable television.
- Existing and proposed fire hydrants (indicate distance to nearest fire hydrant).
- 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).
- All relevant dimensions relation to the location of existing and proposed utilities, service lines, and easements.
- Any Cross-Access Agreements
- All Relevant Dimensions Including:
 - a. The dimensions of the site;
 - b. Existing and proposed structures;
 - c. Separations between buildings;
 - d. Setbacks from property lines;
 - e. Existing and proposed streets (right-of-way);
 - f. Alleys;
 - g. Sidewalks and/or walkways;
 - h. Parking stalls, access aisles etc.;
 - i. Landscaped areas and islands;

Page 9 of 10 3/4/05

- j. Building footprints;
- k. Detention/retention ponds, including depth;

Grading Plan Required Information

- Existing and Proposed Drainage Channels and Facilities, and Area Subject to a 100-year Flood.
- 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.

4. Submit construction plans for Wastewater review (if required)-For more information about Storm and Sanitary Review and requirements, go to our website at http://www.denvergov.org/DES_EngineeringSurvey/StormandSanitaryRequirements/tabid/384513/Default.aspx. If you have any questions, contact the Public Works Plans Review Services counter at 720-865-3100.

5. Contact Denver Water for Water Service-To obtain water service, contact Denver Water sales at 303-628-6111.


6. Contact Xcel for gas and electric service-Call the Builder's Call Line at 1800-628-2121 for gas and electric service.

7. Contact Denver Fire Prevention Bureau for Fire Flow Requirements-The Denver Fire Prevention Bureau reviews site plans to ensure adequate fire apparatus access and water supply. For more information, contact the Denver Fire Prevention Bureau at 720-913-3476


Minor Site Plan:

	SUBMITTAL DATE:
	A SPECIAL ZONE LOT PLAN FOR PLANNED BUILDING GROUP (MINOR)
	
	SITE PLAN
	Page ____ of ____

Minor Site Plan Utility and Grading:

	 SPECIAL ZONE LOT PLAN FOR PLANNED BUILDING GROUP (MINOR)
	LEGAL DESCRIPTION _____ _____
	GENERAL NOTES
	VICINITY MAP
	UTILITY PLAN
	Page ____ of ____

Minor Site Plan Elevations:

	SUBMITTAL DATE:
	A SPECIAL ZONE LOT PLAN FOR PLANNED BUILDING GROUP (MINOR)
	
	ELEVATIONS
	Page ____ of ____