



SUBMITTAL CHECKLIST:

PROJECT DEVELOPMENT PLAN (PDP)

The following information is required to be submitted with all applications, unless waived by staff. Any item waived must be dated and initialed by a planner with the City of Fort Collins Community Development and Neighborhood Services Department.

- 01 Application form, filing fee (plus .75 cents for each APO label), and sign posting fee. [Application Form.pdf](#)
- 02 **Transportation Development Review Fee – please contact Engineering at 221-6605 for information.** [TDR Fees and Application.pdf](#)
- 03 Three lists (3) of names and addresses of all owners of record of real property within at least 800' of the property lines for the parcel of land for which the project is proposed, exclusive of public right-of-way. (Two (2) lists typed on mailing labels (30 names per sheet) and the other list on a reproducible copy of those labels). **Effective 9/17/12; All information provided on mailing labels must be submitted digitally in a Microsoft Excel format.**
- NA **Statement of planning objectives** (31 copies).
- 05 Copy of applicable **conceptual letter** and response letter explaining how issues have been addressed (31 copies)
- N/A Complete list of proposed street names for the development.
- 07 Legal description of the site (one copy on 8½ x 11" sheet).
- 08 Name and address of each owner of property within the boundaries of the development plan area.
- 09 List of names of all general and limited partners and/or officers involve as either applicants or owners.
- N/A Development phasing schedule.
- 11 **Site plan drawings.** (Refer to the submittal requirements for specific information to be presented on the site plan.) (31 copies 24" x 36" – folded).
- 12 **Subdivision Plat** (23 copies 24" x 36" – folded).
- 13 **Architectural elevations** (9 copies 24" x 36" – folded).
- 14 **Landscape Plan** (Refer to the submittal requirements for specific information to be presented on the landscape plan.) (21 copies 24" x 36" – folded).
- 15 **Transportation Impact Analysis (TIA)** (7 copies).
- 16 **Utility plans** (existing and proposed utility systems) (17 copies 24" x 36" – unfolded). [Utility Plans Checklist.pdf](#)
- 17 **Requirements for utility plans checklist** (1 copy).
- 18 **Drainage and erosion control report** (4 copies).
- 19 **Soils Report** (3 copies).

20 **Lighting Plans** (7 copies 24" x 36" – folded).

N/A **Hazardous Materials Impact Analysis** (3 copies).

N/A **Street cross sections schematics** (if not included in the utility plans) (8 copies 24" x 36" – folded).

Explanation of any variance request(s).

N/A Signed letters of intent indicated that all required off-site easement and off-site rights-of-way can be negotiated in time for final development plan submittal.

N/A Other information that the Director may require:

– Natural area or environmental study (4 copies)

– Wetland Delineation (4 copies)

CD or other digital storage device containing all plans/documents submitted and APO mailing labels in Excel format.

**This document is meant to be used as a checklist only. For a more detailed list and explanation of each of these items, please see the handout: "Submittal Requirements: Project Development Plan"*