

## Complete Submittal Checklist:

### Final Development Plan (FDP) · Basic Development Review (BDR) FDP Major Amendments (MJA) · Minor Amendments (MA)

Project Name: Ewan

Applicant Name: Cassie Ewan

<b>Office Use Only:</b>	
Project Type: <u>BDR</u>	Project Number (if assigned): _____
<input checked="" type="radio"/> New Submittal	<input type="radio"/> Revision -- Review Round _____ Submittal Date: _____
Staff Review Meeting Date: _____	Staff Coordinator: _____

This checklist is intended to be used for the final review phase for all development projects (see Step 7 of the process flowchart). This includes final detail required for Project Development Plans (PDP). The checklist shall also be used for Basic Development Reviews (BDR). The checklist can also be used for plan amendments including Major Amendments (MJA) and Minor Amendments (MA). Refer to the Submittal Requirements Document for a description of these review types. **All checklist items are required unless city staff indicates an item is (W) waived, (D) eferred, (NA) Not Applicable or already (R) eceived. If the staff code is blank (grey or blue), then the item is required.** This checklist must be reviewed, completed and accepted by staff prior to project routing. Additional information may be requested from the applicant during the review process if necessary to address specific issues that arise. Please note that all application materials, once submitted, become a matter of public record.

### Paper Copies:



Staff Code	Applicant Validation	Item Description	Submittal Requirement Resources
	<input type="checkbox"/>	One paper copy is required (with the initial submittal only) for the following: Planning Submittal Package, PUD subdivision plat, Civil Construction Plans. Plan sets shall be provided at full scale (24" x 36"); staple together each plan set; <u>do not fold sets</u>	Development Review Coordination staff 970-221-6689
	<input type="checkbox"/>	One paper copy of this checklist, completed and signed by applicant	Development Review Coordination staff 970-221-6689– <a href="mailto:DRCoord@fcgov.com">DRCoord@fcgov.com</a>
	<input type="checkbox"/>	One signed paper copy of Development Application Form	<a href="#">Application Form.pdf</a>
	<input type="checkbox"/>	One signed paper copy of Transportation Development Review (TDR) Application and Fee	<a href="#">TDR Fees and Application.pdf</a> Contact Engineering at 221-6605 for TDR fee information
	<input type="checkbox"/>	Check for the above application forms payable to the "City of Fort Collins" (fees may be consolidated into one check)	Development Review Coordination staff 970-221-6689

## Electronic Copies:

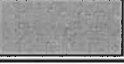



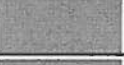

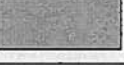

All copies must be provided per City file naming standards and submitted on a flash drive or CD




See: Submittal Requirements Section M – File Naming Standards

### 1) General Information:

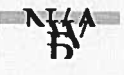
Staff Code	Applicant Validation	Item Description	Submittal Requirement Resources
	<input type="checkbox"/>	Conceptual Review (CR) or Preliminary Development Review (PDR) comment response letter; or for resubmittals include a comment response letter from the prior round of review	Submittal Requirements Section C
	<input type="checkbox"/>	Project Information and Design Narrative (see Submittal Requirements, Section C)	Development Review Coordination staff 970-221-6689 <a href="mailto:DRCoord@fcgov.com">DRCoord@fcgov.com</a>

### 2) Planning Submittal Package:














Staff Code	Applicant Validation	Item Description	Submittal Requirement Resources
	<input type="checkbox"/>	Title Block information on all plan sheets	Section D
	<input type="checkbox"/>	Cover Page, including:	Section D
	<input type="checkbox"/>	a) Title Block	Section D
	<input type="checkbox"/>	b) Land Use Table	Section E
	<input type="checkbox"/>	c) Sheet Index	Section D
	<input type="checkbox"/>	d) Signature Blocks	Section D
	<input type="checkbox"/>	e) <del>Site Plan Notes</del>	<u>Standard Notes</u> (also available in Word format at the Submittal Requirements web page)
	<input type="checkbox"/>	Site Location Map	Section D
	<input type="checkbox"/>	Legal Description	Section D
	<input type="checkbox"/>	Final Site Plan Sheet(s) (and related hardscape design detail sheets, See Section I for Requirements)	Section F
	<input type="checkbox"/>	Final Architectural Elevation Sheet(s), Materials and other Detail Sheets (color elevations recommended)	Section G

	<input type="checkbox"/>	Final Landscape Plan Sheet(s), standard city landscape notes, and related planting detail sheets (See Section I for planting detail requirements)	Section H and I; <u>Standard Notes</u> (also available in Word format at the Submittal Requirements web page)
	<input type="checkbox"/>	Final Lighting Plan, Photometric Plan and Lighting Detail Sheets	Section L
	<input type="checkbox"/>	Final Trash and Recycling Enclosure Details (include these details with the site plan sheets or elevation sheets)	Section I
	<input type="checkbox"/>	Confirmation that all Sheets provided incorporate City drafting standards	Section D


### 3) Final Subdivision Plat:

Staff Code	Applicant Validation	Item Description	Submittal Requirement Resources
	<input type="checkbox"/>	<p>A final subdivision plat of the site. This plat must conform to the subdivision requirements of the City. The subdivision plat shall contain proper designations for public streets, easements, flood plains, floodways with base flood elevations if applicable and all other public rights-of-way. Approval by the Director for Type I Administrative Review, and approval by the Planning and Zoning Board for Type II Review by the Planning and Zoning Board, of the final plan and subdivision plat, and complete execution, together with all necessary certifications, shall be required before filing of the subdivision plat or issuance of building permits.</p> <p>Each residential lot on the subdivision plat shall identify if the garage door(s) is recessed behind the front face of the building, located on one of the other sides of the building, detached from the building or located to the front of the front face of the building.</p> <p>Please note that, with the mylar submittal, the subdivision plat is required to be provided in CAD format at time of recordation. The CAD file for plat must be set up to be in conformance with GIS's Subdivision Plat Digital Submittal Standards. Refer to the Mylar Submittal Checklist.</p>	<p>Submittal Requirements Section J</p> <p><u>LUC Division 3.3 – Engineering Standards</u></p> <p>Subdivision Plat Digital Submittal Standards</p> <p>Mylar Submittal Checklist</p>

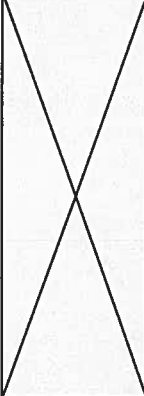








#### 4) Final Civil Construction Plans:

Staff Code	Applicant Validation	Item Description	Submittal Requirement Resources
	<input type="checkbox"/>	Cover Sheet	<a href="#">Utility Plans Checklist.pdf</a>  City Contact: Development Review Coordination staff 970-221-6689
	<input type="checkbox"/>	Standard Notes Sheet	
	<input type="checkbox"/>	Existing Conditions and/or Demolition Plan (if applicable)	
	<input type="checkbox"/>	Overall Grading Plan (if applicable)	
	<input type="checkbox"/>	Detailed Grading Plan Sheets	
	<input type="checkbox"/>	Overall Utility Plan Sheet (if applicable)	
	<input type="checkbox"/>	Detailed Utility Plan Sheets	
	<input type="checkbox"/>	Sanitary Sewer Plan and Profile Sheets	
	<input type="checkbox"/>	Storm Sewer Plan and Profile Sheets	
	<input type="checkbox"/>	Water Plan and Profile Sheets (if applicable)	
	<input type="checkbox"/>	Street Plan and Profile Sheets (if applicable)	
	<input type="checkbox"/>	Street Cross-sections (if applicable)	
	<input type="checkbox"/>	City of Fort Collins Standard Construction Details	


## 5) Final Drainage and Erosion Control Report:

Staff Code	Applicant Validation	Item Description	Submittal Requirement Resources
	<input type="checkbox"/>	<b>Items a-g from the PDP Checklist:</b> a. Detention Requirements and Calculations	<u>Stormwater Criteria Manual Resource Page</u>  <u>Stormwater Criteria Manual Appendices:</u> A. Required Submittal Content B. Stormwater Facilities Landscape Standards C. LID Implementation D. Erosion Control Guidance E. Erosion Control Construction Measures Fact Sheets F. Erosion Control Construction Measures Standard Notes  <u>City Utilities: Development Forms, Guidelines &amp; Regulations</u>  City Contact: Development Review Coordination staff 970-221-6689
	<input type="checkbox"/>	b. Offsite Flows (if applicable)	
	<input type="checkbox"/>	c. Floodplain Zone (if applicable)	
	<input type="checkbox"/>	d. Hydraulic Calculations	
	<input type="checkbox"/>	e. Detention Basin Calculations	
	<input type="checkbox"/>	f. Standard Water Quality and LID Calculations	
	<input type="checkbox"/>	g. Include Drainage Plan or Exhibit in the report	
	<input type="checkbox"/>	<b>Additional Final Checklist Items:</b> h. Hydraulic Calculations	
	<input type="checkbox"/>	i. Four Step Process	
	<input type="checkbox"/>	j. SDI Data Spreadsheet (if applicable)	
	<input type="checkbox"/>	k. Erosion Control Materials	

## 6) Final Reports and Supporting Documents:

Staff Code	Applicant Validation	Item Description	Submittal Requirement Resources
	Meeting Date:	(ITEM REQUIRED WITH INITIAL SUBMITTAL ONLY)	Please Note: <u>Building Permits will not be reviewed until Development Plan review process is completed</u>
	N/A (mm/dd/yy)	<b>Building Services:</b> Confirmation of completed Pre-Submittal Code Review Meeting with Building Services, required for all new construction projects (except individual single family detached residences and tenant finishes). For questions, or to schedule this meeting call 970-416-2748.	<u>Building Codes and Standards</u>  <u>Building Permit Fees</u>
	<input type="checkbox"/>	<b>Traffic Operations:</b> Transportation Impact Study (TIS) or waiver indicated from Traffic Operations staff (waiver indication to be provided with initial submittal)	<u>Traffic Operations Resource Page</u>  City Contact: Traffic Operations 970-221-6630
	<input type="checkbox"/>	<b>Planning Services:</b> a) Perspective views of the Building Exterior (incorporated into the building elevation sheets)	Submittal Requirements Section G
	<input type="checkbox"/>	b) Building Material Sample Board	Submittal Requirements Section G
	<input type="checkbox"/>	c) Neighborhood Context Plan (Overall site plan diagram indicating surrounding neighborhood features, to be incorporated into Site Plan sheets or cover page)	Submittal Requirements Section C
	<input type="checkbox"/>	d) Land Use Code Modification and Alternative Compliance Requests (if required); staff review and approval required prior to <u>Development Review Completion</u>	<u>LUC Division 2.8</u>  City Contact: Planning Services 970-416-4311
	<input type="checkbox"/>	e) Parking Alternative Compliance Studies – Guidelines for these studies are held by the Director (if required) <u>Parking Impact Study Guidelines</u>	<u>LUC Section 3.2.2(K)</u>  City Contact: Planning Services 970-416-4311
	<input type="checkbox"/>	f) Certification of Notice to Mineral Owner(s) (if required)	<u>Mineral Rights Certificate.pdf</u>
	<input type="checkbox"/>	<b>Development Review Engineering:</b> a) Soils Report – in conformance with the Larimer County Urban Area Street Standards	<u>Larimer County Urban Area Street Standards</u>

N/A	<input type="checkbox"/>	b) Subsurface Hydrologic Study	<u>Stormwater Criteria Manual Resource Page</u>
N/A	<input type="checkbox"/>	c) Development Agreement application form	<u>Engineering Main Page</u> City Contact: Engineering Development Review 970-221-6605
<del>N/A</del>	<input type="checkbox"/>	d) Final legal descriptions for accompanying deeds of dedication by separate document	<u>Easement and Right-of-Way Dedication Process</u>
<del>N/A</del>	<input type="checkbox"/>	e) Final legal descriptions for accompanying easement vacation request by separate document	<u>Vacation of Easements Process</u>
<del>N/A</del>	<input type="checkbox"/>	f) Approved and Signed Engineering or Utility Variance Requests	<u>Larimer County Urban Area Street Standards</u>
<del>N/A</del>	<input type="checkbox"/>	<b>Utilities – Environmental Engineering:</b> Erosion Control Cost Estimate	City Utilities: <u>Development Forms, Guidelines &amp; Regulations</u>
<del>N/A</del>	<input type="checkbox"/>	<b>Utilities – Electric Systems Engineering:</b> Electric Utility Service C-1 Form	City Utilities: <u>Development Forms, Guidelines &amp; Regulations</u>
<del>N/A</del>	<input type="checkbox"/>	<b>Environmental Planning:</b> a) Ecological Characterization Study (ECS). If an ECS is required, this must be submitted at least ten days prior to the development review application. A copy shall also be submitted at the time of the application with this checklist.	Submittal Requirements: Section J, Section H <u>LUC Section 3.4.1</u>  City Contact: Environmental Planning Staff at 970-416-4311
<del>N/A</del>	<input type="checkbox"/>	b) Phase 1 Environmental Site Assessment	To be provided by qualified third-party consultant
<del>N/A</del>	<input type="checkbox"/>	<b>City Forestry:</b> Existing Tree Removal Feasibility Letter; Existing Tree Inventory Plan; Existing Tree Mitigation Plan (if applicable). The applicant must schedule an on-site meeting with City Forestry to obtain tree inventory and mitigation information for all existing trees on-site prior to review submittal. <u>EXISTING TREES REMOVED PRIOR TO DEVELOPMENT APPLICATION MAY BE IN VIOLATION OF CITY CODE.</u>	Sections H and L;  City Forestry: <u>forestry@fcgov.com</u>  970-221-6660

	<input type="checkbox"/>	<p>Other Information and Data as the Director may require for the full and complete consideration of the development: (to be completed by staff):</p> <p style="padding-left: 40px;">Hazardous Materials Impact Analysis (if required).</p> <p style="padding-left: 40px;">Any special wildlife, wetland, natural habitats and features, ecological or environmental study or mapping pursuant to Section 3.3 and 3.4 of the Land Use Code as requested by the Director.</p> <p style="padding-left: 40px;">Other items required by the Director:</p>	<p>City Contact: Development Review Coordination 970-221-6689</p> <p><a href="mailto:DRCoord@fcgov.com">DRCoord@fcgov.com</a></p>
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**Applicant Acknowledgement:**

I have reviewed the Development Application Submittal Requirements, Sections A – M. All documents submitted are complete and the Development Application Submittal Requirements have been incorporated into the plans (See Development Application Submittal Requirements for detailed description of requirements). All documents submitted have been compared and consistent design information is shown on all plan sheets and reports. I understand that submittal requirements not sufficiently addressed or deferred may result in added review time.

*Cassie Wood*  
*Cassie Wood*

**Applicant Name**

**Check box to confirm acknowledgement**

(See Development Application Submittal Requirements for detailed description of requirements)