



# Development Application Complete Submittal Checklist

## Submittal Instructions

- Appointments are required for all submittals or resubmittals – A paper copy of this checklist, all submittal materials and fee payments are due at the time of project submittal. Please contact a Development Review Coordinator at 970-221-6689 to schedule a submittal appointment and for assistance with this checklist.
- Only complete submittals are accepted. The submittal may be returned to the applicant if any required materials or application fees are missing or insufficient. Submittals received Monday morning through Wednesday noon will be routed for review the same week and submittals received after Wednesday noon will be held and routed the following week.
- This checklist shall be used in tandem with the [Submittal Requirements Document](#). The applicant must complete this checklist and acknowledgement of the Submittal Requirements Document.
- The applicant shall be the designated contact person who will receive correspondence from city staff and referral agencies.

## Additional Resources

- Development Review Guide and Flowchart:  
<https://www.fcgov.com/drg/>
- Development Review Applications and Submittal Requirements Main Page:  
<https://www.fcgov.com/developmentreview/applications.php>
- City Land Use Code:  
[https://library.municode.com/co/fort\\_collins/codes/land\\_use](https://library.municode.com/co/fort_collins/codes/land_use)
- City Utilities:  
[Development Forms, Guidelines & Regulations](#)
- City Engineering main page:  
<https://www.fcgov.com/engineering/>
- The City's Comprehensive Plans:  
[City Plan](#) and [Transportation Master Plan](#)
- Online City Map Resources:  
<https://www.fcgov.com/gis/maps.php>

# Complete Submittal Checklist:

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

Project Name: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

**Office Use Only:**

Project Type: \_\_\_\_\_ Project Number (if assigned): \_\_\_\_\_

New Submittal                      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)ailed, (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
		<u>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; do not fold sets</u>	Development Review Coordination staff 970-221-6689
	1	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>
	2	One signed paper copy of Development Application Form	<a href="#">Application Form.pdf</a>
	3	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
	4	Check for the above application forms payable to <i>the "City of Fort Collins"</i> (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
	5	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
		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
		Title Block information on all plan sheets	Section D
	6	Cover Page, including:	Section D
		a) Title Block	Section D
		b) Land Use Table	Section E
		c) Sheet Index	Section D
		d) Signature Blocks	Section D
		e) Site Plan Notes	<a href="#">Standard Notes</a> (also available in Word format at the Submittal Requirements web page)
		Site Location Map	Section D
		Legal Description	Section D
		Final Site Plan Sheet(s) (and related hardscape design detail sheets, See Section I for Requirements)	Section F
		Final Architectural Elevation Sheet(s), Materials and other Detail Sheets (color elevations recommended)	Section G

	7	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; <a href="#">Standard Notes</a> (also available in Word format at the Submittal Requirements web page)
	8	Final Lighting Plan, Photometric Plan and Lighting Detail Sheets	Section L
	9	Final Trash and Recycling Enclosure Details (include these details with the site plan sheets or elevation sheets)	Section I
		Confirmation that all Sheets provided incorporate City drafting standards	Section D

### 3) Final Subdivision Plat:

Staff Code	Applicant Validation	Item Description	Submittal Requirement Resources
	10	<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><a href="#">LUC Division 3.3 – Engineering Standards</a></p> <p>Subdivision Plat Digital Submittal Standards</p> <p>Mylar Submittal Checklist</p>

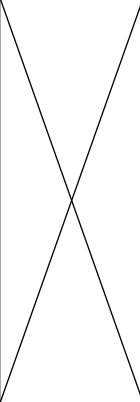
#### 4) Final Civil Construction Plans:

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

## 5) Final Drainage and Erosion Control Report:

Staff Code	Applicant Validation	Item Description	Submittal Requirement Resources
	12	<b>Items a-g from the PDP Checklist:</b> a. Detention Requirements and Calculations	<a href="#">Stormwater Criteria Manual Resource Page</a>  <a href="#">Stormwater Criteria Manual Appendices:</a>  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  City Utilities: <a href="#">Development Forms, Guidelines &amp; Regulations</a>  City Contact: Development Review Coordination staff 970-221-6689
		b. Offsite Flows (if applicable)	
		c. Floodplain Zone (if applicable)	
		d. Hydraulic Calculations	
		e. Detention Basin Calculations	
		f. Standard Water Quality and LID Calculations	
		g. Include Drainage Plan or Exhibit in the report	
		<b>Additional Final Checklist Items:</b> h. Hydraulic Calculations	
		i. Four Step Process	
		j. SDI Data Spreadsheet (if applicable)	
		k. Erosion Control Materials	

## 6) Final Reports and Supporting Documents:

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

		b) Subsurface Hydrologic Study	<a href="#">Stormwater Criteria Manual Resource Page</a>
	15	c) Development Agreement application form	<a href="#">Engineering Main Page</a> City Contact: Engineering Development Review 970-221-6605
	16	d) Final legal descriptions for accompanying deeds of dedication by separate document	<a href="#">Easement and Right-of-Way Dedication Process</a>
	17	e) Final legal descriptions for accompanying easement vacation request by separate document	<a href="#">Vacation of Easements Process</a>
	18	f) Approved and Signed Engineering or Utility Variance Requests	<a href="#">Larimer County Urban Area Street Standards</a>
	19	<b>Utilities – Environmental Engineering:</b> Erosion Control Cost Estimate	City Utilities: <a href="#">Development Forms, Guidelines &amp; Regulations</a>
	20	<b>Utilities – Electric Systems Engineering:</b> Electric Utility Service C-1 Form	City Utilities: <a href="#">Development Forms, Guidelines &amp; Regulations</a>
		<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 <a href="#">LUC Section 3.4.1</a>  City Contact: Environmental Planning Staff at 970-416-4311
		b) Phase 1 Environmental Site Assessment	To be provided by qualified third-party consultant
		<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: <a href="mailto:forestry@fcgov.com">forestry@fcgov.com</a>  970-221-6660



	21	<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.

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**Applicant Name**

**Check box to confirm acknowledgement**

**(See [Development Application Submittal Requirements](#) for detailed description of requirements)**