

This outline should be used to prepare the information and documents required for a complete site plan submittal. The initial submittal shall include the completed application form, a signed cost agreement, \$10,000 deposit and the required number sets of the site plan, accessory plans and reports, and an electronic copy of the entire submittal. Please note that an incomplete submittal will delay reviewing and scheduling a project. No electronic submittals are accepted.

Summary of Site Plan Process

1. Preapplication meeting with Community Development Director, Public Works Manager, and City Engineer (recommended)
2. Submittal of complete application (site plan and civil construction plans) with supporting reports and fees for review
3. Site plan referral period for referral agency comments (21 day minimum)
4. Schedule public hearings on site plan application and public notice period
5. Planning Commission public hearing for consideration of site plan
6. City Council public hearing for consideration of site plan and development agreement
7. Improvement Guarantee
8. Recording
9. Water dedication
10. Building permit

Site Plan Requirements

- A. Site plan application, application fee, Cost Agreement and funds deposit (\$10,000). The applicant shall enter into a cost agreement and funds deposit agreement with the City. The applicant is responsible for all legal, engineering, planning and other professional or consultant fees and all other costs incurred by the City related to the application.
- B. Cover letter with written narrative of proposed plan.
- C. Proposed site plan drawn to scale, containing the following information:
 1. Name of site and/or project
 2. Legal description of site
 3. Name, address and telephone numbers of developer, engineer, surveyor and owners
 4. A development schedule for improvements, setting forth timing for construction of the development.
 5. Date of preparation, scale and true north arrow. The scale used shall result in a legible plan, preferably on a 24"-x-36" page size. The date of the plans should be revised to reflect the correct revision date
 6. Total acreage, existing zoning, existing and/or proposed net residential density, required and proposed usable open space, and location of all environmentally sensitive areas, such as wetlands and wildlife habitats
 7. Signature blocks for all owners, utility easements, surveyors and engineers, Mountain View Fire Rescue, the planning commission and the city council. If necessary, a lender's consent signature block. Owner names and titles should match title commitment
 8. Location and dimensions of all existing streets, alleys, sidewalks, oil and gas facilities and pipelines, easements and watercourses within and adjacent to the subdivision, and the names of all such streets
 9. Location and dimensions of all proposed streets, alleys, easements, lot lines and other areas to be reserved or dedicated for parks, schools or other public places, and the names of all proposed streets

10. Designation of areas subject to flooding, including floodplain, floodway and base flood elevations. In cases of non-FEMA mapped waterways, show 100-year water surface elevation
11. Proposed sites for multi-family, commercial, industrial, open space and other public or nonpublic sites, and a listing of all specific uses being proposed
12. Number, size and location of all parking spaces, including loading and spaces designated for the handicapped. Table should include required and provided
13. Location of all drainage facilities
14. Location, floor area, uses, height and setbacks for all existing and proposed buildings and structures
15. Location, dimensions, height, and materials for all signage on building and site. A table showing allowable and total sign area should be provided on site plan
16. Location and type of lighting sources, including a photometric plan
17. Vicinity map showing zone districts, traffic circulation system, major public facilities and location of existing municipal boundaries within one (1) mile of the site
18. Colored architectural elevations that convey the architectural intent of all proposed buildings and structures, including:
 - a. Overall exterior dimensions
 - b. Materials
 - c. Color scheme
 - d. Signs
 - e. All faces of the structure, clearly labeled.
 - f. Location of all mechanical equipment
 - g. Narrative summary of building architecture and conformance to adopted Non-Residential Design Standards (Reference DMC Chapter 16 Article 30)
19. Landscape plan in conformance with DMC Chapter 16 Article 28

Civil Engineering Drawings & Reports

Items required for civil engineering construction drawings should be in separate set from site plan. Please refer to the City of Dacono Adopted Standards and Specifications for the Design and Construction of Public Improvements.

- Grading Plan
- Utility plan showing the location of all existing and proposed utilities and water service calculations
- Wetlands delineation report and/or a wildlife biologist's report to identify wildlife habitat or threatened or endangered species, and how impacts on such areas or species may be minimized or mitigated.
- Geologic and mining hazard report
- Traffic impact analysis.
- Geotechnical Report
- Pavement Design Report
- Drainage report and plan
- Retaining wall design report

Other

- List of all requested variances and/or waivers, together with related justification
- Certification of compliance with Section 24-65.5-103, C.R.S., which requires notification to all mineral estate owners at least thirty (30) days prior to the initial public hearing on the application
- A title commitment or policy should be submitted with the application materials (issued no more than 30 days prior to the date of application), as required by DMC § 16-576(18). A copy of a special warranty deed is not sufficient
- Paid tax receipt from Weld County

- Any other information the Community Development Director deems reasonably necessary for a full and complete review by the City

Public Notice

The required public notice requirement means notice by one (1) publication in a newspaper of general circulation within the City and posted on the property at least fourteen (14) days prior to the hearing date. The City of Dacono will provide all required public notice.

Subdivision/Development Agreement

A subdivision/development agreement shall be required for all site plans that have related public improvements, drainage improvements and/or (private) landscaping to install and/or complete. If a subdivision/development agreement is required, an estimate of probable construction costs, including all proposed public improvements, drainage improvements and landscaping improvements (public or private), shall be provided by the applicant for approval by the City Engineer and Community Development Director. An improvement guarantee shall be provided in favor of the City pursuant to the requirements set forth in Article 15 of Chapter 17 of the Dacono Municipal Code.

General Requirements

Site plan review and approval is required before a building permit may be issued by the city for all business, commercial, industrial, multi-family residential, schools, churches and municipal or other public or quasi-public uses, except that:

- (1) This requirement shall not apply to the development or redevelopment of single-family or two-family dwellings;
- (2) This requirement shall not apply to any interior remodeling of a structure; and
- (3) This requirement shall not apply to additions or expansions of existing structures if the addition or expansion constitutes an area of less than ten percent (10%) of the total existing gross floor area or ten thousand (10,000) square feet, whichever is less. However, such additions or expansions shall still be required to comply with all applicable city standards and regulations prior to the issuance of a building permit.

Variance requests related to a specific site plan submittal shall be considered by the planning commission and city council as part of the site plan review process, rather than by the board of adjustment, unless otherwise determined by the city planner. When determining whether a site design variance should be approved, the Planning Commission and City Council shall consider whether the design requirements of Section 16-573 have been met.

Site plans shall only be approved for permanent uses and building; no temporary site plans shall be approved. Temporary buildings and uses are only permitted in accordance with Chapter 18, Article 1 of this Code.

Amendments

No changes may be made in an approved site plan unless a site plan amendment is approved by the city. An amendment to a site plan shall follow the same procedures set forth herein for initial approval, except the City Planner may authorize minor changes in the overall plan that do not:

- (1) Alter the basic relationship of the proposed development to adjacent properties;
- (2) Change the uses permitted;
- (3) Increase the maximum density, floor area ratio or height;
- (4) Decrease the amount of required off-street parking;
- (5) Decrease setbacks, unless the setbacks after amendment would still meet the minimum requirements of the underlying zone district; or
- (6) Reduce the minimum yards required at the boundary of the site.

Any administrative amendment granted pursuant to these regulations shall be transmitted to the planning commission and city council for their information by written memorandum from the City Planner. An applicant may appeal the decision of the City Planner to the Planning Commission.

Site Plan Submittal Checklist

Items listed on this check sheet must be provided by the applicant to initiate the Site Plan approval process. Please note that an incomplete submittal will delay reviewing and scheduling a project. An electronic submittal of the entire application should be provided.

- 1. Completed Site Plan Application Form (5 copies)
 - Transmittal letter outlining documents and quantities submitted

- 2. Cost Agreement & Application Fee (1 copy)
 - Signed Cost Agreement with a \$10,000 deposit
 - Application Fee: Site Plan- \$1,000.00

- 3. Title commitment & Tax Receipt from Weld County (2 copies)

- 4. Site Plan & Civil Construction Drawings (5 copies + pdf. file)
 - Full size 24"x36" sets

- 5. List of all requested variances or waivers requested and related justification in narrative form and noted on site plan- if applicable (4 copies).

- 6. Reports (5 copies each report + electronic copy)

- 7. Colored architectural elevations (5 copies)

- 8. Certification of compliance with Section 24-65.5-103, C.R.S., requiring notification to all mineral estate owners at least thirty (30) days prior to the initial public hearing on the application (2 copies).

**Site Plan
Recording/Signature Block Format**

Title Block
(centered on every sheet)

Site Plan
for
Wild Horse Creek Shopping Center
Lot 7, Block 3, Chesterfield Valley Subdivision Filing No. 1
SW ¼ of Section 13, T1N, R 68W, 6th P.M.
City of Dacono, County of Weld
State of Colorado
Sheet 1 of ____

Legal Description

A site plan of a parcel of land in the City of Dacono, County of Weld, State of Colorado, located in the SW¼, Section 13, T1N, R 68W, of the 6th P.M. and more particularly described as follows:

Lot 7, Block 3, Chesterfield Valley Subdivision Filing No. 1, containing 34.5 acres.

Property Owner

(insert property owner name), being the owner of the property described herein have/has planned this property under the name of (insert site plan name). All conditions, terms, and specifications designated or described on this document shall be binding on the owner, their heirs, successors and assigns.

In witness we have set our hands and seals this ____ day of _____, 20__.

(property owner/title)

Notary Certificate

STATE OF COLORADO, }
 SS}
COUNTY OF WELD }

The foregoing instrument was acknowledged before me this ____ day of _____, 20__, by
(name and title)_____.

My Commission expires: _____

Notary Public

Address of Notary: _____

Surveyor's Certificate

I, (surveyors name) certify this site plan accurately represents the results of a survey made by me or under my direct supervision and that the survey was completed according to applicable State of Colorado requirements.

L.S. Colorado Registration No. _____
Name of surveyor _____
Name of surveying company _____
Address of surveying company _____
Telephone of surveying company _____

Gas and Electric Easement Approval

Black Hills Energy _____ Date _____ United Power _____ Date _____

Water and Sanitary Sewer Easement Approval

City of Dacono _____ Date _____ St Vrain Sanitation District _____ Date _____

Planning and Zoning Commission Approval

Approved this _____ day of _____, 20__.

Chairperson, Planning and Zoning Commission

City Council Approval

This is to certify that (insert site plan name) was approved on this _____ day of _____, 20__ , by Resolution No. _____ and that the Mayor of the City of Dacono, on behalf of the City of Dacono, hereby acknowledges said site plan on which this certificate is endorsed for all purposes indicated hereon.

Mayor

Attest: City Clerk



City of Dacono
512 Cherry Street
Dacono, CO 80514
Phone: 303.833.2317
cityofdacono.com

Submittal Date: _____

General Information

Property Owner: _____

Address: _____ City _____ State _____ Zip: _____

Telephone: _____ E-Mail: _____

Applicant (if other than property owner): _____

Company Name: _____

Address: _____ City _____ State _____ Zip: _____

Telephone: _____ E-Mail: _____

Engineer/Consultant: _____

Company Name: _____

Address: _____ City _____ State _____ Zip: _____

Telephone: _____ E-Mail: _____

Correspondence should be sent to: Property Owner Applicant Engineer/Consultant

Land Use Information

Project Name: _____

Project Location: _____

Weld County Parcel Number: _____

Applicant Certification: I certify that the information and exhibits submitted are true and correct to the best of my knowledge and that in filing this application, I am acting with the knowledge, consent and authority of the owners of the property.

Name: _____ Signature: _____ Date: _____