



SITE PLAN REVIEW

User's Guide

**For: Site Plan – Planning Commission;
Site Plan – Administrative;
Site Plan Minor Amendment;
Site Plan Major Amendment**

**NOTE: FOR DETAILED PROCEDURES,
REFER TO CHAPTER 7 OF THE
UNIFIED DEVELOPMENT CODE**

**Town of Erie
Community Development Department – Planning Division
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Erie, Colorado 80516**

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Click on Community Development>User's Guides>Site Plan Review

02/05/08

SITE PLAN REVIEW

Purpose

The purpose of the Site Plan review process is to ensure compliance with the development and design standards and provisions of the Unified Development Code (Municipal Code Title 10 - Municipal Code Title 10 - UDC), and to encourage quality development reflective of the goals, policies, and objectives of the Town of Erie Comprehensive Master Plan. For land uses requiring a Site Plan review, such uses may be established in the Town, and building or land use permits may be issued, only after a Site Plan showing the proposed development has been approved in accordance with the procedures and requirements of the Municipal Code Title 10 - UDC.

Applicability

Site Plan review **shall be** required for:

1. All new development (not including additions);
2. Any change of use from one primary use classification to another (for example, residential use to commercial use);
3. An increase of the number of stories for a building on a lot;
4. An increase of the combined gross floor area of a building of more than ten percent or 5,000 square feet, whichever is less; and,
5. An increase in the non-permeable lot coverage by more than 2,000 square feet.

Site Plan review **shall not be** required for:

1. A single-family home, on an approved single-family lot that is larger than 5,000 square feet, except for a change of use as noted above; and
2. A single-family home, on a lot that is larger than 5,000 square feet, in an approved subdivision that has already met the requirements for subdivision and Site Plan approval.
3. Public parks and open space. Public parks and open space shall meet Town requirements found in the Municipal Code Title 10 - UDC and the Standards and Specifications for Design and Construction of Public Improvements.

Types of Site Plan Review

Administrative Site Plan Review

The following types of projects may be approved by the Community Development Director using the administrative Site Plan approval process:

1. A single use proposed in a structure that is less than 25,000 square feet in building size for that use, not including a single-family detached dwelling;
2. A combination of uses proposed in a single structure, such as a shopping center, that is less than 25,000 square feet in building size, not including a single-family detached dwelling;
3. Multiple buildings proposed where the combined total of all structures will not exceed 25,000 square feet in building size, not including single-family detached dwellings on lots larger than 5,000 square feet; and

Planning Commission Site Plan Review

The following types of projects shall require Site Plan review by the Planning Commission:

1. Any development, with the exception of single-family detached dwellings on lots larger than 5,000 square feet, that exceeds the size threshold for administrative Site Plan approval;
2. Development in any PUD, except for exclusively single-family residential planned developments on lots larger than 5,000 square feet;
3. Any administrative Site Plan referred to the Planning Commission by the Community Development Director; and
4. Any Site Plan that requires a variance to any provision of the Municipal Code Title 10 - UDC.

Coordination with Special Review Uses

If a Special Review Use is required, then the applicant shall file a Special Review Use application for concurrent review with the Site Plan application. In such cases, the Board of Trustees shall be the final decision-maker for both the Site Plan and the Special Review Use, and shall render separate decisions on both applications based on the applicable approval criteria.

Minor Amendments to Approved Site Plans

The following amendments are offered as examples of amendments to approved Site Plans that the Community Development Director may reasonably determine to be "minor". A Minor Amendment may be approved by the Community Development Director using the administrative Site Plan approval process:

1. Insubstantial changes to the text to add clarity or correct conflicting provisions;
2. Changes in street alignment (subject to plat approval) if such changes further the intent of the Site Plan and this Code, and are acceptable to the Public Works Director;
3. Changes in building envelope, setback, and similar provisions of ten percent or less, provided that the underlying zone district standards are met; and
4. Changes in landscaping, sign placement, lighting fixtures, etc. to further the intent of the Site Plan and this Code.

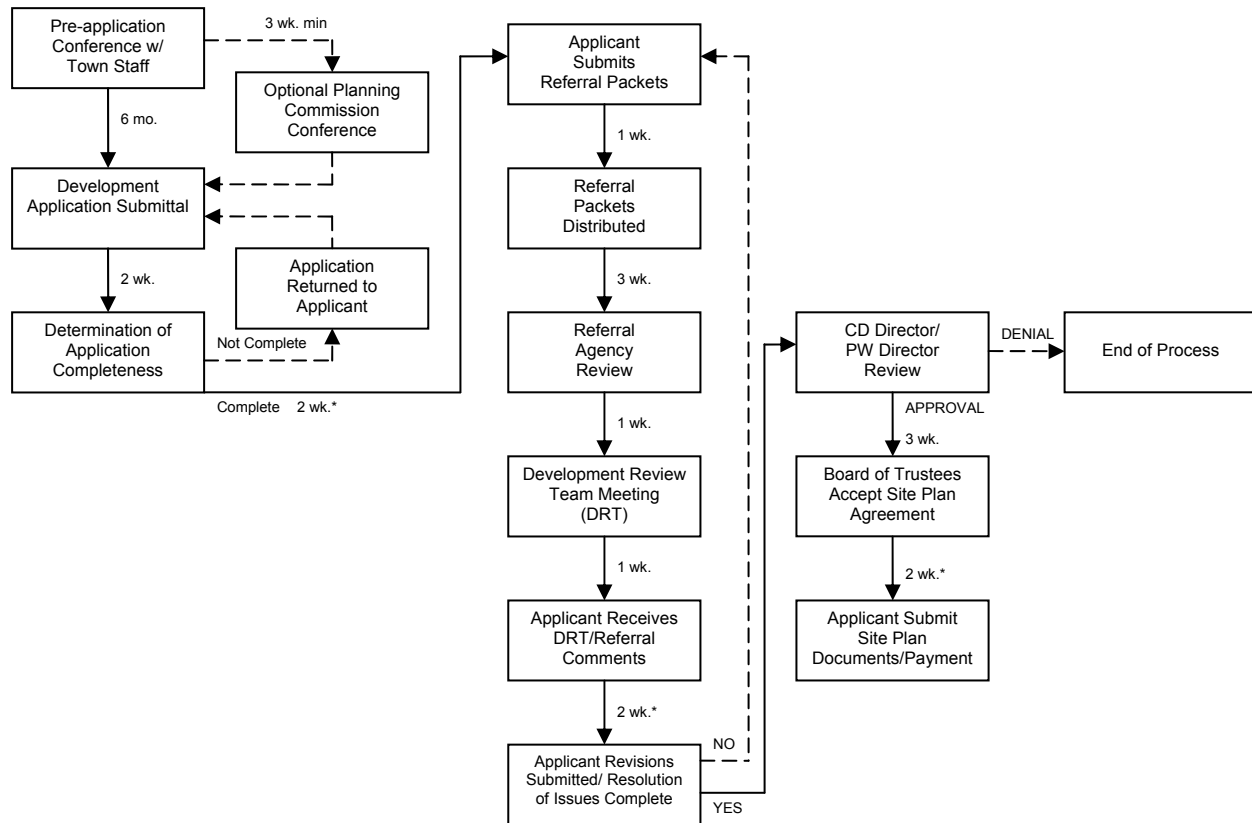
Major Amendments to Approved Site Plans

Amendments to Site Plan that is not determined by the Community Development Director to be a Minor Amendment, as identified above, shall be reviewed and process in the same manner as required for the original Site Plan application.

Process Summary

The following is a brief summary of the typical Site Plan Review procedures. Detailed step by step instructions may be found in Chapter 7, *Review and Approval Procedures* of the Municipal Code Title 10 - UDC.

Administrative Site Plan Review



*Typical Time Shown, Actual Time Up to Applicant

Pre-application Conference w/Town Staff:

An Applicant is required to schedule a pre-application conference with the Community Development Department before making a formal site plan application submittal. The pre-application conference provides an opportunity for an informal evaluation of the Applicant's proposal by Community Development Staff and Staff can discuss with the Applicant the application process, submittal requirements, and applicable standards in the Municipal Code.

The Applicant is responsible for bringing to the meeting a description of the character, location and magnitude of the proposed development that is supported by documents such as maps, drawings or models. The Applicant is also responsible for providing a summary of the meeting when the formal application materials are submitted to the Town.

The informal evaluation by the Town at the conference are not binding upon the applicant or the Town, but are intended to serve as a guide to the applicant in making the application. After a pre-application conference has been held, a complete formal application must be submitted within six months. If an application is not submitted within six months, a new pre-application conference will be required.

Optional Planning Commission Conference:

At the Applicant's request, the Community Development Department will schedule at the next available Planning Commission meeting an application conference with the Planning Commission, which shall be in addition to the required pre-application conference. The pre-application conference provides an opportunity for an informal evaluation of the Applicant's proposal by the Planning Commission. Noticing of the Planning Commission Conference is not required.

The applicant is required to submit one paper copy and one PDF file of the Applicant's presentation materials to the Community Development Department 16 days before the scheduled Planning Commission meeting. The presentation materials should contain at a minimum a written description of the character, location and magnitude of the proposed development that is supported by documents such as maps, drawings or models.

The Planning Commission conference will be conducted by the Town of Erie Planning Commission. The order of the proceedings at the conference shall be as follows:

1. The Planning Commission shall announce the agenda item to be heard.
2. The Project Planner will present a brief summary of the property location and current zoning.
3. The Applicant will present any relevant information the Applicant deems appropriate for the hearing.
4. The Planning Commission may ask questions of the Applicant and Staff.
5. The Planning Commission will make comments on the Applicant's proposal for development. No decision or consensus is made at the Planning Commission conference and the comments made are not binding upon the applicant or the Town, but are intended to serve as a guide to the applicant in making the application.

Development Application Submittal:

The applicant shall submit to the Community Development Department one copy of the application submittal packet that includes a completed application form, fees and support documents as specified in the **Submittal Requirements** section below.

Determination of Application Completeness:

The assigned Community Development Project Planner will review the application submittal packet for completeness. The Project Planner will determine whether an application submittal packet is complete and can continue forward to **Applicant Submits Referral Packets** or is not complete and moves back in the process to **Application Returned to Applicant**.

Application Returned to Applicant - "Not Complete":

An application submittal packet that is not complete in terms of submitting the documents required or adequacy of the information provided or fees required will not be accepted by the Town for further review. The Project Planner will return the application submittal packet to the Applicant, so the Applicant can address the elements of the application submittal packet that are not complete. Once the Project Planner's review for completeness items are addressed, the Applicant resubmits the application submittal materials as described in **Development Application Submittal**.

Applicant Submits Referral Packets - "Complete":

An application submittal packet that is deemed to be complete by the Project Planner will continue on into the review process. The first step of the application review process is for the Applicant to submit to the Community Development Department copies of the application submittal packet for review by Town staff, Town consultants and outside referral agencies. The Project Planner will give the Applicant a list of the referral agencies in which to make referral packets for. Referral packets shall be submitted in unsealed Tyvek envelopes, addressed to the referral agencies identified by the Project Planner, containing all submittal information properly folded and compiled.

Referral Packets Distributed:

Once the Community Development Department has received the referral packets from the Applicant, the Community Development Department will distribute the referral packets to the appropriate Town staff, Town consultants and outside referral agencies.

Referral Agency Review:

Referral agencies will have approximately three weeks to review the application submittal packets. Referral agency written comments will be due to the Community Development Department before the **Development Review Team Meeting (DRT)** is held so that any issues a referral agency may have can be discussed at the DRT meeting. The Project Planner will collect and coordinate all referral comments. The applicant is required to pay fees assessed by referral agencies for their review.

Development Review Team Meeting (DRT):

The Project Planner will schedule a Development Review Team Meeting (DRT) after the referral agency review period is over. At the DRT meeting the Project Planner discusses the review comments from all review agencies and discusses the neighborhood meeting comments with the DRT attendees. The DRT meeting typically includes Community Development staff, Public Works staff, the Building Official, Town consultants, and the Fire Marshall. The DRT Meeting does not include the Applicant. If the applicant would like to explain the application to the Project Planner before the DRT meeting they should contact the Project Planner to set up a separate meeting before the DRT meeting is held. After the DRT meeting, the Project Planner will compile all of the staff and referral comments for distribution to the applicant.

Applicant Receives DRT/Referral Comments:

The Project Planner will provide the Applicant with a copy of all the staff and referral comments from the review of the application submittal packet. A meeting between staff and the applicant may be held to review the staff and referral comments. The applicant may also meet directly with the agency(ies) that have expressed concerns with the application. The Project Planner should be included in meeting or correspondence with referral agencies.

Applicant Revisions Submitted/Resolution of Issues Complete:

The Applicant shall address, in writing, all issues and deficiencies identified in the staff and referral comments. To continue the process in a timely fashion, the applicant must complete the requested revisions and resubmit the revised application submittal packet for a second review by the Project Manager and any applicable referral agencies as quickly as possible. If an Applicant fails to submit required information for a period of more than six months from the initial request, the applicant shall become void and the resubmittal of a new application and fees will be required.

The revised application submittal packet will be reviewed by Project Planner at a DRT meeting after any further referral agency comments are received on the revised application submittal packet. The Project Planner shall provide the Applicant with a copy of the staff and referral comments from the second review and will indicate whether or not the application has resolved all of the issues raised in the comments. If the issues have not been resolved then the application goes back to the **Applicant Submits Referral Packets** portion of the process for another round of reviews. Additional fees may be charged for resubmittals that do not address comments. If the issues have been resolved then the application goes forward to the **CD Director/PW Director Review/Approval** portion of the process.

CD Director/PW Director Review/Approval:

The Community Development Director shall review the application relative to the approval criteria listed below and act to approve, approve with conditions, deny, based on the criteria listed below, or defer the decision to the Planning Commission. If the Community Development Director denies the application it moves to **End of Process**. If the Community Development Director approves the application it moves to **Board of Trustees Accept Site Plan Agreement** and **Applicant Submit Site Plan Documents/Payment**.

End of Process:

The applicant is at the end of the process when the Site Plan is denied.

Board of Trustees Accept Site Plan Agreement:

If a Site Plan includes public improvements or private improvements of public interest then a Site Plan Agreement is required that must be accepted by the Board of Trustees. Site Plan Agreements are drafted by Town staff using a standard template document that is available for the Applicant to review. Once the

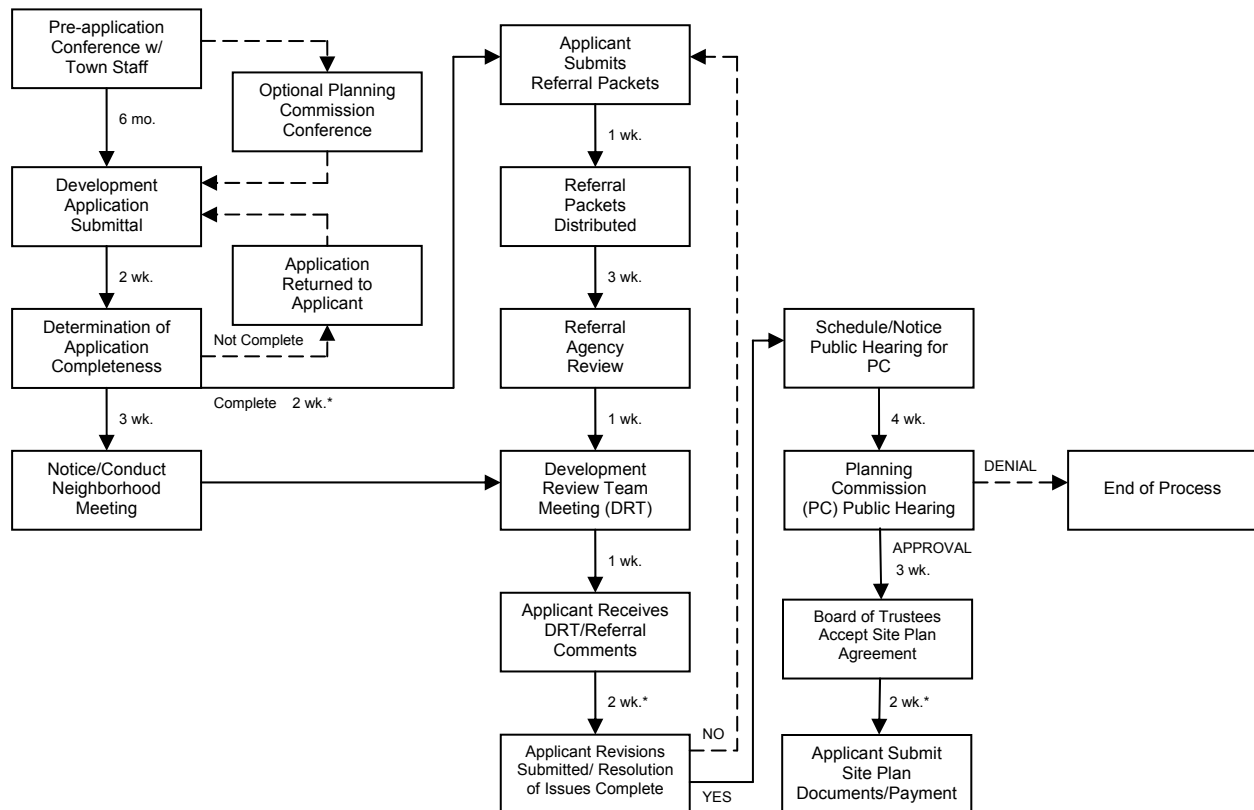
Site Plan is approved by the Community Development Director and the Site Plan Agreement is in final form the Community Development Department will place the Agreement on the consent agenda of the next available Board of Trustees meeting. A presentation by the Community Development Department and Applicant is not required unless the Board of Trustees moves the agenda item from the consent agenda to the general agenda. The Applicant should attend the BOT meeting in case the BOT moves the agenda item to the general agenda and has questions that need to be addressed before accepting the Site Plan Agreement.

Applicant Submit Site Plan Documents/Payment:

The Applicant shall submit to the Community Development Department the approved Site Plan Mylar, all associated documents, guarantees and payments due. The approval of the Site Plan becomes effective once all signatures are applied to the Mylar and associated documents, guarantees and payments are received by the Town.

If approved, the Site Plan shall be effective for a period of three years from the date of approval, unless stated otherwise in such approval. Building permits shall not be issued based on Site Plans that have an approval date more than three years old. For multi-phased Site Plans, building permits shall not be issued based on an approval date more than three years from the date of Phase I approval.

Planning Commission Site Plan Review



*Typical Time Shown, Actual Time Up to Applicant

Pre-application Conference w/Town Staff:

An Applicant is required to schedule a pre-application conference with the Community Development Department before making a formal site plan application submittal. The pre-application conference provides an opportunity for an informal evaluation of the Applicant's proposal by Community Development Staff and Staff can discuss with the Applicant the application process, submittal requirements, and applicable standards in the Municipal Code.

The Applicant is responsible for bringing to the meeting a description of the character, location and magnitude of the proposed development that is supported by documents such as maps, drawings or models. The Applicant is also responsible for providing a summary of the meeting when the formal application materials are submitted to the Town.

The informal evaluation by the Town at the conference are not binding upon the applicant or the Town, but are intended to serve as a guide to the applicant in making the application. After a pre-application conference has been held, a complete formal application must be submitted within six months. If an application is not submitted within six months, a new pre-application conference will be required.

Optional Planning Commission Conference:

At the Applicant's request, the Community Development Department will schedule at the next available Planning Commission meeting an application conference with the Planning Commission, which shall be in addition to the required pre-application conference. The pre-application conference provides an opportunity for an informal evaluation of the Applicant's proposal by the Planning Commission. Noticing of the Planning Commission Conference is not required.

The applicant is required to submit one paper copy and one PDF file of the Applicant's presentation materials to the Community Development Department 16 days before the scheduled Planning Commission meeting. The presentation materials should contain at a minimum a written description of the character, location and magnitude of the proposed development that is supported by documents such as maps, drawings or models.

The Planning Commission conference will be conducted by the Town of Erie Planning Commission. The order of the proceedings at the conference shall be as follows:

6. The Planning Commission shall announce the agenda item to be heard.
7. The Project Planner will present a brief summary of the property location and current zoning.
8. The Applicant will present any relevant information the Applicant deems appropriate for the hearing.
9. The Planning Commission may ask questions of the Applicant and Staff.
10. The Planning Commission will make comments on the Applicant's proposal for development. No decision or consensus is made at the Planning Commission conference and the comments made are not binding upon the applicant or the Town, but are intended to serve as a guide to the applicant in making the application.

Development Application Submittal:

The applicant shall submit to the Community Development Department one copy of the application submittal packet that includes a completed application form, fees and support documents as specified in the **Submittal Requirements** section below.

Determination of Application Completeness:

The assigned Community Development Project Planner will review the application submittal packet for completeness. The Project Planner will determine whether an application submittal packet is complete and can continue forward to **Applicant Submits Referral Packets** or is not complete and moves back in the process to **Application Returned to Applicant**.

Application Returned to Applicant - "Not Complete":

An application submittal packet that is not complete in terms of submitting the documents required or adequacy of the information provided or fees required will not be accepted by the Town for further review. The Project Planner will return the application submittal packet to the Applicant, so the Applicant can address the elements of the application submittal packet that are not complete. Once the Project Planner's review for completeness items are addressed, the Applicant resubmits the application submittal materials as described in **Development Application Submittal**.

Applicant Submits Referral Packets - "Complete":

An application submittal packet that is deemed to be complete by the Project Planner will continue on into the review process. The first step of the application review process is for the Applicant to submit to the

Community Development Department copies of the application submittal packet for review by Town staff, Town consultants and outside referral agencies. The Project Planner will give the Applicant a list of the referral agencies in which to make referral packets for. Referral packets shall be submitted in unsealed Tyvek envelopes, addressed to the referral agencies identified by the Project Planner, containing all submittal information properly folded and compiled.

Referral Packets Distributed:

Once the Community Development Department has received the referral packets from the Applicant, the Community Development Department will distribute the referral packets to the appropriate Town staff, Town consultants and outside referral agencies.

Referral Agency Review:

Referral agencies will have approximately three weeks to review the application submittal packets. Referral agency written comments will be due to the Community Development Department before the **Development Review Team Meeting (DRT)** is held so that any issues a referral agency may have can be discussed at the DRT meeting. The Project Planner will collect and coordinate all referral comments. The applicant is required to pay fees assessed by referral agencies for their review.

Notice/Conduct Neighborhood Meeting:

The Applicant is required to conduct a neighborhood meeting to provide an informal opportunity to inform residents and landowners surrounding the application area about the details of the proposed application. The applicant should engage the public to comment on the proposal during the meeting. The neighborhood meeting should be held after the Project Planner determines the application is complete and before the Town holds the **Development Review Team Meeting (DRT)**. The Applicant is required to submit a written summary of the neighborhood meeting to the Project Planner before the **Development Review Team Meeting (DRT)**.

The applicant is required to mail notice of the neighborhood meeting to landowners within 300 feet of the application area and to post the property. The letters must be sent and the property must be posted at least 15 days before the meeting is held.

The Applicant is responsible for providing the list of property owners within 300 feet, for mailing the letters and for composing the letter to include all of the required notice content identified in Municipal Code Title 10 Section 7.2 F.1. that includes:

1. Identify the date, time, and place of the meeting.
2. Describe the property involved in the application by street address or by legal description and nearest cross street.
3. Describe the nature, scope, and purpose of the meeting.
4. Indicate that interested parties can come to the meeting and speak on the matter.
5. Indicate where additional information on the matter can be obtained.

The Town will provide the signs to be posted on the property. The applicant is responsible for filling out the signs, posting the signs, checking on the signs to make sure they remain in place, and to remove the signs within two days after the meeting. Before the Planning Commission public hearing the applicant shall submit to the Community Development Department a notarized affidavit, on the Town form, stating that the notice was posted and maintained.

Development Review Team Meeting (DRT):

The Project Planner will schedule a Development Review Team Meeting (DRT) after the referral agency review period is over. At the DRT meeting the Project Planner discusses the review comments from all review agencies and discusses the neighborhood meeting comments with the DRT attendees. The DRT meeting typically includes Community Development staff, Public Works staff, the Building Official, Town consultants, and the Fire Marshall. The DRT Meeting does not include the Applicant. If the applicant would like to explain the application to the Project Planner before the DRT meeting they should contact the Project Planner to set up a separate meeting before the DRT meeting is held. After the DRT meeting, the Project Planner will compile all of the staff and referral comments for distribution to the applicant.

Applicant Receives DRT/Referral Comments:

The Project Planner will provide the Applicant with a copy of all the staff and referral comments from the review of the application submittal packet. A meeting between staff and the applicant may be held to review the staff and referral comments. The applicant may also meet directly with the agency(ies) that have expressed concerns with the application. The Project Planner should be included in meeting or correspondence with referral agencies.

Applicant Revisions Submitted/Resolution of Issues Complete:

The Applicant shall address, in writing, all issues and deficiencies identified in the staff and referral comments. To continue the process in a timely fashion, the applicant must complete the requested revisions and resubmit the revised application submittal packet for a second review by the Project Manager and any applicable referral agencies as quickly as possible. If an Applicant fails to submit required information for a period of more than six months from the initial request, the applicant shall become void and the resubmittal of a new application and fees will be required.

The revised application submittal packet will be reviewed by Project Planner at a DRT meeting after any further referral agency comments are received on the revised application submittal packet. The Project Planner shall provide the Applicant with a copy of the staff and referral comments from the second review and will indicate whether or not the application has resolved all of the issues raised in the comments. If the issues have not been resolved then the application goes back to the **Applicant Submits Referral Packets** portion of the process for another round of reviews. Additional fees may be charged for resubmittals that do not address comments. If the issues have been resolved then the application goes forward to the **Schedule/Notice Public Hearing for PC** portion of the process.

Schedule/Notice Public Hearing for PC:

The Project Planner shall notify the Applicant when the application is ready for public hearing with the Planning Commission. The Project Planner will schedule the first available Planning Commission hearing date based on public hearing notification requirements and room on the PC agenda.

The PC public hearing requires public hearing notification in the form of notice published in the newspaper, notice mailed, and notice posted on the property by sign. Full detail of the notice process can be found in Municipal Code Title 10 Unified Development Code Section 7.2 F.

The Community Development Department shall have the public notice published in the newspaper at least 15 days before the public hearing. The Applicant is responsible for providing the correct legal description of the property to the Town before the notice is sent to the newspaper for publication.

The Applicant shall provide the Community Development Department with a current (prepared within 30 days of the scheduled public hearing) list of property owners within 300 feet of the application property area and any associated homeowners associations. Additionally, the Applicant shall provide a stamped and addressed envelopes for each entity identified on the list for each public hearing. The Community Development Department shall mail the public notice at least 15 days prior to the public hearing.

The Community Development Department shall provide the Applicant with signs to be posted on the property for public hearing notice. The applicant is responsible for posting the signs at least 15 days before the public hearing, checking on the signs to make sure they remain in place, and to remove the signs within two days after the meeting. Before the public hearing the applicant shall submit to the Community Development Department a notarized affidavit, on the Town form, stating that the notice was posted and maintained.

Planning Commission (PC) Public Hearing:

The Applicant is required to submit all required public hearing documents at least 3 weeks before the public hearing so that the Project Planner has adequate time to write the staff report and draft resolutions for the Planning Commission. The Project Planner shall identify the items the Applicant is to include in the public hearing documents. The public hearing documents shall be submitted as one paper copy for public review and a full copy of the public hearing documents in a PDF format for the Planning Commission

review. The staff report and draft resolution shall be forwarded to the Applicant by the Project Planner when the PC agenda packets are sent to the Planning Commission for review. A copy of all public hearing documents are available in the Community Development Department for public review at this time as well.

The public hearing will be conducted by the Town of Erie Planning Commission. The order of the proceedings at the public hearing shall be as follows:

11. The Planning Commission shall open the public hearing.
12. The Project Planner will present the staff report and draft resolution.
13. The Applicant will present any relevant information the Applicant deems appropriate for the hearing.
14. Public testimony is heard by the Planning Commission.
15. The Planning Commission will ask questions of the Applicant and Staff, and for clarification on any issues raised during public testimony.
16. The Planning Commission will close the public hearing.
17. The Planning Commission will make a final decision on the application by resolution. The decision will be to approve, approve with conditions, or deny the application, based on the applicable approval criteria below. If the application is denied you move to **End of Process**. If the application is approved you move to **Board of Trustees Accept Site Plan Agreement** and **Applicant Submit Site Plan Documents/Payment**.

End of Process:

The applicant is at the end of the process when the Site Plan is denied.

Board of Trustees Accept Site Plan Agreement:

If a Site Plan includes public improvements or private improvements of public interest then a Site Plan Agreement is required that must be accepted by the Board of Trustees. Site Plan Agreements are drafted by Town staff using a standard template document that is available for the Applicant to review. Once the Site Plan is approved by the Community Development Director and the Site Plan Agreement is in final form the Community Development Department will place the Agreement on the consent agenda of the next available Board of Trustees meeting. A presentation by the Community Development Department and Applicant is not required unless the Board of Trustees moves the agenda item from the consent agenda to the general agenda. The Applicant should attend the BOT meeting in case the BOT moves the agenda item to the general agenda and has questions that need to be addressed before accepting the Site Plan Agreement.

Applicant Submit Site Plan Documents/Payment:

The Applicant shall submit to the Community Development Department the approved Site Plan Mylar, all associated documents, guarantees and payments due. The approval of the Site Plan becomes effective once all signatures are applied to the Mylar and associated documents, guarantees and payments are received by the Town.

If approved, the Site Plan shall be effective for a period of three years from the date of approval, unless stated otherwise in such approval. Building permits shall not be issued based on Site Plans that have an approval date more than three years old. For multi-phased Site Plans, building permits shall not be issued based on an approval date more than three years from the date of Phase I approval.

Certificates of Occupancy

When building construction and all site development is completed in accordance with the approved Site Plan and building permit, a Certificate of Occupancy may be issued.

When a Certificate of Occupancy is not required, such as for a change of use where no new building construction is proposed, site development in accordance with the approved Site Plan shall be completed within six months of Site Plan approval. The Community Development Director may grant no more than one time extension, of not more than six months, upon a written request by the applicant, prior to the expiration of the six-month period, for good cause shown.

If adverse weather prevents the installation of minor Site Plan elements that do not effect the function and access of the occupancy use, a Certificate of Occupancy may be issued upon the applicant providing one of the following forms of security: (1) irrevocable Letter of Credit; or (2) cashier's check. This security shall be in an amount equal to the cost of the unfinished work, plus 15% and shall be submitted prior to the issuance of a Certificate of Occupancy. The security will be held by the Town and released when the work is deemed complete by the Community Development Director and/or the Public Works Director.

Prior to the issuance of the Certificate of Occupancy, the applicant shall submit a completed application for "Request for Release of C.O."

Approval Criteria

Site Plans may be approved upon finding that the application meets all of the following criteria.

1. The Site Plan is consistent with the Town of Erie Comprehensive Master Plan;
2. The Site Plan is consistent with any previously approved subdivision plat, planned development, or any other precedent plan or land use approval as applicable;
3. The Site Plan complies with all applicable development and design standards set forth in the Municipal Code Title 10 - UDC, including but not limited to the provisions in Chapter 2, *Zoning Districts*, Chapter 3, *Use Regulations*, Chapter 4, *Dimensional Requirements*, and Chapter 6, *Development and Design Standards*;
4. Any significant adverse impacts reasonably anticipated to result from the use will be mitigated or offset to the maximum extent practicable; and
5. The development proposed on the Site Plan and its general location is or will be compatible with the character of surrounding land uses.

Submittal Requirements

One copy of the following information shall be submitted to the Community Development Department – Planning Division, unless waived by the Community Development Director in order to perform a completeness review. All information shall be submitted in a three ring binder with dividers and all 24" x 36" exhibits shall be folded to fit into pockets within the binder. All 24" x 36" exhibits shall be reduced to 11" x 17" in size and included with the submission. **Applications will not be accepted for review unless all information is present.**

1. **Completed application.**
2. **Application fee.**
3. **Written narrative**, describing the proposed development which at a minimum provides the following information:
 - a. General project concept and purpose of the request;
 - b. Discuss how the proposed development is in compliance with the five approval criteria of the Municipal Code Title 10 - UDC for Site Plan review;
 - c. Discuss how the proposed building architecture provides visual interest consistent with the community's identity, character and scale. Explain how building facades and rooflines are articulated to reduce the mass, scale, uniform and monolithic appearances

of large buildings. Describe how architectural features, patterns and details provide visual interest at the scale of the pedestrian;

- d. Provide a development schedule indicating the approximate date when construction of the proposed development, and when applicable, phases of the proposed development can be expected to begin and be completed;
 - e. Provide general business related data including the total number of employees, the square footage of building(s), lot area, and total project value (*building and site development costs excluding land value*);
 - f. If residential units are proposed, the number of units and how they are being integrated into the proposed development;
 - g. A brief description regarding the location, function and ownership/maintenance of public and private open space, parks, trails, common areas, common buildings; and
 - h. A brief description regarding the status of mineral rights and the substance of any existing or proposed covenants, special conditions, grants of easements, or other restrictions applying to the proposed subdivision.
4. **Proof of ownership** that includes an updated or current title insurance policy or title commitment issued no more than thirty days prior to the date of application.
 5. **A notarized letter of authorization** from the landowner(s) permitting a representative to process the application, when the landowner is not the applicant.
 6. **Copies of any special agreements**, oil/gas surface use agreements, conveyances, restrictions, or covenants that will govern the use and/or maintenance of the proposed development.
 7. **A Site Plan Agreement**, will be drafted by staff after the staff review is complete.
 8. **A product/material sample board(s)** which specifies all manufacturer colors and numbers. The sample board shall be 11" x 17" or smaller.
 9. **A colored rendering** of the elevations.
 10. **A full scale paper copy of the recorded final plat** for which the Site Plan is proposed or a full scale certified boundary survey if the proposed Site Plan is on unplatted property.
 11. **Site Plan exhibits**: The Site Plan exhibits shall be defined as a set of detailed plans/sheets with associated information containing at a minimum a:
 - a. Cover Sheet
 - b. Site Plan
 - c. Landscape Plan
 - d. Utility Plan
 - e. Grading/Drainage Plan
 - f. Photometric Plan
 - g. Building Elevations

All exhibits shall be prepared as follows and accurately display the following information:

- All exhibits shall be prepared on 24" x 36" paper at a scale not to exceed 1" = 40'. If a proposal requires multiple sheets, a composite, on 24" x 36" paper, shall be provided that delineates the boundaries and identifies each sheet number. A one inch margin on all sheets shall be left blank on all sides;
- A title block shall be placed at the top/center of the exhibits along the long dimension of each sheet. The name of the proposed Site Plan shall be based upon the legal description within a subdivision or the street address when not located in a subdivision and shall also include the general aliquot legal description with county, the total acreage and project file number;

EXAMPLES:

For Site Plans the title block shall be formatted as follows

ERIE VALLEY FILING NO. 1, LOT 1
 A PORTION OF THE N ½ OF SECTION 18, TOWNSHIP 1 NORTH, RANGE 68 WEST OF THE
 6TH PRINCIPLE MERIDIAN, TOWN OF ERIE, COUNTY OF WELD, COLORADO
 4 ACRES
 SITE PLAN - SP__-__

For Special Review Use Site Plans the title block shall be formatted as follows

ERIE VALLEY FILING NO. 1, LOT 1
 A PORTION OF THE N ½ OF SECTION 18, TOWNSHIP 1 NORTH, RANGE 68 WEST OF THE
 6TH PRINCIPLE MERIDIAN, TOWN OF ERIE, COUNTY OF WELD, COLORADO
 SRU AREA - 2 ACRES - TOAL AREA 4 ACRES
 SPECIAL REVIEW USE SITE PLAN - US__-__

- A block in the lower right hand corner shall include the following: the preparation date and revision date chronology; a north arrow designated as true north; a written and graphic scale; and the number of the sheet and total number of sheets;
- For subdivided land, label all boundary lines with bearings, distances and curve data as shown on the final plat;
- For unsubdivided land, label all boundary lines with bearings, distances and curve data as shown on a certified boundary survey prepared by or under the supervision of a registered professional land surveyor licensed with the State of Colorado; and
- When a development is proposed to be phased, show phase lines and provide the following note on each exhibit:

FOR ALL FUTURE PHASES, THE APPLICANT SHALL SUBMIT A REVISED SITE PLAN FOR THE PHASE FOR WHICH A PERMIT IS REQUESTED, AND SHALL RECEIVE APPROVAL FROM THE TOWN OF ERIE PRIOR TO ISSUANCE OF A BUILDING PERMIT.

- a. Provide a Cover Sheet with the following information:
 - A scaled vicinity map that depicts the area around the proposal within a 1-mile radius;
 - A Sheet Index;

- A Site Plan Approval Certificate;

SITE PLAN APPROVAL CERTIFICATE	
THIS SITE PLAN HAS BEEN REVIEWED AND FOUND TO BE COMPLETE AND IN ACCORDANCE WITH APPLICABLE TOWN OF ERIE REGULATIONS.	
_____ Director of Community Development	_____ Date
_____ Planning Commission Chair (if applicable)	_____ Date
The undersigned as the owner or owner's representative of the lands described herein, hereby agrees on behalf of himself/herself, their heirs, successors, and assigns to develop and maintain the property described hereon in accordance with this approved Site Plan and in compliance with the Town of Erie Unified Development Code and Municipal Code.	
_____ <i>(owner signature)</i>	_____ <i>(owner name printed)</i>
Acknowledged before me this _____ day of _____, 200__	
by _____ as _____.	
Witness my hand and official seal	
_____ Notary Public	(seal)
My commission expires: _____	

- Provide a Site Data summary chart based on the following example:

SITE DATA SUMMARY CHART		
Zone District _____		
ITEM	SQUARE FOOTAGE	% OF GROSS SITE
GROSS SITE AREA	20,000	100.0
<ul style="list-style-type: none"> • Building Footprint • Parking/Roads (including planted interior parking islands) 	7,500 <u>800</u>	37.5 <u>4.0</u>
HARDSCAPE TOTAL	8,300	41.5
<ul style="list-style-type: none"> • Planted area (excluding planted interior parking islands) • Existing Vegetation • Trails and sidewalks 	4,500 6,200 <u>1,000</u>	22.5 31.0 <u>5.0</u>
LANDSCAPE TOTAL	11,700	58.5
ITEM	DESCRIPTION	
BUILDING SIZE: 2 Stories <ul style="list-style-type: none"> • Retail • Office 	5,000 sq/ft <u>10,000 sq/ft</u>	
TOTAL	15,000 sq/ft	
PARKING <ul style="list-style-type: none"> • Total Required (office 1/300 sq/ft & retail 1/300 sq/ft) • Provided (including handicap) • Handicap Provided 	50 60 2	

- Identify the street address(es) of each building in a summary chart, if unknown, the address(es) will be assigned through the referral process and shall be added prior to approval;
- A written legal description for subdivided property or a written metes and bounds description of the site's boundary for unsubdivided property;
- An area for general notes; and
- Name and address information for the applicant, developer, registered engineer or surveyor preparing the exhibits, and other applicable consultants.

b. Provide a Site Plan containing the following information:

- Locate and dimension all public and private streets, walks and trail, rights-of-way and points of access on or adjacent to the proposed site with surface materials noted;
- Delineate major drainage ways affecting the site and any 100-year floodplain on or adjacent to the site;
- Depict existing subdivision lots lines or metes and bound property lines and rights-of-way within 100' of the proposed development. Said information for adjacent properties shall be screened back;

- Identify the land use and zone district information of all adjacent land. When an adjacent property is not within the Town's boundary, the respective jurisdiction and zone district and land use information of said jurisdiction shall be identified;
 - Locate and dimension all existing and proposed easements, including aviation easements, on and adjacent to the site;
 - Locate and dimension required off-street parking and loading areas, drive aisles, private drives/streets.. Identify all required handicap spaces and required van accessible spaces. See Chapter 6, *Development and Design Standards* of the Municipal Code Title 10 - UDC for minimum off-street parking and loading requirements;
 - Label and dimension all existing and proposed structures. All existing buildings shall be delineated in detail. All proposed buildings shall be shown such that they fully conform to the actual architectural drawings to be used for construction purposes. Show points of ingress and egress, include setback dimensions from lot lines, and indicate structures to be removed; and
 - Show location and approximate dimensions of all existing and proposed signs. Signs and the locations of signs shown on the Site Plan are not approved by the Site Plan review process.
- c. Provide a separate Landscape Plan. See Chapter 6, *Development and Design Standards* of the Municipal Code Title 10 - UDC for minimum landscaping requirements and standards. The Landscape Plan at a minimum, shall contain the following information at the same scale as the Site Plan and Grading Plan:
- Locate and dimension pedestrian walkways indicating surface, color, texture/finish material;
 - Locate and dimension parking islands, right-of-way medians, and other landscape islands;
 - Locate all above ground distribution and individual utility boxes, HVAC equipment, etc. indicating how screening requirements in Municipal Code Title 10 – UDC Chapter 6 are being met;
 - Locate and dimension landscape elements including fences, walls, berms, border edge treatments, signage, and site lighting;
 - Locate and dimension recreational/playground equipment, fall zones and resilient fall surface materials, etc. Include manufacturer, model number and color selected;
 - Locate all site amenities/structures such as seating, shelters, bicycle racks, trash receptacles/enclosures, water fountains, mailbox kiosks, and restrooms, etc. Include manufacturer, model number and color selected. Provide manufacturer catalog information for all such amenities/structures;
 - Locate, dimension, and identify significant natural vegetative areas, specimen trees, and landscape features to be preserved or improved;
 - Provide scaled architectural details of landscape elements and structures indicating manufacturer's product information and colors;
 - Plant materials shall be drawn at approximately three-fourths of mature size;

- Planted areas shall be identified by name, size and quantity of material to be used. Hardscape materials shall be noted and described;
- Provide the square footage of each planted area and area to be maintained in a natural state;
- Provide planting details, including typical methods of planting, minimum required mulch materials and depths, underlayments, etc;
- Provide proposed (final) grades, including berms, as screened back solid lines;
- Locate Sight Distance Triangles on this plan in accordance with the standards outlined in the Municipal Code Title 10 - UDC;
- Label all streets, rights-of-way, and points of access on or adjacent to the proposed development. Note off-street parking and loading areas;
- Show location and approximate dimensions of all existing and proposed signs. Signs and the locations of signs shown on the Landscape Plan are not approved by the Site Plan review process;
- Provide note(s) indicating the source of irrigation water and type of irrigation used. Evidence of water/irrigation rights shall be provided if the source is other than the Town of Erie;
- The following note shall be located on the Landscape Plan:

IF TRANSFORMERS, GROUND MOUNTED HVAC EQUIPMENT, UTILITY PEDESTALS, ETC. ARE NOT SHOWN ON THE SITE IMPROVEMENT PLAN, ADDITIONAL LANDSCAPING/SCREENING MAY BE REQUIRED BASED UPON FIELD CONDITIONS DISCOVERED VIA THE SITE INSPECTION BY STAFF, MADE PRIOR TO THE ISSUANCE OF THE CERTIFICATE OF OCCUPANCY, OR FINAL INSPECTION AS APPLICABLE.

- Provide a landscape legend in the following format and with the following note:

SYM BOL	QUAN TITY	BOTANICAL NAME	COMMON NAME	SIZE	NOTES
WC	6	Catalpa erubescens	Western Catalpa	2.5" caliper	Ball and burlap; mulch with min. 4" pole peelings
BS	7	Picea ponderosa	Ponderosa Pine	8' height	Ball and burlap; mulch with min. 4" pole peelings
RB	10	Berberis thunbergi Atropurpurea	Red Leaf Barberry	5 gallon	24" height
-	300 sq/ft	-	Pole Peeling Mulch	4" in depth	Locate in all shrub beds and under all trees
NOTE: IN THE EVENT OF A DISCREPANCY BETWEEN THE PAN GRAPHIC AND THE LANDSCAPE LEGEND, THE PLANT MATERIAL QUANTITY AS DETERMINED BY THE PLAN GRAPHIC SHALL TAKE PRECEDENCE.					

- Provide the following maintenance chart and statement:

<p>LANDSCAPING SHALL BE PLANTED AND MAINTAINED IN A NEAT, CLEAN AND HEALTHY CONDITION BY THE OWNER. THIS SHALL INCLUDE PROPER PRUNING, MOWING AND AERATION OF LAWNS, REPLACEMENT OF MULCH, WEEDING, REMOVAL OF LITTER AND THE REGULAR WATERING OF ALL PLANTINGS. IRRIGATION SHALL BE MAINTAINED TO MAXIMIZE WATER CONSUMPTION. SHOULD ANY PLANT MATERIAL DIE, THE OWNER, SUCCESSOR, OR ASSIGNS SHALL BE RESPONSIBLE FOR THE REPLACEMENT OF PLANT(S) WITHIN ONE PLANTING SEASON. REPLACEMENT OF PLANT MATERIALS SHALL OCCUR AT THE FOLLOWING RATE.</p>		
TYPE	PLANT REPLACEMENT WITHIN	
	1 YEAR	2+ YEARS
Tree – Deciduous	Increase caliper by 1"	Increase caliper by 1.5"
Tree – Coniferous	Increase height by 1.5'	Increase height by 2'
Shrub	Replace with plants of at least ½ mature size	Replace with plants of at least ½ mature size

- d. Provide a separate Utility Plan showing the location of all existing and proposed utilities and the following information:
 - Indicate line size and purpose;
 - Indicate manholes, clean-outs, inlets, outlets, and outfalls; and
 - Indicate the location of all fire hydrants, if none exist on-site, note the approximate distance and direction of the closest hydrant adjacent to the site.
 - Locate all above ground distribution and individual utility boxes, HVAC equipment, etc. indicating how screening requirements in Municipal Code Title 10 – UDC Chapter 6 are being met;
- e. Provide a separate Grading/Drainage Plan showing existing (dashed lines) and proposed (solid lines) contours at two-foot intervals with the following additional information:
 - Low and high points shall be labeled;
 - Identify areas of cut/fill;
 - Flow directions shall be shown with arrows →;
 - Detention/retention and water quality storm sewer infrastructure with any required easements shall be shown and labeled;
 - Top of wall and bottom of wall elevations shall be labeled at 20-foot intervals along all retaining walls regardless of height; and
 - When applicable, Sub-surface Hazards Plan identifying geological hazards and undermined and/or subsidence areas.
- f. Provide a separate Photometric Plan depicting all exterior lighting and the following information:
 - All proposed and existing fixtures shall be depicted in plan view;

- The height of all fixtures shall be noted;
 - Location of lighting attached to structure shall be depicted in plan view; and
 - Elevation type details or “cut sheets” with manufacturer’s product information identifying the lens type, wattage, color of fixture, etc.
- g. Provide a separate Building Elevation exhibit with the following information:
- Plans shall be prepared at a scale of ¼” = 1’-0” or another approved scale which allow for maximum clarity of the proposal;
 - All building features including articulated planes shall be labeled and dimensioned;
 - All building materials and finishes shall be labeled with manufacturers’ colors and numbers to correspond to the products/materials board;
 - All building lighting shall be labeled;
 - When applicable, the roof plane, behind the wall, shall be shown as dashed lines;
 - When roof-top mechanical equipment, heating, ventilation, and air conditioning (HVAC) is proposed, it shall be shown as dashed lines behind all walls. All roof-top mechanical equipment shall be fully screened;
 - When HVAC and other mechanical equipment are proposed as ground/wall mounted units, it shall be shown as dashed lines. All ground/wall mounted mechanical equipment shall be fully screened; and
 - The following note is shall be located on all Building Elevation exhibits:

THE BUILDING ELEVATIONS SHOWN AND APPROVED HEREON ARE INTENDED TO DEMONSTRATE HOW ALL HVAC AND OTHER MECHANICAL EQUIPMENT SHALL BE SCREENED ACCORDING TO TOWN OF ERIE, UNIFIED DEVELOPMENT CODE REQUIREMENTS. IT IS THE APPLICANTS RESPONSIBILITY TO ENSURE THAT THIS APPROVED SCREENING OCCURS IN THE FIELD AS DEMONSTRATED BY THESE PLANS, REGARDLESS OF CURB REQUIREMENTS, MECHANICAL PLAN CHANGES, OR OTHER CIRCUMSTANCES. FAILURE TO PROVIDE APPROVED SCREENING MAY RESULT IN DELAY OF FINAL INSPECTIONS AND/OR ISSUANCE OF A CERIFICATE OF OCCUPANCY.

12. Additional graphic aids **may be** requested such as, building floor plans, elevation/sectional drawings, perspective drawings, axonometric drawings, 3-dimensional models, and color photo/video simulations when the impacts of a proposal warrant such information.
13. **Development Reports/Studies/Plans:** The following development reports, studies and plans shall be prepared to adequately portray the physical characteristics of the property.
- a. A Phase III Drainage Report and Plan prepared by a registered professional engineer showing the final proposed drainage system, design details and calculations.
 - b. A Final Erosion Control Study and Plan prepared in accordance with the Town’s clearing, grading and land disturbance standards.
 - c. A Final Grading Plan prepared in accordance with the Town of Erie Standards and Specifications for Design and Construction of Public Improvements.

- d. For applications with public roads, Final Road Construction Plans prepared in accordance with the Town of Erie Standards and Specifications for Design and Construction of Public Improvements.
 - e. For applications requiring parks, open space or trails that meet Town dedication requirements, Final Landscape Construction Plans prepared in accordance with the Town of Erie Standards and Specifications for Design and Construction of Public Improvements, Municipal Code Title 10 - UDC, and Town of Erie Parks and Trails Master Plan.
 - f. A Geological Report may be required detailing the geological characteristics of the site prepared by a registered engineer, including any potential natural or man-made hazards which would have a significant influence on the proposed development and a determination of what effect such factors would have and proposed corrective or protective measures.
 - g. A Traffic Impact Study or narrative may be required detailing the transportation network establishing the availability and adequacy of the system consistent with the Town of Erie's *Comprehensive Master Plan* and *Transportation Plan*..
14. Any additional information, as requested by the Community Development Director, in order to thoroughly review the impacts of the proposed development.