



SITE DEVELOPMENT PLAN
SUBMITTAL CHECKLIST

This application is used for site-specific land use plan approval in accordance with Section 18.17.12.02 of the Unified Development Code. The following information is required in order for the application to be accepted. Forms and informational requirements identified in orange text below, are located on the City's Current Planning website under the specific application. All documents must be submitted electronically to eplan-planning@cityofloveland.org and each document must be a separate PDF file, labeled as listed under General Requirements below, unless otherwise specified.

The Planning Division will provide an application fee invoice when the project is accepted for review. The invoice contains an itemized description of the application fee. Additional fees may be required during the review process. The application fee allows up to three rounds of review. Any subsequent review round will require an additional fee equal to 50% of the original fee for all application components that require further review.

The application proposes a Site Development Plan for the following (check all applicable boxes)

Table with 2 columns: Use Type and Overlay Area. Use Type includes Use by Right (R), Limited Use (L), Adaptable Use (A), and Conditional Use (C). Overlay Area includes Complete Neighborhood, Clustered Housing, and Enhanced Corridor.

- Was a Sketch Site Development Plan approved for the property? Yes No
Is the application an amendment to an approved Site Development Plan? Yes No
If Yes, all changes associated with the amendment are to be clouded on the Site Development Plan.

## I. General Requirements

1. **Concept Review Meeting.** Meeting held on: \_\_\_\_\_
2. **Traffic Impact Study.** If scoping meeting was held, indicate date: \_\_\_\_\_
3. **Application Checklist.** Complete this checklist verifying submittal of the required information.
4. **Application.** Complete and sign the *Application* form.
5. **Vicinity Map** identifying the project site within the neighborhood context, including the nearest major cross streets, scale and North arrow.
6. **Site Plan Requirements Checklist.** Complete and submit the *Site Plan Requirements Checklist*.
7. **Site Development Plan** on 22" by 34" sheets to a noted scale, containing the following:
  - a. Title Sheet containing the name of the project, legal description, address, the date the plans were prepared or revised and the name, address and phone number of the persons or firm who prepared the plans, an index of sheets, owner's certificate and City signature block as provided in Section III in this checklist, and an area designated for City conditions of approval. The Title Sheet can be combined with the Site Plan, if desired.
  - b. Site Plan prepared in compliance with the *Site Plan Requirements Checklist*.
  - c. Landscape Plan prepared in compliance with the *Landscape Plan Requirements*.
  - d. Point-by-Point Lighting Plan prepared in compliance with the *Lighting Plan Requirements*.
  - e. Architectural Drawings prepared in compliance with the *Architectural Drawing Requirements*.
  - f. Site Improvements Construction Plan for multi-building developments. The plan must identify the site improvements associated with each building, including all landscaping, common amenity areas, bike racks, benches, trash enclosures, and hardscape features such as sidewalks, parking areas, and drive aisles. The plan will be used to determine what improvements must be installed prior to issuance of the first certificate of occupancy for each building.
8. **Grading Concept and Section View** if the existing grade of the property is proposed to be elevated by three or more feet adjacent to existing streets or developed properties. The section view must show approximate existing and proposed grades.
9. **Tree Survey** required for all development proposing impacts to a significant tree(s) as defined in the Unified Development Code (deciduous tree with a caliper greater than 4 inches or an evergreen tree that is 15 feet in height or greater). Impacts include proposed removal or relocation of the tree(s), and development, grading, filling or infrastructure activities located within the drip line or root area of a significant tree. The tree survey shall

be performed by a certified arborist, registered landscape architect, registered land surveyor or qualified biologist. The tree survey shall address the location, species, size, and condition of all significant trees. If a tree survey was provided with a sketch site development plan, this item can be waived.

10. **Optional Hydrozone Landscape Plan** designed to conserve water resources and provide cost-saving incentives for participants. The plan shall be prepared in compliance with the *Hydrozone Landscape Plan Requirements*.
11. **Civil Construction Plan Checklist**. Complete the *Civil Construction Plan Checklist*, if Civil Construction Plans are required.
12. **Civil Construction Plans** in compliance with the *Civil Construction Plan checklist*. These may include private on-site infrastructure improvements as well.
13. **Traffic Worksheet**. Complete the *Traffic Worksheet* unless a Traffic Impact Study is required.
14. **Traffic Impact Study** in accordance with the City's Street Standards available on the City's website, unless waived by the Transportation Development Division. If the Traffic Impact Study identifies a Level of Service/Adequate Community Facilities failure, the applicant must discuss and agree to acceptable mitigation recommendations provided in the TIS prior to the City accepting a formal application.
15. **Final Drainage and Erosion Control Report and Plan** prepared in accordance with the City of Loveland Storm Drainage Criteria available on the City's Stormwater webpage.
16. **Stormwater Permanent Control Measure Standard Operating Procedure** prepared in accordance with the City of Loveland Storm Drainage Criteria available on the City's Stormwater webpage.
17. **Base Design Standard Worksheet for Post Construction Control Measures** prepared in accordance with the City of Loveland Storm Drainage Criteria available on the City's Stormwater webpage. The worksheet is also available on the City's Stormwater webpage.
18. **Stormwater Management Plan** that has been prepared for the Colorado Department of Health and Environment Construction Stormwater Discharge Permit for all developments that disturb one acre or more of ground.
19. **Water Meter Justification Letter** required for all commercial, industrial, irrigation and multi-family (3-units and greater) water meters. Templates can be found on the Water and Wastewater Development Standards website.
20. **Water and Wastewater Impact Demand Analysis** in accordance with the Water and Wastewater Development Standards, if required by the Water/Wastewater Division.
21. **Fire Flow Analysis** to determine that adequate waterflows exist in the area to support the proposed development in accordance with the fire code requirements, unless waived by the Loveland Fire Rescue Authority.

22. **Site Inventory Map** if the site contains one or more of the environmentally sensitive areas listed below. The map shall be prepared in accordance with the *Environmentally Sensitive Areas Report and Site Inventory Mapping Requirements*. The site inventory map will be reviewed by the City to determine if an Environmentally Sensitive Areas Report is required.
  - a. Irrigation canals, ditches and water courses.
  - b. Wildlife Habitat Areas and Corridors.
  - c. Environmentally Sensitive Areas listed in item 23, below, that are located within 100 feet of the property boundaries but not within the property boundaries.
  - d. Mature stands of vegetation.
  - e. Tree survey for all development proposing impacts to a significant tree(s) (deciduous tree with a caliper greater than 4 inches or an evergreen tree that is 15 feet in height or greater). Impacts include proposed removal or relocation of the tree(s), and development, grading, filling or infrastructure activities located within the drip line or root area of a significant tree. The survey shall be performed by a certified arborist, registered landscape architect, registered land surveyor or qualified biologist. The survey shall address the location, species, size, and condition of all significant trees.
23. **Environmentally Sensitive Areas Report** prepared by a qualified biologist if the site contains one or more of the following environmentally sensitive areas. The report shall be prepared in accordance with the *Environmentally Sensitive Areas Report and Site Inventory Mapping Requirements*. If an environmentally sensitive areas report was provided with a sketch site development plan, this item can be waived.
  - a. Any of the environmentally sensitive areas as identified in the “City of Loveland Natural Areas Sites” (2008);
  - b. Land within the ordinary high-water mark of a river, stream, creek, lake, or reservoir;
  - c. Jurisdictional or non-jurisdictional wetlands;
  - d. Existing drainage patterns and areas within the floodway and flood fringe including areas within designated floodways or floodplains of major drainages as well as smaller tributary drainages without designated floodways or floodplains; or
  - e. Fault and aquifer recharge and discharge areas.
24. **Complete Neighborhood**. Site development plans proposing a Complete Neighborhood must complete and submit all information required in the *Complete Neighborhood Pattern Book Requirements*.
25. Other Information as identified in the Concept Review meeting.

## II. Use Standard Requirements

Uses designed as Limited Use (“L”), Adaptable Use (“A”), or Conditional Use (“C”) in the UDC Land Use Tables Division 18.02.03, have associated use standards. The following additional items must be submitted with the SDP based on the use designation. If a compliance report was provided with a sketch site development plan, this item can be waived.

### A. Limited Use (“L”)

1. **Limited Use Compliance Report** demonstrating compliance with the applicable use standards in UDC Division 18.02.04. The report must list the use standards and describe how each standard will be met.

## **B. Adaptable Use (“A”)**

2. **Adaptable Use Compliance Report** demonstrating compliance with the following:
  - a. Use Standards. List the applicable use standards in UDC Section 18.02.04 and describe how each standard will be met.
  - b. Consistency with City Plans. Describe how the proposed adaptable use will not tend to frustrate the implementation of any current, adopted plans of the City, including but not limited to, the Comprehensive Plan, US 34 Corridor Plan, and the 287 Strategic Plan;
  - c. Compatibility. Describe how the location, size, design and operating characteristics of the proposed adaptable use will be consistent with and/or complimentary to the existing and future land uses within the surrounding neighborhood, and will not create significant additional amounts of noise, traffic, or other conditions, compared to those other uses, that may be objectionable or detrimental to other permitted uses in the vicinity;
  - d. Impacts on Land Use Patterns. Describe how the proposed adaptable use will not negatively impact the land use patterns of existing or approved development within the neighborhood or discourage permitted uses or reinvestment in permitted uses by making the vicinity less desirable for them; and
  - e. Compliance with the UDC. Describe how the proposed adaptable use is consistent with the standards in the UDC and meets the requirements in UDC Chapter 18.15 Adequate Community Facilities.
3. **Title Commitment or Property Binder** verifying the record title owners and identifying encumbrances and exceptions to title. The commitment or binder must be dated within 30 days of the application submittal to the City. An ownership and encumbrance report does not qualify as a title commitment.

## **C. Conditional Use (“C”)**

1. **Conditional Assessment Report** demonstrating compliance with the following:
  - a. Use Standards. List the applicable use standards in UDC Section 18.02.04 and describe how each standard will be met.
  - b. Consistency with City Plans. Describe how the proposed conditional use in its proposed location will not tend to frustrate the implementation of any current, adopted plans of the City, including but not limited to, the Comprehensive Plan, US 34 Corridor Plan, and the 287 Strategic Plan;
  - c. Compatibility. Describe how the location, size, design and operating characteristics of the proposed conditional use will be consistent with and/or complimentary to the existing and future land uses within the surrounding neighborhood, and will not create significant noise, traffic, or other conditions that may be objectionable or detrimental to other permitted uses in the vicinity;

- d. Impacts on Land Use Patterns. Describe how the proposed conditional use will not negatively impact the land use patterns of existing or approved development within the neighborhood or discourage permitted uses or reinvestment in permitted uses by making the vicinity less desirable for them;
  - e. Compliance with the UDC. Describe how the proposed conditional use is consistent with the standards in the UDC and meets the requirements in Chapter 18.15 Adequate Community Facilities;
  - f. Mitigation of Impacts. Describe how the design, operation, location, and buffering of the use mitigates its impacts with regard to:
    - i. Risks associated with the use and storage of hazardous materials; or
    - ii. Potentially hazardous conditions, such as projectiles leaving the subject property; and
    - iii. Odors;
    - iv. Dust;
    - v. Lighting;
    - vi. Vibration; and
    - vii. Noise;
  - g. Demonstrated Need. Describe how there is a demonstrated need in the City for the conditional use, in order to serve demands created by City residents.
2. **Title Commitment or Property Binder** verifying the record title owners and identifying encumbrances and exceptions to title. The commitment or binder must be dated within 30 days of the application submittal to the City. An ownership and encumbrance report does not qualify as a title commitment.

### III. Required Items not Needed within Initial Application

#### A. General Items

1. **Engineering Deposit** to begin the City's electric power design for the site. The deposit must be made payable to the City of Loveland and shall be submitted directly to the Power Department. To determine the amount of the deposit, contact the Development Review Coordinator with the Power Division at (970) 962-3000.
2. **Final Site Development Plan** as approved by the City. One full size (22" x 34") copy with all applicable non-city signatures and stamps (owner, notary, etc.) delivered to the Current Planning Division. Or pdf copy emailed to the project planner with all applicable non-city signatures and stamps (owner, surveyor, civil engineer, landscape architect, notary, etc.). As an alternative, the coversheet with non-city signatures can be delivered in paper copy to the Current Planning Division, with the remainder of the plan set sent by pdf to the project planner.
3. **AutoCad Digital Data File** of the Utility Plans as approved by the City in an AutoCad Release 2015 DWG/DXF or newer format. The digital data must comply with the layer names and descriptions on the *Digital Submission Standards For City Plats, Maps, and*

*Plans.* The Site Development Plan will not be approved until the digital data file is received by the City.

- B. Adaptable and Conditional Uses**, if a sketch site development plan was not approved for the use the following information must be provided as specified in each item.
1. **List of Surface Owners**, certified by the Applicant, of the names and addresses of all surface owners of record property that fall wholly or partially within the radius specified in *Specific Requirements for Notice*. The names and addresses must be as listed on the latest records of the Larimer County Assessor. The list should be current within 1 month from the date of the required mailing.
  2. **Community Participation Report** is required after the neighborhood meeting. The report must include the information as set forth in the *Community Participation Report Requirements*.
  3. **Affidavits of Notice** for posting signs and sending letters prior to holding a neighborhood meeting or public hearing. *Affidavit Templates* are available on the City's Current Planning website. All notices must be fulfilled at least 15 days prior to the meeting or hearing.

#### IV. Signature Blocks

**Signature Blocks.** The following two signature blocks must be placed on the title sheet of the site development plan:

**Property Owner**

The undersigned agree that the real property described in the application and shown on the Site Development Plan filed herewith, shall be subject to the requirements of Title 18 of the Municipal Code of the City of Loveland, Colorado, and any other ordinances of the City of Loveland. The undersigned accepts the conditions and restrictions set forth on said Plan and in the conditions of approval by the City of Loveland. The undersigned also understands that if the next required approval or permit has not been applied for to establish the use or commence the construction that is authorized by the approval of the Site Development Plan or if the use does not require a building permit and is not established, ongoing, and in operation within three years of the date of approval, or other completions date or dates established in a development agreement approved by the City, the Site Development Plan shall expire and shall be deemed null and void.

\_\_\_\_\_  
(Owner's Signature)

\_\_\_\_\_  
(Title)

STATE OF COLORADO        )  
                                          ) ss.  
COUNTY OF LARIMER        )

The foregoing agreement was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_,  
by \_\_\_\_\_.

Witness my hand and official seal.

My commission expires:\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

**City Approval**

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_, by the Current Planning Manager of the City of Loveland, Colorado.

\_\_\_\_\_  
Current Planning Manager

For Conditional Uses or Site Development Plans approved by the Planning Commission, the following signature block must be placed on the title sheet:

**Planning Commission Approval**

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_ by the City Planning Commission of the City of Loveland, Colorado.

\_\_\_\_\_  
Chairperson