



Site Development Plan (SDP) Checklist

A complete Site Development Plan (SDP) submittal will contain the following information. There are some items that only apply to "non-single family" applications (e.g. multi-family, commercial, industrial). Please check off the items below to ensure that your application is complete. Please submit one (1) electronic copy of each document required. Plan sets shall be formatted for 24" x 36" plan sets. PDF format is required for submittals to the Town. Please submit documents per the naming conventions shown on the last page of this checklist.

Town Statement:

The Town is committed to timely plan review goals consistent with those outlined in the Town's Development Procedures Manual. In order to meet the timelines, the Town relies upon the applicant to provide 100% complete plans that have been checked for quality by the applicant. Incomplete and substandard submittals will result in application denial, extended review periods, additional review periods and/or additional fees.

Applicant's Statements: (Please check each box)

- All items have been submitted as required below unless determined not applicable by Town staff.
The submitted plans have been checked for quality.
The submitted plans represent a 100% design.
I understand that, during the review of the submittal package, the Town may deem the submittal package substandard, and may require increased review durations.
I understand the plan review fee is for two formal reviews. Each additional review will require a fee equal to 40% of the original review fee.

Engineer of Record Date

Owner Date

Project Name:

Submittal Meeting Date: Project Manager:

Email: Phone:

## Site Development Plan (SDP) Checklist

Req'd	Subm'd	<b>Submittal Checklist</b>
		<b>LAND USE APPLICATION</b> (completed/signed) <a href="#">Land Use Application</a>
		<b>DEVELOPMENT REVIEW FEE</b> (Amt. Req'd \$ _____ Amt. Rec'd \$ _____) <a href="#">Development Services Fee Schedule</a>
		<b>CHECKLISTS</b> Complete and submit any checklist used for plan preparation and all reports. <a href="#">Submittal Checklists</a>
		<b>TITLE COMMITMENT</b> (current within 30 days) (Current Title Work will be necessary prior to submittal of Mylars for recording)
		<b>PROPERTY OWNER APPROVAL</b> Work proposed on land not owned by the applicant, requires a letter of approval from the landowner.
		<b>PreApp#.</b> _____ <b>PreApp Meeting Date:</b> _____
		<b>NEIGHBORHOOD MEETING (Quasi-Judicial projects only)</b> Provide mailing and posting affidavits, meeting sign-in sheet
		<b>PROJECT NARRATIVE</b>
		<b>Compliance</b> Description of compliance with the Vision 2030, 2030 Comprehensive Master Plan, zoning codes, general design principles, technical manuals.
		<b>Impacts</b> Description of overall project benefits, impacts on surrounding properties and mitigation of those impacts.
		<b>Infrastructure</b> Demonstrate adequacy of access, roadways, water, wastewater and stormwater facilities.
		<b>Variances</b> Describe each proposed deviation from criteria included in Town design manuals, approved zoning and municipal code. Explain how the intent of Town criteria will be met.
		<b>MINERAL RIGHTS NOTICE (ToCRMC Section 17.04.080) (for initial development of vacant land)</b>
		<b>AUTO-TURN EXHIBIT</b> Demonstrate adequate turning radii for Fire apparatus and large vehicles for non-single family development. If relevant to the usage, analyze using the design vehicle for the fronting roadway per Town's Transportation Master Plan and <a href="#">Transportation Design Criteria Manual</a> .
		<b>LAND SUITABILITY ANALYSIS REPORT (LSAR)</b> An analysis of the site to demonstrate the suitability of the site development plan to the land to include information on slope, geologic hazard, soil types/ conditions, vegetation cover, wildlife habitat/migration and, wildfire hazards. (Applicability to be determined by the Planning Division)
		<b>TRAFFIC IMPACT ANALYSIS</b> as required by <a href="#">Transportation Design Criteria Manual</a> .
		<b>PHOTO-SIMULATIONS</b> Provide renderings or other illustrations, such as cross sections, to demonstrate building mass and height and site topography in relation to adjacent properties and buildings. (Applicability to be determined by the Planning Division)
		<b>PHASE II DRAINAGE REPORT</b> Provide report consistent with Phase II Drainage Report checklist and <a href="#">Stormwater Manual</a> . <a href="#">Phase II Drainage Report Checklist</a> . A copy of the <a href="#">Water Quality Certification Form</a> must be included in the report.
		<b>PRELIMINARY UTILITY REPORT</b> Provide report consistent with Preliminary Utility Report and <a href="#">Water and Wastewater Manuals</a> . <a href="#">Preliminary Utility Report Checklist</a>

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		<b>PRELIMINARY FLOODPLAIN MODIFICATION STUDY (Preliminary CLOMR if impacting regulatory floodplain)</b> Required for projects that propose modifications, or construction in, the existing floodplain, the FEMA SFHA, or when proposals involve use of property within the floodplain limits. Provide preliminary report consistent with Section 5.6 of the <a href="#">Storm Drainage Criteria Manual</a> .
		<b>Formatting Checklist</b>
		<b>GENERAL: TO BE SHOWN ON EACH PLAN SHEET</b>
		<b>North Arrow:</b> Orient each north arrow upward or to the right.
		<b>Scale:</b> Scales for plan and profile sheets: 1" = 50' horizontal; 1" = 5' or 10' vertical; Overall Plan 1" = 100'. Show bar scale. (Other scales may be used upon Town approval.)
		<b>Sheet Numbers:</b> Provide sheet numbers on all pages in the lower right corner of the page. Format as 1 of X, 2 of X...etc.
		<b>Project Boundaries:</b> Use heavy dark lines to indicate the property & right-of-way (ROW) lines, annotate lines with bearings/distances and curve data, show lot and block numbers.
		<b>Easements:</b> Show existing and proposed easements – Annotate with type and width. Provide recordation information for existing easements.
		<b>Street Names:</b> Show street names and label ROW widths. Dimension the ROW width of each street at least once on each sheet.
		<b>Building Location:</b> (For Non-Single Family Buildings) Existing and proposed building footprints, required setbacks and separations. On adjacent properties, footprint and location of buildings near the project. Sight analysis (where building height increase is requested).
		<b>Legend:</b> Show legend on all sheets with the symbols pertaining to the sheet. The legend must define each symbol and linetype used on the sheet. Depict existing items in light gray and proposed improvements in black.
		<b>COVER SHEET</b>
		<b>Title:</b> See <a href="#">Site Development Plans Standard Notes</a> for examples.
		<b>Names and Addresses:</b> Names and addresses must be provided for each owner, mortgagee, lienholder, plan preparer, land planner, engineer and land surveyor.
		<b>Sheet Index:</b> Provide a sheet index of all sheets. Key maps must be provided for multipage sets where it may be unclear where information is relative to the overall area.
		<b>Vicinity Map:</b> Include a vicinity map, including a north arrow, bar scale and nearest major roads.
		<b>Legal Description:</b> Provide full written lot and block or metes and bounds legal description, as described in the provided Title Work.
		<b>Benchmarks Statement and Basis of Bearings Statement:</b> NAVD 88 required for elevation datum.
		<b>Zoning Comparison Table:</b> A table comparing the zoning standards to the proposed site plan to include: use, lot size, density (units, building coverage, floor area ratio), building height, building setbacks, minimum parking and other standards as applicable to the zone district.
		<b>Site Utilization Table:</b> A table showing the breakdown by square feet and percentage of the total site utilization to include building coverage, street coverage, open space/landscape coverage, parking coverage and other coverage as applicable to the site.

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		<p><b>Signature Blocks:</b> The following signature blocks must be completed and appear on the cover sheet: Surveyor's Certificate, Civil Engineer Certificate, Ownership Certificate, Lienholder Subordination Certificate, Title Certification, Town Certification, Douglas County Clerk and Recorder Certificate. <u>In addition, if public hearings are required</u> include the following signature blocks: Planning Commission Recommendation, Town Council Approval. <u>For projects located in the Downtown Overlay District</u>, add Title block for Design Review Board approval.</p> <p><a href="#">Signature Blocks</a></p>
		<p><b>Town Standard Notes:</b> Provide the Site Development Plan Standard Notes, applicable General Notes, Fire Notes and Utility Notes.</p> <p><a href="#">Site Development Plans Standard Notes</a></p>
		<b>SITE PLAN</b>
		<p><b>Overall Site Plan:</b> Provide an overall site plan on a single page, which shows the entirety of the site.</p>
		<p><b>Phasing:</b> Provide a phase plan if phasing of the development is proposed, show the phasing on the site plan or on a separate plan sheet.</p>
		<p><b>Zoning and Land Use:</b> Show existing zoning and existing land use for the subject property and for adjacent properties.</p>
		<p><b>Streets and Rights-of-Way (ROW):</b> Show existing and proposed streets. Annotate street names, dimension ROW widths and label each street as public or private. Show typical cross section for each proposed street type. Show access easements where necessary.</p>
		<p><b>Adjacent Improvements:</b> Show location and dimension for all existing and proposed transportation infrastructure within 200 feet of the site boundary, including (but not limited to) streets, auxiliary lanes, driveways, trails, parking spaces and loading areas.</p>
		<p><b>Pedestrian Areas:</b> Show all pedestrian oriented areas. Provide location, dimension and material information for all existing and proposed pedestrian pathways to include sidewalks, correct selection of curb ramp types and locations, trails and ADA routes. Mid-block pedestrian curb ramps must align at lot lines and will take precedence over driveway locations.</p>
		<p><b>Buildings:</b> Show the location, dimension and setbacks of any proposed buildings. Show setbacks of all buildings to all property lines.</p>
		<p><b>Other Structures:</b> Show the location, dimension and setbacks of any other proposed structures such as trash enclosures, mail box kiosk, etc.</p>
		<p><b>Retaining Walls and Fences:</b> Show the location and height of any proposed retaining walls or fences.</p> <ul style="list-style-type: none"> <li>• All known retaining walls, including multi-tiered walls and walls that span across property lines, of any height, are required to be shown on the SDP with material and color information called out.</li> <li>• All known geogrid zones are required to be shown on the SDP.</li> <li>• The maximum height of all retaining walls as measured from top of wall to bottom of wall (aka finished grade) are required to be shown on the SDP.</li> <li>• Elevations depicting material and color information are required to be shown on the SDP for all retaining walls greater than 4-feet tall as measured from top of wall to bottom of wall (aka finished grade) including multi-tiered walls if the total of wall heights in the wall system is greater than 4-feet tall.</li> <li>• Retaining walls, greater than 4-feet tall, may not be located over any portion of a utility easement unless all applicable utility companies and the Town grant permission.</li> <li>• Note: Retaining walls greater than 4-feet tall as measured from the bottom of the footing to the top of the wall and retaining walls that retain a surcharge will require a building permit.</li> </ul>

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		<b>Sight Distance and Safety Triangles:</b> Provide sight distance and safety triangles at driveways and intersections per Transportation Design Criteria Manual. Provide sight distance easements on an associated plat or by separate document for platted lots.
		<b>Signage:</b> Provide location of proposed identification and marketing signs, in compliance with Title 19 (Municipal Code Sign Regulations).
		<b>GENERAL GRADING PLAN</b>
		<b>Grading:</b> Show existing and proposed grading at one-foot contour intervals extending 100 feet beyond the property lines.
		<b>Floodplain:</b> Show boundary of the existing and proposed one-hundred-year floodplain limits and elevations based on FEMA, Town approved studies and/or Preliminary Floodplain Modification Study.
		<b>Freeboard:</b> Demonstrate adherence to two-foot freeboard requirement and proposed lots outside of floodplain limits.
		<b>Drainage:</b> Layout map showing method of moving storm water through the project and location and sizing of stormwater detention or retention facilities based on <a href="#">Stormwater Manual</a> requirements. Show preliminary drainage improvements on major and minor drainageways.
		<b>Natural Features:</b> Show drainage channels and other significant natural features and significant vegetative stands within the property boundary and 100 feet beyond the property boundary.
		<b>GENERAL UTILITIES PLAN</b>
		<b>Utilities:</b> Show location and size of all existing and proposed utility (water, wastewater, stormwater, gas, electric, telephone, cable) lines and facilities, existing and proposed fire hydrants.
		<b>GENERAL LANDSCAPE PLAN (see <a href="#">Landscape and Irrigation Criteria Manual</a>)</b>
		<b>Licensed Landscape Architect:</b> All landscape plans must be prepared either by a Colorado Licensed Landscape Architect (Provide Name and registration number) or by a Town registered design professional ( <i>consistent with the Manual</i> ). Town registration requires attendance at a Landscapers Registration class and testing.
		<b>Overall Landscape Plan:</b> Provide an overall Landscape plan on a single page, which shows the entirety of the site.
		<b>Utility Lines:</b> Show location and size of all existing and proposed utility lines. Show irrigation point of connection location.
		<b>Structures:</b> Locate, dimension and identify structures including buildings, retaining walls, fences, trash enclosures, ground signs, mailbox kiosks, ground lighting, water features, recreational facilities and parking areas.
		<b>Pedestrian Areas:</b> Locate and dimension existing and proposed sidewalks and other pedestrian- oriented areas and identify type of surface and materials.
		<b>Sight Distance and Safety Triangles:</b> Identify sight triangles at driveways and intersections, in compliance with the Transportation Design Criteria Manual
		<b>Retaining Walls and Fences:</b> Show the location of any proposed retaining walls (with heights) and fences. Provide a hatched area showing the extent of any retaining wall restraint system i.e. geogrid. Provide a statement describing the allowed landscaping in the hatched area.
		<b>Landscaped Areas</b> <ul style="list-style-type: none"> <li>• <b>Trees:</b> Show all existing and proposed trees by type: large canopy deciduous, evergreen, or ornamental. Use concentric circles to reflect tree sizes, both at</li> </ul>

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		<p>time of planting and at 5-7 years after planting.</p> <ul style="list-style-type: none"> <li>• <b>Shrubs:</b> Show all existing and proposed planting areas for shrubs, ground cover types, and natural vegetation). Group by hydrozone.</li> </ul>
Req'd	Subm'd	
		<ul style="list-style-type: none"> <li>• <b>Irrigation:</b></li> <li>• Show general method of irrigation. <i>For Example:</i> turf areas watered with overhead sprays, rotors, or subsurface drip, perennial beds watered with dripline or point source drip emitters, trees watered with bubblers, etc.</li> <li>• Show irrigation zones. Provide separate irrigation zones for similar plant type located in different exposure areas.</li> <li>• Provide irrigation Point of Connection</li> <li>• All plant material on streetscapes is to be of low to very low hydrozones per Town of Castle Rock Plant List which is available at <a href="http://www.crgov.com">www.crgov.com</a></li> </ul>
		<p><b>Buffer Area:</b> (if required)</p> <ul style="list-style-type: none"> <li>• Plan view, cross-sections, and renderings to depict tree and shrubs types (deciduous and evergreen).</li> <li>• Cross sections should depict tree and shrubs at time of planting and at maturity.</li> <li>• Specify minimum number and planting height in relation to site topography. Show proximity to adjacent property lines.</li> <li>• Provide berm cross section including slopes.</li> </ul>
		<p><b>Plant Material Requirements:</b> Provide a table comparing the required vs proposed number of street trees. For residential projects, a table comparing the required vs proposed number of lot trees.</p>
		<p><b>Site Inventory Forms:</b> Complete either the TOCR Commercial Site Inventory Form or the Multi-family Landscape Site Inventory  <a href="#">Commercial Landscape Site Inventory Form</a>  <a href="#">Multi-family Landscape Site Inventory Form</a></p>
		<p><b>CLWUR:</b> Complete the public irrigated water ordinance chart.  <a href="#">CLWUR Chart</a></p>
		<p><b>Hydrozones Legend:</b>          Include a legend showing general plant types (Evergreen, Canopy, Ornamental, Shrub Beds, Perennials, Turf, Irrigated Native Turf), including the proposed plant type hydrozone (very low, low, moderate, or high). <i>For example: Irrigated Native seed mix is a low hydrozone.</i></p>
		<p><b>General Landscape Plan Standard Notes:</b>          Provide the Site Development Plan General Landscape Notes  <a href="#">Site Development Plans Standard Notes</a></p>
		<p><b>BUILDING ELEVATIONS</b> (Required for all non-single-family projects, Optional for Single Family)</p>
		<p><b>Buildings:</b> Provide elevations of all buildings to include dimensions, color, material information and building lighting design to be shown on each elevation.</p>
		<p><b>Enclosures:</b> General design of any trash enclosures or mechanical screening to include dimensions, colors and materials</p>
		<p><b>Retaining Walls and Fences:</b> General design of retaining walls greater than 4-feet tall to include dimensions, color and material information.</p>
		<p><b>Signs:</b> Show proposed building sign locations to include outline and, dimensions. Proposed identification and marketing ground sign elevations.</p>
		<p><b>Building Sign Comparison Table:</b> A table comparing the permitted building sign allowances to the proposed building signs.</p>
		<p><b>GENERAL LIGHTING PLAN</b> (For Non-Single Family)</p>



# Site Development Plan (SDP) Checklist

## Naming Conventions

**When naming documents to be submitted, please follow this guide for naming each document.**

**The Town uses the following prefixes for plan/plat submittals. (The prefixes are also used for the supporting documents of each):**

**ANX** - Annexation Plat Documents

**PDP** - Planned Development Plan Documents

**SDP** - Site Development Plan Documents

**CD** - Construction Plan Documents

**TES** - Temporary, Erosion and Sediment Control Plan Documents

**PL** - Subdivision Plat or Amended Plat Documents

**FCO** - Field Change Order Documents

### **Formal Submittal Naming Examples:**

#### **1) Example: 1<sup>st</sup> submittal of the CD package:**

- The Construction plans will be named: ***1-CD20-00XX Plans***
- The Cost Estimate will be named: ***1-CD20-00XX Cost Est***
- The Phase III Drainage Report will be named: ***1-CD20-00XX PhIII Drn Rpt***
- The Final Utility Report will be named: ***1-CD20-00XX Final Util Rpt***
- The Project Narrative will be named: ***1-CD20-00XX Narrative***

**Continue same format for all documents necessary for the submittal. A list of abbreviations is provided below.**

#### **2) Example: 2nd submittal of the SDP package:**

- The SDP plans will be named: ***2-SDP20-00XX Plans***
- The Phase II Drainage Report will be named: ***2-SDP20-00XX PhII Drn Rpt***
- The Prelim Utility Report will be named: ***2-SDP20-00XX Prelim Util Rpt***
- The traffic study will be named: ***2-SDP20-00XX TIS***
- The title work will be named: ***2-SDP20-00XX Title***

### **Responses to the Town's redlined PDF Comments:**

**Resubmittals require responses to each PDF redline returned with previous review.**

**PDF Redlines will be returned to applicant following the general format:**

- *PW-CD20-00XX Plans-Rev1.pdf* = (Public Works 1<sup>st</sup> review of CDs)
- *U-CD20-00XX Fin Util Rpt-Rev1* = (CR Water's 1<sup>st</sup> review of Util Report)

***The response that must be provided for redlines shall follow these general examples:***

- ***2-Resp-PW-CD20-00XX Plans-Rev 1.pdf***
- ***2-Resp-U-CD20-00XX Fin Util Rpt-Rev1***

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**Continue same format for all documents necessary for the submittal. A list of abbreviations is provided below.**

**(The Town's Project Manager will provide the XX number once the project has been created in the Town's system. Please request before formally submitting)**

### Abbreviations

Document Type	Abbreviation for Submittal
Land Use Application	Application
Site Plans, Construction Documents and TESC	Plans
Subdivision Plat or Amended Plat	Plat
Engineer's Cost Estimate	Cost Est
Phase II Drainage Report	Ph II Drn Rpt
Phase III Drainage Report	Ph III Drn Rpt
Preliminary Utility Report	Prelim Util Rpt
Final Utility Report	Final Util Rpt
Title Commitment	Title
Project Narrative	Narrative
Proposed Haul Route Map	Haul Route
Daily Construction Traffic Map	Daily Const Map
Proposed Easement Legal & Exhibit	Easement
Construction Documents Checklist	CD Checklist
Drainage Report Checklist	Drn Rpt Checklist
Utility Report Checklist	Util Rpt Checklist
Abutter's Notice	Abutters
Mineral Rights Affidavit	Min Rights
Land Suitability Analysis Report	LSAR
Traffic Impact Study	TIS
Auto-Turn Exhibit	Auto-Turn
Plat Boundary Closure Report	Closure Rpt
TESC Engineer's Cost Estimate	TESC Cost Est
TESC Report	TESC Rpt