

Purpose of Checklist

This checklist will help to ensure that your submitted plan is consistent with City of Centennial regulations. On the attached checklist, please check the box when the requirement has been met. When all items are complete, please read and sign the checklist at the bottom and submit it with your application and submittal materials.

Purpose of Administrative Site Plan

An Administrative Site Plan (“ASP”) is the final step in the Master Development Plan process, and includes the following three related but independent components: (1) Site Development and Grading Plan; (2) Foundation and Preliminary Architecture approvals; and (3) Full Shell Building and Core approvals. These can be separate documents, processes and approvals, or be combined into one submittal and processed together.



Administrative Site Plan Checklist

Administrative Site Plan Checklist

Please check off the following items to ensure your application is complete. Sign and submit this checklist with your application.

Applicant **Staff**

		Project name, type of proposal legal description of the land area within the ASP, acreage contained within the ASP, date of the drawing, scale, and north arrow and vicinity map
		Proposed densities of the development at full build-out in gross floor area ratios (F.A.R.)
		Setbacks, including parking and building, distances between structures, parking ratios and other parking criteria and unobstructed open space
		The geographic location, dimensions, lot coverage, maximum heights and gross floor area of all existing and proposed structure(s)
		The geographic location of public sites, if any, to be provided within the ASP
		Specific signage plan, if no master sign plan has been approved for the development
		Existing and proposed right-of-way widths for all existing/proposed internal and external roadways within and immediately adjacent to the ASP
		Existing and proposed public and/or private roadways and their conceptual points of access to adjacent and/or external roadways
		Existing and proposed topography with contour intervals of two feet (2') or less, tied to U.S.G.S. or other acceptable datum, extending 100 feet beyond the boundary line
		Specific locations of fire lanes and for access by emergency vehicles
		Specific locations for all sidewalks
		Specific location of outdoor trash receptacle systems
		Specific locations for utilities, easements (including dimensions thereof), and connections of utilities to building(s). (Note: At applicant's option, this information may be deferred to the second or third stage of ASP review.)
		Description of uses proposed for site
		Fee Schedules and provisions
		Applicable standard and special notes as required by the City Council which regulate the development (e.g., Airport Influence Area note, off-site improvements note, etc.)
		Proposed changes or updates to the approved master subdivision improvement agreement language or cost estimates, if any, needed to ensure that sufficient collateral remains available to secure construction of the improvements associated with the site as developed within the schedule recommended by the City Engineering Division
		Owner(s) of Record signature block
		Director of Planning and Development's or designee's signature block

Administrative Site Plan Checklist

I _____ state that the above submittal requirements have been provided in completion of the requirements for submission as required by the City of Centennial, and that all documents provided have been submitted in accordance with the requirements and guidelines of the City of Centennial.

I also understand that submitting erroneous information or an incomplete submittal may delay the processing of my application.

Signature

Date

Purpose of Checklist

This checklist will help to assure that your submittal is consistent with City of Centennial regulations. On the attached checklist, please check the box when the materials have been provided. When all items are supplied, please read and sign the checklist at the bottom and submit it with your application and submittal materials. Administrative Site Plans (ASP) contains three review plans: Site Development and Grading Review Plan, Foundation and Preliminary Architecture Review and Full Shell Building Review and Core Review. The applicant may submit all three plans at once or one at a time.

Planning Packet (2 Complete Sets)

Applicant Staff

		Completed application form
		Contact information for the applicant’s consulting team
		Proof of ownership
		A drawing in black ink on 24” x 36” paper containing all requirements in the Site Development and Grading Review checklist and/or Foundation and Preliminary Architecture Review checklist and/or Full Shell Building Review and Core Review checklist at a level of detail consistent with final construction drawings
		Documentation of conformance with the master traffic study ¹
		Documentation of conformance with the master drainage report ²
		Fee Schedules and provisions
		If the site has not received final plat approval at the time of submittal, the applicant shall submit a drawing depicting the site and foundation after final plat approval. The ASP approval, if any, received at this stage of the review shall not be effective until the site receives final plat approval. If the plat approval is inconsistent with the information relied upon by City staff in the ASP approval, the ASP approval shall be void

¹ Documentation must be in the form of a letter update certified by the applicant’s engineer as accurate, complete and current as of the date of the letter, which shall be valid for all ASP applications submitted within twelve (12) months of such letter update. A traffic analysis is certified by a Colorado licensed Professional Engineer with experience and qualifications for conducting such studies that demonstrates, the reasonable satisfaction of the Engineering Division, that the site design complies with the assumptions and limitations of the then-current version of the Master Traffic Study. The submittal must analyze the traffic demands based upon the maximum occupancy of the development depicted in the ASP application, and shall include (i) new local ground counts, (ii) formal warrant studies as set forth in the Code or the latest edition of the Manual of Uniform Traffic Control Devices for all traffic control devices (including signals and acceleration/deceleration lanes) identified in the Master Traffic study, and (iii) intersection and access point level of service analysis.”

² Documentation must be in the form of a Phase III drainage report for the site(s) covered by the submittal. A drainage report, complying with the content and certification requirements for Phase III drainage reports, that demonstrates (i) that the site plan drainage and infrastructure will comply with the Master Drainage Plan, (ii) that sufficient capacity exists, or will be constructed in advance of the projected drainage impacts for all on-site and off-site drainage conveyance facilities required to serve the development described in the application, (iii) that sufficient volume exists to detain the drainage from the Site in conformance with the Master Drainage Plan, (iv) an accounting of the utilization and capacity of the regional detention facilities serving the application which shows available volume to detain the utilization and capacity of the regional detention facilities serving the application which shows available volume of the facilities to detain the drainage from the developed Site, through graphical and tubular analyses which include the total volume of the facilities, the flows from all sources, the volume available presently and after development as depicted in the application, and the volume remaining after the proposed development.

Administrative Site Plan Submittal Checklist

Engineering (2 Complete Sets)

Applicant Staff

		Contact information for the applicant’s consulting team
		Proof of ownership
		A drawing in black ink on 24” x 36” paper containing all requirements in the Site Development and Grading Review checklist and/or Foundation and Preliminary Architecture Review checklist and/or Full Shell Building Review and Core Review checklist at a level of detail consistent with final construction drawings
		Documentation of conformance with the master traffic study
		Documentation of conformance with the master drainage report
		Proposed changes or updates to the approved master subdivision improvement agreement language or cost estimates, if any, needed to ensure that sufficient collateral remains available to secure construction of the improvements associated with the site, as developed within the schedule recommended by the Engineering Division
		If the site has not received final plat approval at the time of submittal, the applicant shall submit a drawing depicting the site and foundation after final plat approval. The ASP approval, if any, received at this stage of the review shall not be effective until the site receives final plat approval. If the plat approval is inconsistent with the information relied upon by City staff in the ASP approval, the ASP approval shall be void

City Attorney (1 Complete Set)

Applicant Staff

		Contact information for the applicant’s consulting team
		Proof of ownership
		A drawing in black ink on 24” x 36” paper containing all requirements in the Site Development and Grading Review checklist and/or Foundation and Preliminary Architecture Review checklist and/or Full Shell Building Review and Core Review checklist at a level of detail consistent with final construction drawings
		If the site has not received final plat approval at the time of submittal, the applicant shall submit a drawing depicting the site and foundation after final plat approval. The ASP approval, if any, received at this stage of the review shall not be effective until the site receives final plat approval. If the plat approval is inconsistent with the information relied upon by City staff in the ASP approval, the ASP approval shall be void

Administrative Site Plan Submittal Checklist

Traffic Packet (1 Complete Set)

Applicant Staff

		Contact information for the applicant’s consulting team
		Proof of ownership
		A drawing in black ink on 24” x 36” paper containing all requirements in the Site Development and Grading Review checklist and/or Foundation and Preliminary Architecture Review checklist and/or Full Shell Building Review and Core Review checklist at a level of detail consistent with final construction drawings
		Documentation of conformance with the master traffic study
		Proposed changes or updates to the approved master subdivision improvement agreement language or cost estimates, if any, needed to ensure that sufficient collateral remains available to secure construction of the improvements associated with the site as developed within the schedule recommended by the Engineering Division

SEMSWA (1 Complete Set)

Applicant Staff

		Contact information for the applicant’s consulting team
		Proof of ownership
		A drawing in black ink on 24” x 36” paper containing all requirements in the Site Development and Grading Review checklist and/or Foundation and Preliminary Architecture Review checklist and/or Full Shell Building Review and Core Review checklist at a level of detail consistent with final construction drawings
		Documentation of conformance with the master drainage report
		Proposed changes or updates to the approved master subdivision improvement agreement language or cost estimates, if any, needed to ensure that sufficient collateral remains available to secure construction of the improvements associated with the site as developed within the schedule recommended by the Engineering Division

NOTE: YOU MUST BRING THIS MATRIX

WHEN YOU SUBMIT YOUR APPLICATION

STAFF WILL NOT ACCEPT APPLICATION MATERIALS THAT ARE NOT COLLATED AND FOLDED.

I _____ state that the above submittal requirements have been provided in completion of the requirements for submission as required by the City of Centennial, and that all documents provided have been submitted in accordance with the requirements and guidelines of the City of Centennial.

I also understand that submitting erroneous information or an incomplete submittal may delay the processing of my application.

Signature

Date