

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 Final Development Plan

A Final Development Plan (FDP) process is the second step in establishing approval of land uses and citing restrictions for a development. This document provides specific information on the uses to be permitted and the manner in which they may be situated on the property. If the submitted FDP proposes substantial criteria changes from those approved on the Preliminary Development Plan (PDP), the applicant may be required to amend the PDP prior to submitting the FDP. The thresholds for determining whether an Amendment to an approved PDP and/or FDP can be processed administratively can be found in the Administrative Amendment section of the Land Development Code.



Final Development Plan Checklist

Final Development Plan Checklist

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

All Plan Sheets

Applicant Staff

		Key Map 1"=500' minimum
		Title block <input type="checkbox"/> Project name <input type="checkbox"/> Legal Description
		Engineer's name, mailing address, and phone number
		Owner/Developer name, mailing address, and phone number
		Sheet title
		Sheet number (consecutive, beginning with cover sheet)
		Graphic and written scale <input type="checkbox"/> Grading plans, site plans etc.: 1"=20' to 1"=100' <input type="checkbox"/> Plan and Profile Horizontal: 1"=50', Vertical: 1"=5' minimum <input type="checkbox"/> North arrow – point to top or right margin only, north arrow must be consistent throughout the entire plan
		Legend with all line types and map symbols
		Original date of plan preparation and any subsequent revisions
		City case name and number in the lower left hand corner

Cover Sheet

Applicant Staff

		Lettering in Upper Case Sans Serif
		Vicinity map (1"=2000' minimum) with north arrow with the major roadway network and zoning within 1 mile of the property with jurisdictional boundaries shown and labeled
		Standard notes – Section 11.2A-100 of Land Development Code
		Planning Commission Recommendation/Signature Block
		City Council Signature Block and Recorder's Certificate

Final Development Plan Checklist

		Owner of Record Signature Block and Notary
		Chart comparing all regulations and requirements of the proposed FDP with those of the approved PDP regarding the proposed use(s), building heights, gross floor area, residential density, gross floor area ratios, setbacks, open space, parking ratios, etc.
		2 benchmarks per each 160 acres or part thereof

Site Plan / Horizontal Control

Applicant Staff

		Existing & proposed plan, including sidewalks, buildings, ditches or swales, and curb & gutter, extending offsite for a minimum distance of 100' in every direction
		Property line with boundary line survey
		Existing & proposed ROW data
		Existing & proposed easements (existing, proposed and temporary with dimensions and type)
		Streets and street names
		Adjacent properties labeled
		Wetlands and floodplains delineated and labeled
		Sight distance triangles
		Access points with dimensions (including emergency access)
		Location and dimension of all existing access points on immediately adjacent properties
		Offsite parking shown and labeled
		Types of surfacing (i.e. asphalt, concrete, gravel, etc.) labeled
		Retaining walls (with cross-section labeling height and materials)
		Curb radii dimensioned
		Curb cuts dimensioned
		Dimension parking spaces
		Show and label signage
		Building footprints dimensioned
		Building maximum height and gross floor area

Final Development Plan Checklist

		Label building use
		Label location of entrances and loading /services areas
		Sidewalk along public roads
		Handicap ramps at entrances to public roads
		Dimensions from building to property line or benchmark
		Entrances aligned
		Differentiate between catch and spill curb
		Angle, width and length of parking stalls
		Parking stalls per the Land Development Code
		Parking aisle width of 24'
		Handicap parking per ADA regulations
		Location of outdoor trash receptacle

Grading Plan

Applicant Staff

		Roads with road names labeled
		Adjacent properties labeled
		Overall grading plan for the end of each phase of construction
		Call out of spot elevations
		Finish floor elevations for existing and proposed buildings
		Flow directional arrows with slopes of grade
		Drainage features, paved areas, and retaining walls shown and labeled
		Spill curb and catch curb differentiated
		Existing and proposed topography with contour intervals of two feet or less tied to USGS or other acceptable datum extending at least 100 feet beyond the boundary line
		Proposed topography at 2-foot contour intervals (heavy, solid)

Final Development Plan Checklist

		Locations of structures and natural features, including buildings, ditches or swales and curb & gutter
		Locations of structures and natural features within 100 feet of the boundary line
		Location of proposed structures
		Elevations, dimensions, location, extent and slope of all proposed grading
		Limits of clearing and grading or daylight line
		Cross section for retaining walls
		Show and label all existing and proposed easements
		Label benchmark graphically on plan
		Call out where proposed structures tie into existing structures
		Provide the follow note: "This Final Development Plan is not complete without the accompanying, most recently approved, Grading, Erosion and Sediment Control (GESC) Plan drawings"

Overall Utility Plan

Applicant Staff

		Existing and proposed utilities, including but not limited to: <ul style="list-style-type: none"> <input type="radio"/> Water valves <input type="radio"/> Fire hydrants <input type="radio"/> Sanitary sewer manholes <input type="radio"/> Storm drainage facilities <input type="radio"/> Telephone <input type="radio"/> Fiber optic cable <input type="radio"/> Gas <input type="radio"/> Electric
		Type, size, location and number of all underground utilities
		Sufficient surface features such as curb, walk, structures etc. to evaluate encroachment and access concerns & potential utility conflicts. Surface features should be faded back to emphasize utilities
		Property line with boundary line survey
		Existing & proposed ROW data
		Existing & proposed utility easements

Final Development Plan Checklist

		Streets and street names
		Adjacent properties labeled
		Storm & sanitary sewer lines with pipe size and type
		Existing & proposed storm drain and sewer manholes labeled
		Existing & proposed water valves, water fitting and fire hydrants
		Service lines and meter locations
		Culverts and end sections
		Channels, ditches and swales, trickle channels with length, width and cross-sections
		Checks, channel drops, detention pond, trickle channel outlets
		Other drainage related structures and facilities

Landscape Plan

Applicant Staff

		Show and label all proposed and existing landscape materials Including fences, walls and planters, and any other Landscaping features
		Show and label all existing and proposed easements
		Show and label walks, open areas, and recreation areas
		Show and label sight triangles – landscaping shall not exceed 36” in sight triangles
		Show fire hydrants, light poles, meters, etc. to avoid conflicts

Photometric / Lighting Plan

Applicant Staff

		Location, type and height of lighting devices
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Final Development Plan Checklist

Architectural Elevations

Applicant Staff

		Representative architectural elevations of all sides of proposed structures with building height, colors and general textures of materials to be used on exterior of proposed buildings
		Representative architectural elevations of residential buildings, i.e. single-family detached, multi-family, etc.
		Trash receptacle details and elevations
		Signage details – size, type, color and material

I _____ state that the submittal requirements listed within this packet 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.

The following are the minimum submittal requirements for a Final Development Plan. Please check off the following items to assure your application is complete

Planning Packet (2 Complete Sets)

Applicant Staff

		Completed and signed application form
		Required fees and fee sheet (fees as determined by staff)
		Written Letter of Intent
		Latest Final Plat (if platted)
		Latest Preliminary Development Plan
		Latest Final Development Plan
		Any waiver requests
		Title Commitment, dated within 90 days, including B2 exceptions
		Copies of all recorded documents cited in the B-2 exceptions from the Title Commitment
		Certificate of taxes paid
		Notarized letter of authorization
		Pre-submittal notes
		24" X 36" Final Development Plan exhibit—see template
		Map of adjacent properties (Assessor's Map)
		FDP checklist completed and signed
		Additional information as determined by staff

Final Development Plan Submittal Checklist

Engineering (2 Complete Sets)

Applicant Staff

		Written Letter of Intent
		Phase III Drainage Study
		Grading Erosion & Sediment Control Report and Plan
		Any waiver requests
		Latest Final Plat (if platted)
		Latest Preliminary Development Plan
		Latest Final Development Plan
		Pre-submittal notes
		Engineers' Cost Estimate—see template
		Traffic Impact Study
		24" X 36" Final Development Plan exhibit—see template

Traffic Packet (1 Complete Set)

Applicant Staff

		Written Letter of Intent
		Traffic Impact Study
		Any waiver requests
		Latest Final Plat (if platted)
		Latest Preliminary Development Plan
		Latest Final Development Plan
		Pre-submittal notes
		24" X 36" Final Development Plan exhibit—see template

Final Development Plan Submittal Checklist

Southeast Metro Stormwater Authority (SEMSWA) (1 Complete Set)

Applicant Staff

		Written Letter of Intent
		Phase III Drainage Study
		Grading, Erosion & Sediment Control Plan & Report
		Any waiver requests
		Latest Final Plat (if platted)
		Latest Preliminary Development Plan
		Latest Final Development Plan
		Pre-submittal notes
		Engineers Cost Estimate –see template
		24" X 36" Final Development Plan exhibit—see template

City Attorney (1 Complete Set)

Applicant Staff

		Written Letter of Intent
		Title Commitment, dated within 90 days
		Copies of all recorded documents cited in the B-2 exceptions from the Title Commitment
		Certificate of taxes paid
		Notarized letter of authorization
		Pre-submittal notes
		Latest Final Plat (if platted)
		Latest Preliminary Development Plan
		Latest Final Development Plan
		24" X 36" Final Development Plan exhibit—see template

Final Development Plan Submittal Checklist

**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