

Purpose of Checklist

This checklist will help to assure 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 Master Development Plan

The Master Development Plan (MDP) is an alternative Planned Unit Development process available for all or any part of an Office Park Development and other eligible developments. The City Council may, by resolution, adopt standards which allow this process to be used in other development scenarios. The process is intended for developments that are able to contain within the development the impacts of final site design and architecture, due to the size of the development, perimeter screening and landscaping features, topography, or well-defined architectural and site design standards. The MDP sets forth one or more proposed development scenarios for the project. It establishes development parameters that are more refined and more precise than those set forth in Preliminary Development Plans, thereby enabling an expedited staff-level review of final site plans as established in the MDP.



Master Development Plan Checklist

Master Development Plan Checklist

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

Applicant **Staff**

		A description of the permitted uses (subject only to ASP review), conditional uses (subject only to ASP review), uses allowed by special review, maximum building heights, maximum gross floor area, maximum gross floor area ratio, minimum setbacks, minimum open space, minimum parking ratios and other development standards proposed in the MDP, together with a comparison of the MDP standards and uses with the existing zoning standards. A comparison chart shall be included on the MDP document
		A description of the approximate quantity, size, general location, type and material of signs, and any applicable or proposed conditions, restrictions or limitations. At the applicant’s discretion, this requirement may be satisfied by a master sign plan for the project approved in conjunction with the MDP or at any time thereafter
		The geographic location, quantity, dimensions, heights and gross floor area of all existing structures, along with a statement describing how the existing structures will be incorporated into the MDP; the approximate geographic location, architectural character, quantity, dimensions, heights and gross floor area of all proposed structure(s); the conceptual location of building entrances and loading points/service areas; the proposed use(s) to be contained within such structures; and any applicable or proposed conditions, restrictions or limitations. The applicant shall also describe any FDPs approved for property included within the MDP and state the extent to which such FDPs are intended to be incorporated within or otherwise survive approval of the MDP
		Locations of existing access points on immediately adjacent properties (which shall be updated as necessary in conjunction with each subsequent ASP). A general description and geographic location of the proposed approximate curb cut and driveway locations and dimensions, and proposed approximate off-street parking locations and ratios, and any applicable or proposed conditions, restrictions or limitations
		Proposed finished grade topography at two (2) foot contours or less, tied to U.S.G.S. datum
		A description of the type and height of lighting devices, and any applicable or proposed conditions, restrictions or limitations
		A graphic depiction of landscape standards, street cross-sections showing all landscape materials, street perspectives depicting the streetscape theme, and criteria for proposed irrigation systems, caliper of deciduous trees, height of evergreen trees, and gallon size of shrubs, and any applicable or proposed conditions, restrictions or limitations. All landscaping will comply with the City of Centennial Landscape Standards in accordance with Section 11.1.4800 herein
		A general description of width and turning parameters for emergency vehicles access
		If applicable, a general description of proposed sidewalks, walkways, open areas and recreation areas, and outdoor trash receptacle systems, and any applicable or proposed conditions, restrictions or limitations

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		Location and description of existing public and private utility service lines and main lines, together with the locations and dimensions of any existing easements, and any applicable or proposed conditions, restrictions or limitations
		Traffic Study which may be in the form of a previously-approved master traffic study for the development if certified as current and reliable and in conformance with all existing City requirements). In addition, following approval of an MDP, the City may require annual master traffic study updates, utilizing data collected within 2 months of the date of the update. Each update must provide a certified analysis prepared by a Colorado licensed professional traffic engineer which states that traffic conditions, columns and movements and intersection levels of service existing as of the date of the update conform in all respects to the traffic projections and analysis set forth in the Master Traffic Study. The update shall include data and analysis conforming to the City's "Guidelines for Traffic Impact Studies" then in effect, including but not limited to: (i) Intersection Capacit Analysis; (ii) Current 24-hour bi-directional traffic counts for all roadways in and adjacent to the MDP; (iii) Critical Movement Analyses; (iv) Progression Analyses; (v) graphical and tabular comparative analyses of the traffic generation within the Project MDP that was analyzed (and predicted) by the Master Traffic Study and the current traffic generation within the Project MDP; (vi) graphical and tabular comparative analyses of the projected increases in background traffic analyzed by the Master Traffic Study and the actual increase in background traffic; and (vii) warrant study projections for all traffic control devices, including but not limited to signalization and acceleration and deceleration lanes. If the Code requirements relating to traffic are amended after the approval of the Master Traffic Study, the updates must analyze the infrastructure requirements and restrictions required by the Code and propose a means acceptable to the Council for complying with the new requirements. The updates must be certified by a Colorado licensed professional traffic engineer based upon the studies and analyses conducted by or under the supervision of such engineer
		Drainage Report (which may be in the form of a previously-approved master drainage report) for the development
		A copy of all current recorded covenants, conditions and restrictions applicable to the property, and all other private architectural and use guidelines and restrictions in effect at the time of submittal, together with a description of any changes proposed to take effect prior to or after the adoption of the MDP, to the extent then known
		A depiction of one or more possible build out scenarios for the development, which complies with the assumptions and limitations of the underlying traffic and drainage studies, and complies with all applicable conditions, restrictions and limitations shown on the MDP
		Architectural design guidelines for the development with graphic illustrations depicting the architectural character, of structures and exterior wall materials, and any applicable or proposed conditions, restrictions or limitations
		If appropriate, suggested language regarding appropriate conditions and restrictions on the uses set forth in the MDP submittal (including, but not limited to, citing restrictions and other physical constraints, or conditional approval subject to Use by Special Review procedures prior to, or in conjunction with, review of ASP submittals)

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		A statement describing the owner, tenant, mortgagee, or owner association signatures required on any administrative or formal application for amendment of the MDP. Unless otherwise specified by the MDP applicant, the MDP will contain a statement that an application for amendment will be accepted for processing so long as it is signed by the owner(s) of all sites upon which the amendment will apply, without regard to whether the amendment is authorized or approved by the owners association, tenants, mortgagees, or adjacent owners within the MDP
		Proposed language addressing the need, if any, for platting, easement or fee interest (such as right-of-way and parks) dedications, infrastructure funding or construction prior to, concurrent with or subsequent to submission of ASP applications
		Proposed language, if any, regarding concurrent submittal and review of subsequent ASP applications and building permit applications pursuant to the MDP
		City Council, Planning and Zoning Commission and Owner signature/approval blocks
		The Land Use Services Department shall have the authority to require more information be submitted or depicted prior to or after referrals are sent, for the purpose of ensuring that the ramifications of the MDP are clear and easily understood, and for the purpose of addressing and resolving issues which arise as a result of analysis by staff, referral agencies or citizen comments

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 Centennial City Government.

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 Master Development Plan (MDP). Please check off the following items to assure your application is complete.

Planning Packet (2 Complete Sets)

Applicant Staff

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 approved zoning document (if applicable)
		Any waiver requests
		Title Commitment, dated within 90 days, including B-2 exceptions
		Copies of all recorded documents cited in the B-2 exceptions from the Title Commitment
		Certificate of taxes paid
		Notarized letter of authorization
		Architectural, Landscape and Signage Guidelines
		Pre-submittal notes
		24" x 36" Plan. See attached MDP Plan Checklist for requirements
		MDP checklist completed and signed
		Additional information as determined by staff

Master Development Plan Submittal Checklist

Engineering (2 Complete Sets)

Applicant Staff

Applicant	Staff	
		Written Letter of Intent
		Phase I Drainage Report
		Any waiver requests
		Latest Final Plat (if platted)
		Latest approved zoning document (if applicable)
		Pre-submittal notes
		24" x 36" Plan. See attached MDP Plan Checklist for requirements
		Traffic Impact Study

Traffic Packet (1 Complete Set)

Applicant Staff

Applicant	Staff	
		Written Letter of Intent
		Traffic Impact Study
		Any waiver requests
		Latest Final Plat (if platted)
		Latest approved zoning document (if applicable)
		Pre-submittal notes
		24" x 36" Plan. See attached MDP Plan Checklist and template for requirements

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

Applicant Staff

Applicant	Staff	
		Written Letter of Intent
		Phase I Drainage Report
		Any waiver requests
		Latest Final Plat (if platted)
		Latest approved zoning document (if applicable)
		Pre-submittal notes
		24" x 36" Plan. See attached MDP Plan Checklist and template for requirements

Master Development Plan Submittal Checklist

City Attorney (1 Complete Set)

Applicant Staff

		Written Letter of Intent
		Title Commitment within 90 days (including B-2 exceptions)
		Copies of all recorded documents cited in the B-2 exceptions from the Title Commitment
		Pre-Submittal Notes
		Certificate of Taxes paid
		Notarized Letter of Authorization
		Architectural, Landscape and Signage Guidelines
		Latest Final Plat (if platted)
		Latest approved zoning document (if applicable)
		24" x 36" Plan. See attached MDP Plan Checklist for requirements

**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