

**Purpose of Checklist**

This checklist will help to assure that your submitted application 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 a Site Plan**

A site plan which complies with the terms, conditions and requirements of the approved zone district must be submitted and approved prior to the issuance of building permits for improvements to any site or sites within the project covered by the application.



## 2011 Land Development Code Site Plan Checklist

### Site Plan Checklist

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

Applicant    Staff

		<b>General Information.</b> Project name, type of proposal, legal description of the plan or plat's land area, date of the drawing, scale, north arrow, and existing zoning of the parcel proposed for development. Each sheet shall have the case number at the bottom left-hand corner that reads, "Case No. XX-XXX."
		<b>Vicinity Map.</b> Vicinity map with north arrow (scale of 1 in. = 2,000 ft. preferred) with an emphasis on the major roadway network within one mile of the parcel proposed for development.
		<b>Development Standards Compliance Chart.</b> One or more charts comparing all of the regulations and requirements of the proposed site plan or plat with the Land Development Code that apply to the proposed use(s), building heights, gross floor area, residential density, gross floor area ratios, setbacks, open space, parking ratios, etc.
		<b>Ownership, Zoning, and Use of Adjacent Property.</b> Ownership, zoning and use of all adjacent parcels.
		<b>Existing and Proposed Topography.</b> Existing and proposed finished grade topography at two-foot contours or less, tied to datum acceptable to the City.
		<b>Topography.</b> The topography of the parcel proposed for development at two-foot intervals.
		<b>Lots.</b> The layout and dimensions of lots.
		<b>Building Footprints.</b> The footprint of any proposed multifamily residential structures or enclosed or covered commercial, retail, industrial or institutional building(s).
		<b>Buildings and Structures.</b> The geographic location, dimensions, minimum and maximum heights and gross floor area of all existing and proposed buildings and structures, the use(s) to be contained within them, and the location of entrances and loading and storage areas.
		<b>Setbacks.</b> All front, side and rear building lines with setbacks.
		<b>Curb Cuts, Driveways, and Parking Areas.</b> All proposed curb cut and driveway locations and dimensions, off-street parking locations, dimensions and total numbers by type (full size, compact, handicap, etc.), and types of surfacing, such as asphalt paving, concrete, gravel, etc.
		<b>Display of Streets.</b> The location, names, widths, and type of surfacing of all streets shall be shown on the plat. Existing right(s)-of-way shall bear notations of dedication by Book and Page number. Private drives and streets shall be labeled as such. Include a contour map where terrain might affect the location of streets.
		<b>Utilities.</b> The location of all existing and proposed public utilities including storm and sanitary sewers, water, gas and power lines. Show all public and private utility service lines and/or main lines with appurtenances, and location(s) and dimension(s) of all existing/proposed easements.
		<b>Open Space.</b> Show all areas of protected open space as required by the applicable open space ratio or landscape surface ratio. Show all pedestrian ways, open space, parks, playgrounds, and recreation areas, and a description of these improvements.
		<b>Special Use Areas.</b> Location and size of proposed civic or special uses of land to be considered for dedication to public or common use.

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		<b>Resource Protection Areas.</b> Areas set aside for resource protection, as required by Article 7, Open Space, Floodplain Management, and Environmental Quality.
		<b>Outdoor Waste Disposal.</b> Location of outdoor waste disposal, including any trash receptacle systems.
		<b>Emergency Access.</b> Provision for access by emergency vehicles.
		<b>Sewer and Water Facilities.</b> Include a statement of proposed plans for sewer and water. Show the location and dimension of existing and proposed sewer and water easements, and lines within the tract or immediately adjacent. Include a contour map where terrain might affect location of water or sewer lines.
		<b>Drainage.</b> Location and dimension of existing and proposed drainage easements and facilities within the parcel proposed for development or immediately adjacent to it. Show the location, dimension and surface treatment of existing and proposed culverts, bridges, and underground structures within the tract or immediately adjacent. Include a contour map where terrain might affect location of ponds or ditches. Include the volume capacity of all drainage ponds, and the size of the outlet restrictor. Include a Phase III Drainage Report as defined in the Storm Drainage Design and Technical Criteria.
		<b>Landscaping.</b> Proposed landscaping materials, including fences, walls, screens, planters and any other landscaping features.
		<b>Other Significant Features.</b> Significant features including, but not limited to, existing structures, utility lines, natural and artificial drainageways, ditches, lakes, vegetative groundcover, rock outcroppings, geologic features and hazards, dams, reservoirs, mines, fence lines, driveways, servitudes and easements, well sites, septic systems and leach fields shall be shown.
		<b>Signage Plan.</b> A Signage Plan describing and illustrating the size, location, type and material of all signs.
		<p><b>Lighting Plan.</b></p> <ol style="list-style-type: none"> <li>1. A lighting plan that: <ol style="list-style-type: none"> <li>a. Shows the location and mounting height above grade of light fixtures including building mounted fixtures;</li> <li>b. Labels the Lighting Zone of the property and all adjacent properties;</li> <li>c. Shows the location of all buildings, parking, drives, walkways and if applicable any areas dedicated to the outdoor display areas on the lot or parcel; and</li> <li>d. Denotes the type of each light fixture, keyed to a light fixture schedule and picture, cutsheets or line drawings of the proposed light fixtures.</li> </ol> </li> <li>2. A light fixture schedule indicating fixture type keyed to the plan, the quantity and type of lamp to be used in each fixture along with the rated lumen output of the lamp, the shielding category in which the light fixture belongs (unshielded, shielded, fully shielded, or full cut-off), and a description of the fixture.</li> <li>3. Cutsheets, pictures or line drawings of each light fixture keyed to the lighting plan.</li> <li>4. <b>For new development, redevelopment or major expansions.</b> A photometric plan showing initial horizontal illuminance (maintenance factor = 1.0) calculated at grade using a grid of points no more than 10 feet apart</li> </ol>

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		<p>and covering the entire site (excluding buildings) and extending a minimum of 10 feet beyond the lot or parcel property line. The maximum and minimum illuminance values within each specific use area (i.e. outdoor display of merchandise, parking, walkways, etc.) shall be clearly distinguished. Statistics for uniformity for each specific use area shall be included on the plan.</p> <p>Photometric plans for sites with existing pole mounted lighting within 50 feet of the property line shall include this existing lighting in the calculation. When photometric data for the existing fixtures is not available photometry for a similar fixture may be used. The fixture(s) used to represent existing lighting shall be included on the lighting fixture schedule and designated as existing.</p> <p>5. <b>For new development, redevelopment or major expansions.</b> Documentation of the connected load, demonstrating compliance with the limits set in this ordinance.</p> <p>6. <b>For new development, redevelopment or major expansions.</b> A copy of the stamped and approved shop drawings shall be submitted prior to electrical inspections. Inspections will not proceed without the submissions to verify that the submittal drawings and actual equipment provided were equivalent. If installed equipment differs from submittal drawings, calculations shall be resubmitted according to these documents. The owner and contractor are responsible for substituted equipment meeting all requirements of these documents, in the event that they must be removed or replaced.</p> <p>7. <b>For new development, redevelopment or major expansions.</b> Aiming angles and diagrams for all sports lighting and flood lighting fixtures.</p>
		<p><b>Architectural Elevations.</b> Representative architectural elevations of all sides of proposed structures which show building heights, colors and general textures of materials to be used on the exterior of the proposed buildings</p>
		<p><b>Standard Notes, Certifications, and Dedications.</b> All Standard Notes and Certifications required by the City of Centennial staff shall be included on the plan. Any modifications to these notes or proposed non-standard notes must be approved by the City Attorney. All notes not meeting these specifications shall be removed.</p>
		<p><b>Additional Information.</b> Additional information may be requested by the Director as appropriate to the request, and the Director may waive information required above if it is deemed to be inappropriate to the request.</p>
		<p><b>Misc. Information and Scale.</b> Each sheet of the exhibit shall show the date of the survey, north arrow, and the written and graphic scale. The drawing and any revision dates shall be shown on the cover sheet. The minimum scale of the drawing shall be one (1) inch to one hundred (100) feet. Enough sheets shall be used to accomplish this end. Acceptable larger scales are one (1) inch to twenty (20) feet, thirty (30) feet, forty (40) feet, fifty (50) feet and sixty (60) feet. The sheet number and the relation of each adjoining sheet shall be clearly shown by a small key map on each sheet.</p>

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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.

The following are the minimum submittal requirements for a site plan application. 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 plat (if platted)
		Latest Preliminary Development Plan Rezoning Map
		Latest Final Development Plan/Site Plan
		Any waiver requests
		Title Commitment, dated within 90 days, including B-2 exceptions (If amending a Site Plan or Amending a Final Development Plan)
		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 Site Plan exhibit—see attached Plan Checklist for requirements
		Map of adjacent properties (Assessor's Map)
		Site Plan checklist completed and signed
		Additional information as determined by staff

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**Engineering (2 Complete Sets)**

Applicant    Staff

		Written letter of intent
		Phase III drainage plan and report
		Grading Erosion & Sediment Control (GESC) report and plan
		Any waiver requests
		Latest plat (if platted)
		Latest Site Plan/Final Development Plan
		Pre-submittal notes
		Engineers' Cost Estimate—see template
		Traffic Impact Study
		24" X 36" Site Plan exhibit—see template

**Traffic Packet (1 Complete Set)**

Applicant    Staff

		Written letter of intent
		Traffic Impact Study
		Any waiver requests
		Latest plat (if platted)
		Latest Site Plan/Final Development Plan
		Pre-submittal notes
		24" X 36" Site Plan exhibit—see template

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**Southeast Metro Stormwater**

**Applicant    Staff                    Authority (SEMSWA) (1 Complete Set)**

		Written letter of intent
		Phase III drainage plan and report
		Grading, Erosion & Sediment Control (GESD) plan & report
		Any waiver requests
		Latest plat (if platted)
		Latest Site Plan/Final Development Plan
		Pre-submittal notes
		Engineers Cost Estimate –see template
		24" X 36" Site 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 plat (if platted)
		Latest Site Plan/Final Development Plan
		24" X 36" Site Plan exhibit—see template

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Site 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