

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 Use by Special Review

The Use by Special Review process and procedure provides for City Council review and approval of certain uses which, although permitted within specific zoning districts, may contradict the purpose of City of Centennial Regulations, providing for the public peace, health, safety and welfare.



Use by Special Review Plan Checklist

Use by Special Review Plan Checklist

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

Applicant **Staff**

		Title, including project name, application type (Use By Special Review Plan) and legal description of the subject property
		Date of the drawing, scale and north arrow
		Vicinity map with north arrow (scale of 1"=2,000' preferred) with the major roadway network within one (1) mile of the proposal and jurisdictional boundaries
		The existing zoning of the property and adjacent properties
		The geographic location, dimensions, maximum heights and gross floor area of all existing and proposed structure(s), the use(s) to be contained within, and the location of entrances and loading points
		Chart comparing all of the regulations and requirements of the proposed Use By Special Review Plan with those of the zoning district criteria regarding the proposed use(s), building heights, minimum lot area, gross floor area, gross floor area ratios, setbacks, open space, etc.
		Existing and proposed topography with contour intervals of two feet or less, tied to U.S.G.S. or other acceptable datum, extending 100 feet beyond the boundary line
		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, gravel, etc.
		Label and dimension public and private utility service lines and/or main lines with appurtenances
		Label and dimension all walks, open and recreation areas, with a description of these improvements
		Location of outdoor trash receptacle systems and screening
		Provision for access by emergency vehicles
		Location and dimensions of all existing access points on immediately adjacent properties
		Location, dimension and surface treatment of all stormwater drainage features, volume capacity of all drainage ponds, and the size of the outlet restrictor(s)
		An illustrative landscape plan showing locations and general types of all proposed landscaping materials, including fences, walls, planters and any other landscaping features and number of required and proposed trees and shrubs

Use by Special Review Plan Checklist

		Location, type and height of lighting devices and photometric plan
		Representative architectural elevation plans of all sides of proposed structures that show building heights, colors and general textures of materials to be used on the exterior of the proposed buildings
		Applicable notes and certifications approved by the City Attorney which regulate the development (Airport Influence Area note, off- site improvements note, etc.)
		All Standard Notes and Certificates required by City Staff shall be included on the Plan as described in the City of Centennial Land development Code. Any modifications to these notes must be approved by the City Attorney. All notes not meeting these specifications shall be removed
		Owner(s) of Record signature block and notary
		City Council signature block

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



Use by Special Review Plan Submittal Checklist

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 Use by Special Review. 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)
		Any waiver requests
		Title Commitment 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
		Pre-submittal notes
		24" x 36" Plan. See attached USR Plan Checklist and template for requirements
		USR Plan Checklist
		Additional information as determined by staff

Use by Special Review Plan Submittal Checklist

Engineering (2 Complete Sets)

Applicant Staff

		Written Letter of Intent
		Phase III Drainage Study
		Any waiver requests
		Latest Final Plat (if platted)
		Pre-submittal notes
		24" X 36" Plan. See attached USR Plan Checklist and template for requirements
		Traffic Impact Study

Traffic Packet (1 Complete Set)

Applicant Staff

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

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

Applicant Staff

		Written Letter of Intent
		Phase III Drainage Report and Plan
		Any waiver requests
		Latest Final Plat (if platted)
		Pre-submittal notes
		24" X 36" Plan. See attached USR Plan Checklist and template for requirements

Use by Special Review 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
		Latest Final Plat (if platted)
		Certificate of Taxes paid
		Notarized Letter of Authorization
		Pre-submittal notes
		24" X 36" Plan Exhibit. See attached USR Plan Checklist and template 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