

## Instructions

This checklist will help ensure that your site plan/site plan amendment submittal is consistent with City of Centennial regulations. The following items **MUST** be included with your 1<sup>st</sup> submittal for it to be considered complete. If you are missing required items, then Staff may reject your submittal.

The Director may waive requirements for certain materials if it is obvious that they do not relate to the processing of the application for which the waiver is requested. The Director may also require other submittal requirements based on the Community Development Department review.

**Provided**

	Letter of Intent that addresses all site plan criteria in <a href="#">Sec. 12-14-602 D</a> of the LDC
	Site Plan exhibit (see Site Plan Exhibit checklist below and AutoCAD template for requirements)
	Latest plat (if the parcel proposed for development is platted)
	Sworn proof of ownership and a Notarized Letter of Authorization from the landowner permitting a representative to process the application on their behalf
	Title Commitment, dated within 90 days, including B-2 exceptions (IMPORTANT: Must include hyperlinks for copies of all recorded documents cited in B-2 exceptions)
	Certificate of Taxes Due (request from Arapahoe County Treasurer’s Office directly by completing the form at the following link and emailing it to <a href="mailto:CTDRequests@arapahoegov.com">CTDRequests@arapahoegov.com</a> : <a href="https://www.arapahoeco.gov/your_county/county_departments/treasurer/property_tax_information/request_for_certificate_of_taxes_due_(ctd).php">https://www.arapahoeco.gov/your_county/county_departments/treasurer/property_tax_information/request_for_certificate_of_taxes_due_(ctd).php</a> )
	Traffic Impact Study or Traffic Memo prepared in accordance with the City of Centennial Guidelines for Traffic Impact Studies, if required by <a href="#">Sec. 12-1-202</a> , Traffic Studies (if requested by Traffic, see Engineering notes)
	Drainage Report/Drainage Letter (as required) per SEMSWA’s Pre-Submittal notes and per the SEMSWA Stormwater Management Manual
	Grading Erosion & Sediment Control (GESC) Plan and Report – ONLY required in first submittal if Early Grading permit is warranted and requested
	Community Participation Report (if Community Meeting was required) The applicant shall include a written Community Participation Report on the results of their citizen participation effort, which shall be reviewed and confirmed by the Director. The Community Participation Report will be attached to the Director's recommendation on the application. At a minimum, the Community Participation Report shall include the following information:

- Dates and locations of all meetings where residents were invited to discuss the applicant's proposal;
- Copies of the sign-in sheets or attendance summary;
- A summary of concerns, issues and problems expressed by participants, including:
  - a. How the applicant has addressed the issues identified; and
  - b. A statement regarding issues that cannot or should not be addressed and why the issues cannot or should not be addressed.
- If the applicant proposes to conduct additional meetings, a proposed schedule for notices, meetings, and additional Community Participation Reports.

**Construction Document Attachment Checklist**

The following items **MUST** be submitted with your Construction Documents (permitted once there are no major outstanding issues on the Site Plan – this will be determined by the review engineer) for your submission to be considered complete. If you are missing required items, then Staff may reject your submittal.

**Provided**

	CD review fees (payable online)
	Construction Drawings
	All other SEMSWA documents (as required) per SEMSWA’s Pre-Submittal notes, including, but not limited to: <ul style="list-style-type: none"> <li><input type="checkbox"/> Grading, Erosion, and Sediment Control Plan and Narrative</li> <li><input type="checkbox"/> Operation and Maintenance Site Plan and Agreement</li> <li><input type="checkbox"/> Floodplain Documents</li> <li><input type="checkbox"/> Easement Agreement with Legal Description and Exhibit</li> </ul>
	Private Engineer’s Cost Estimate (Private ECE) (use provided template)
	Public Engineer’s Cost Estimate (Public ECE) (use provided template)
	Public Improvement Agreement (PIA) (use provided template)
	SEMSWA Public Improvement Agreement Addendum (SEMSWA PIA) with SEMSWA Engineer’s Cost Estimate (SEMSW ECE)

**Site Plan Exhibit Checklist**

This checklist will help ensure that your submittal is consistent with City of Centennial regulations. A site plan that complies with the terms, conditions and requirements of the zoning district must be submitted and approved prior to the issuance of development and building permits for improvements to any site or sites within the project covered by the application.

Provide

	<p><b>Site Plan Template.</b> A site plan template is provided for use. All the tables and notes must be present in the plans, unless directed to do so otherwise.</p>
	<p><b>General Information.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Project name.</li> <li><input type="checkbox"/> Type of proposal.</li> <li><input type="checkbox"/> Legal description of the plan’s land area.</li> <li><input type="checkbox"/> Date of the drawing.</li> <li><input type="checkbox"/> Scale.</li> <li><input type="checkbox"/> North arrow.</li> <li><input type="checkbox"/> Existing zoning of the parcel proposed for development.</li> <li><input type="checkbox"/> Proposed land use of the parcel and the area of each use in square feet.</li> <li><input type="checkbox"/> Each sheet shall have the case number at the bottom left-hand corner that reads “Case No. SITE-XX-XXXXX”.</li> <li><input type="checkbox"/> The plan shall have a signature block for the Director and Planning and Zoning Commission chair.</li> </ul>
	<p><b>Vicinity Map.</b> Vicinity map with north arrow (scale of 1 in. = 2,000 ft. preferred) with an emphasis on the following within one mile of the parcel proposed for development:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Major roadway network.</li> <li><input type="checkbox"/> Jurisdictional boundaries.</li> <li><input type="checkbox"/> Location of Centennial Airport (if applicable).</li> </ul> <p>(see next page)</p>

	<p><b>Development Standards Compliance Chart.</b></p> <p>One or more charts comparing all the regulations and requirements of the proposed site plan with those of the zoning district for the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Proposed use(s).</li> <li><input type="checkbox"/> Building heights.</li> <li><input type="checkbox"/> Number and type of residential units (if applicable).</li> <li><input type="checkbox"/> Minimum lot area.</li> <li><input type="checkbox"/> Lot width.</li> <li><input type="checkbox"/> Setbacks.</li> <li><input type="checkbox"/> Street frontage.</li> <li><input type="checkbox"/> Building coverage.</li> <li><input type="checkbox"/> Lot area proposed for development.</li> <li><input type="checkbox"/> Landscape surface ratio (LSR).</li> <li><input type="checkbox"/> Scale.</li> <li><input type="checkbox"/> Gross floor area.</li> <li><input type="checkbox"/> Gross floor area ratios.</li> <li><input type="checkbox"/> Density.</li> </ul> <p>This chart is included in the site plan template.</p>
	<p><b>Ownership, Zoning, and Use of Adjacent Property.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ownership, zoning, residential density, and use of all adjacent parcels.</li> </ul>
	<p><b>Existing and Proposed Topography.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Existing and proposed finished grade topography at two-foot contours or less, tied to datum acceptable to the City.</li> <li><input type="checkbox"/> Please show the ADA route on the grading sheets (in addition to the site plan sheet).</li> </ul>
	<p><b>Lots.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The layout and dimensions (property line length, lot area in s.f. and ac.) of lots.</li> <li><input type="checkbox"/> Include lot lines if the site is being subdivided for the purposes of ownership.</li> </ul> <p>(see next page)</p>

	<p><b>Buildings, Building Footprints and Structures.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide the following information for all existing and proposed buildings and structures: <ul style="list-style-type: none"> <li>○ Geographic location.</li> <li>○ Dimensions.</li> <li>○ Minimum and maximum heights.</li> <li>○ Finished floor area and gross floor area.</li> <li>○ Use(s) to be contained within existing and proposed building and structures.</li> <li>○ Location of entrances.</li> <li>○ Location of loading and storage areas.</li> </ul> </li> <li><input type="checkbox"/> Show all proposed multifamily residential structures or enclosed or covered commercial, retail, industrial or institutional building(s).</li> <li><input type="checkbox"/> Show the ADA route from the public sidewalk, public transportation stops, and accessible parking to the building entrance.</li> <li><input type="checkbox"/> Show the location of required Pedestrian and Bicycle infrastructure.</li> </ul>
	<p><b>Setbacks.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Please show the front, side, and rear setbacks from property lines for all buildings, parking areas, and outdoor storage areas.</li> </ul>
	<p><b>Curb Cuts, Driveways, and Parking Areas.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> All proposed curb cut and driveway locations with dimensions.</li> <li><input type="checkbox"/> Off-street parking locations.</li> <li><input type="checkbox"/> Parking space and drive aisle dimensions.</li> <li><input type="checkbox"/> Total parking space number by type (full size, compact, handicap, etc.).</li> <li><input type="checkbox"/> Types of surfacing, such as asphalt paving, concrete, gravel, etc.</li> <li><input type="checkbox"/> Type of pavement marking for parking areas, travel lanes, and crosswalks (solvent borne traffic paint, stamped concrete, etc.)</li> </ul>
	<p><b>Display of Streets.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The location, names, widths, and type of surfacing.</li> <li><input type="checkbox"/> Striping of all streets shall be shown on the site plan.</li> <li><input type="checkbox"/> Existing right(s)-of-way shall bear notations of dedication by Book/Page number, or reception number. Private drives and private streets shall be labeled as such.</li> <li><input type="checkbox"/> Include a contour map where terrain might affect the location of streets.</li> <li><input type="checkbox"/> If the application involves public improvements, the following shall be provided: <ul style="list-style-type: none"> <li>○ A street plan and profile sheets prepared in accordance with the Roadway Design &amp; Construction Standards Manual.</li> <li>○ A preliminary pavement design report prepared in accordance with the Roadway Design &amp; Construction Standards Manual.</li> </ul> </li> </ul>

	<p><b>Utilities.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The location of all existing and proposed public utilities including: <ul style="list-style-type: none"> <li>○ Storm and sanitary sewers.</li> <li>○ Water.</li> <li>○ Communications.</li> <li>○ Fiber.</li> <li>○ Gas and power lines.</li> </ul> </li> <li><input type="checkbox"/> Show <b>all</b> public and private utility service lines and/or main lines with appurtenances, and location(s), dimension(s) between utilities, and dimension(s) of all existing/proposed easements.</li> <li><input type="checkbox"/> Where easements exist or are proposed, notate the dedication by Book/Page number, or reception number.</li> <li><input type="checkbox"/> All utilities must be buried underground, and aboveground utility boxes must be screened or concealed.</li> <li><input type="checkbox"/> In the case of nonresidential, mixed-use, and multifamily development, include service areas.</li> <li><input type="checkbox"/> Notate utility crossings and include note that all sanitary and water line crossing with a storm sewer shall have a minimum vertical clearance of 18 inches.</li> </ul>
	<p><b>Open Space.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Show all areas of protected open space as required by the applicable open space ratio or landscape surface ratio.</li> <li><input type="checkbox"/> Show all pedestrian ways, open space, parks, playgrounds, and recreation areas, and a description of these improvements.</li> </ul>
	<p><b>Special Use Areas.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Location and size of proposed civic or special uses of land to be considered for dedication to public or common use.</li> </ul>
	<p><b>Resource Protection Areas.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Areas set aside for resource protection, as required by Article 7, Open Space, Floodplain Management, and Environmental Quality.</li> </ul>
	<p><b>Outdoor Waste Disposal.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Location of outdoor waste disposal, including any trash receptacle systems.</li> </ul>
	<p><b>Emergency Access.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provision for access by emergency vehicles.</li> </ul>

	<p><b>Drainage.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Show, label, and dimension existing drainage easements and facilities within the parcel proposed for development or immediately adjacent to it.</li> <li><input type="checkbox"/> Show, label, and dimension (including slopes) the proposed facilities; facilities include but not limited to culverts, bridges, underground storm sewer and structures, ponds, water quality facilities, and surface conveyance facilities within the parcel for development or immediately adjacent.</li> <li><input type="checkbox"/> In addition to the existing and proposed topography, include surface slopes where terrain might affect location of ponds or surface conveyance.</li> <li><input type="checkbox"/> Include the volume capacity of all drainage ponds, and the size of the outlet restrictor and the treatment area/volume for water quality facilities.</li> </ul>
	<p><b>Landscaping.</b> Use landscape tables in template. Xeriscaping is highly encouraged.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Show proposed landscaping materials (trees, shrubs, grasses, ground cover/mulch)</li> <li><input type="checkbox"/> Provide a planting list (common and botanic name, size/height of material, whether plant is xeric) including fences, plazas, fences, walls, screens, planters and any other landscaping features.</li> <li><input type="checkbox"/> Show fire hydrants and streetlights on landscaping sheets.</li> <li><input type="checkbox"/> Show and label the drainage easement and storm facilities to ensure proposed landscape material and other features comply with drainage easement conditions.</li> </ul>
	<p><b>Irrigation Plan.</b> This may be submitted within the plan set at the second review.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Schematic irrigation plan showing:       <ul style="list-style-type: none"> <li>o The proposed lap/backflow preventer and irrigation controller location;</li> <li>o The location of the manual gate valve that will control the entire irrigation system;</li> <li>o The anticipated type of irrigation proposed for each landscape area or irrigation zone (turf, shrub beds, etc.);</li> <li>o The recommended setback distance of all proposed irrigation heads from back of curb or edge pavement; and</li> <li>o All proposed sleeve locations.</li> </ul> </li> </ul>
	<p><b>Other Significant Features.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Significant features including, but not limited to, existing structures, utility lines, natural and artificial drainageways, floodplains/floodway (including source of delineation), 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.</li> </ul>

**Lighting Plan.**

- A lighting plan that:
  - Meets the connected load requirements outlined in [Sec. 12-6-704](#) of the LDC;
  - Shows the location and mounting height above grade of light fixtures including building mounted fixtures;
  - Labels the Lighting Zone of the property and all adjacent properties;
  - 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
  - Denotes the type of each light fixture, keyed to a light fixture schedule and picture, cutsheets or line drawings of the proposed light fixtures.
- 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.
- Cutsheets, pictures or line drawings of each light fixture keyed to the lighting plan. See the Roadway Design and Construction Standards Manual for street lighting standards. An associated Street Lighting Checklist may also be available through the City.
- Show and label the drainage easement and storm facilities to ensure proposed lighting comply with drainage easement conditions and does not impact the storm sewer.
- For new development, redevelopment or major expansions. For new development or redevelopment (building expansion exceeding 50 percent of the existing Building Gross Floor Area) or when there is a substantial modification of any exterior lighting, including but not limited to new luminaires; replacement of 50 percent or more of the existing luminaires; increases in the mounting height of any equipment; or, changes to a ballast in a luminaire, either to drive a different type of lamp or increase the wattage.**
  - 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 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.
  - 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.
  - Documentation of the connected load, demonstrating compliance with the limits set in the LDC.
  - 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

	<p>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> <ul style="list-style-type: none"> <li>○ Aiming angles and diagrams for all sports lighting and flood lighting fixtures.</li> </ul>
	<p><b>Architectural Elevations.</b></p> <ul style="list-style-type: none"> <li>□ Provide a colorized rendering in the site plan set.</li> <li>□ Provide a materials board for review.</li> <li>□ Renderings of architectural elevations need to show all façades of proposed structures which show building heights, colors and general textures of materials to be used on the exterior of the proposed buildings, ensuring that the elevations meet LDC requirements for: <ul style="list-style-type: none"> <li>○ Four-Sided Design.</li> <li>○ Building Mass and Form.</li> <li>○ Architectural Scaling Elements.</li> <li>○ Pedestrian Amenities.</li> <li>○ Mechanical Equipment Screening.</li> </ul> </li> </ul>
	<p><b>3D Model of Site and Proposed Building.</b></p> <ul style="list-style-type: none"> <li>□ If the application is for a Site Plan for new development or redevelopment as defined in Table <a href="#">12-12-402</a>, Sliding Scale Compliance Requirements, provide a Digital Architectural Scaling Model depicting the proposed Building or Buildings in three dimensions, including matured landscaping, in a file format approved by the Director.</li> </ul>
	<p><b>Standard Notes, Certifications, and Dedications.</b></p> <ul style="list-style-type: none"> <li>□ All Standard Notes and Certifications required by the City of Centennial staff shall be included on the plan (Airport Influence Area note, off-site improvements note, etc.). These notes are within the site plan template provided. 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.</li> </ul>
	<p><b>Misc. Information and Scale.</b></p> <ul style="list-style-type: none"> <li>□ Each sheet of the exhibit shall show the date of the survey, north arrow, and the written and graphic scale.</li> <li>□ The drawing and any revision dates shall be shown on the cover sheet.</li> <li>□ 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.</li> <li>□ If the site is shown on multiple sheets, include a key map on each sheet identifying adjoining sheet numbers and locations. Clearly label all match lines.</li> </ul>

### **Additional Information.**

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.

## Director Approval

The Director may administratively approve site plans pursuant to [Section 12-14-602 D](#) of the LDC, Approval Standards, if:

- the parcel(s) proposed for development is **200 feet or more** from a residential zoning district boundary;
- qualifies as an administrative amendment;
- implements a MDP or PDP that has not been converted, sunsetted, or abandoned; or
- City Council delegates authority for the Director to administratively approve pursuant to a valid development agreement ([LDC Sec. 12-14-504 B.1](#)).

For Director approval, the applicant must go through the administrative review process:

1. Submit a complete application.
2. Respond to comments from City staff, referral agencies, and community meeting participants.
3. Repeat steps 1 and 2 until the Director approves, approves with conditions, or denies the application.

## Planning and Zoning Commission Approval

When a site plan is ineligible for administrative review by the Director – such as a site plan for new development or redevelopment located **within 200** feet of a residential zoning district boundary – the Planning and Zoning Commission decides the application pursuant to the approval standards in [Section 12-14-602 D](#) of the LDC.

For Planning and Zoning Commission approval, the applicant must go through the public hearing process:

### *Public hearing review process*

1. Submit a complete application.
2. Respond to comments from City staff, referral agencies, and community meeting participants.
3. Repeat steps 1 and 2 until the City staff determine that all comments have been addressed.
4. The site plan will be scheduled for a public hearing at the next available Planning & Zoning Commission meeting.
5. Planning & Zoning Commission approves, approves with conditions, or denies the application.