

**Instructions**

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

**Provided**

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|  | Letter of Intent that addresses all site plan criteria in Sec. 12-14-602 of the LDC  |
|  | Site Plan exhibit (see AutoCAD template and attached checklist for requirements)   |
|  | Latest plat (if platted)   |
|  | Title Commitment, dated within 90 days, including B-2 exceptions<br>(must include copies of all recorded documents cited in B-2 exceptions)  |
|  | Certificate of taxes paid (request from Arapahoe County Treasurer's Office directly)   |
|  | Notarized Letter of Authorization from the landowner permitting a representative to process the application on their behalf  |
|  | Drainage Report per SEMSWAs Pre-submittal notes  |
|  | Traffic Impact Study or Traffic Memo (if requested by Traffic, see Engineering notes)  |
|  | Community Participation Report (if Community Meeting was required)<br>At a minimum, the report shall include the following information:<br>Dates and locations of all meetings where residents were invited to discuss the applicant's proposal;<br>Copies of the sign-in sheets;<br>A summary of concerns, issues and problems expressed by participants, including:<br>How the applicant has addressed the issues identified; and<br>A statement regarding issues that cannot or should not be addressed and why the issues cannot or should not be addressed.<br>If the applicant proposes to conduct additional meetings, a proposed schedule for notices, meetings, and additional Community Participation Reports. |

The following items **MUST** be submitted with your Construction Documents (permitted after one round of Site Plan review) in order for your submission to be considered complete. If you are missing required items then Staff may reject your submittal.

**Provided**

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|  | CD review fees (payable online)                                |
|  | Private Engineers' Cost Estimate (ECE) (use provided template) |
|  | Public Engineers' Cost Estimate (ECE) (use provided template)  |
|  | SEMSWA Engineers' Cost Estimate (ECE) (use provided template)  |
|  | Public Improvement Agreement (PIA) (use provided template)     |
|  | Grading Erosion & Sediment Control (GESC) Plan (if required)   |
|  | Grading Erosion & Sediment Control (GESC) Report (if required) |

## Site Plan Submittal 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

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|  | <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.   |
|  | <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. SITE-XX-XXXXX.”  |
|  | <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, jurisdictional boundaries, and the location of Centennial Airport (if applicable) 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. This chart is included in the site plan template.  |
|  | <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 (property line length, lot area in s.f. and ac.) of lots.  |
|  | <b>Buildings, Building Footprints and Structures.</b> The geographic location, dimensions, minimum and maximum heights, finished floor area 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. Show all proposed multifamily residential structures or enclosed or covered commercial, retail, industrial or institutional building(s). Show the ADA route from the building entrances to ROW. Show the location of required Pedestrian and Bicycle infrastructure. |
|  | <b>Setbacks.</b> Show all front, side and rear setbacks from property lines for all buildings, parking areas, and outdoor storage areas.  |
|  | <b>Curb Cuts, Driveways, and Parking Areas.</b> All proposed curb cut and driveway locations with dimensions, off-street parking locations, dimensions and total numbers by type (full size, compact, handicap, etc.); types of surfacing, such as asphalt paving, concrete, gravel, etc.; and type of pavement marking for parking areas, travel lanes, and crosswalks (solvent borne traffic paint, stamped concrete, etc.)   |

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|  | <p><b>Display of Streets.</b> The location, names, widths, and type of surfacing, striping of all streets shall be shown on the site plan. 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. Include a contour map where terrain might affect the location of streets.</p>   |
|  | <p><b>Utilities.</b> The location of all existing and proposed public utilities including storm and sanitary sewers, water, communications, gas and power lines. Show <u>all</u> public and private utility service lines and/or main lines with appurtenances, and location(s) and dimension(s) of all existing/proposed easements. Where easements exist or are proposed, notate the dedication by Book/Page number, or reception number. All utilities must be buried underground, and aboveground utility boxes must be screened or concealed.</p>  |
|  | <p><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.</p>  |
|  | <p><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.</p>   |
|  | <p><b>Resource Protection Areas.</b> Areas set aside for resource protection, as required by Article 7, Open Space, Floodplain Management, and Environmental Quality.</p>   |
|  | <p><b>Outdoor Waste Disposal.</b> Location of outdoor waste disposal, including any trash receptacle systems.</p>   |
|  | <p><b>Emergency Access.</b> Provision for access by emergency vehicles.</p>   |
|  | <p><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.</p>  |
|  | <p><b>Landscaping.</b> Proposed landscaping materials (trees, shrubs, grasses, ground cover/mulch), 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. Use landscape tables in template. Xeriscaping is highly encouraged.</p>   |
|  | <p><b>Irrigation Plan.</b></p> <ol style="list-style-type: none"> <li>1. Schematic irrigation plan showing: <ol style="list-style-type: none"> <li>a. The proposed lap/backflow preventer and irrigation controller location;</li> <li>b. The location of the manual gate valve that will control the entire irrigation system;</li> <li>c. The anticipated type of irrigation proposed for each landscape area or irrigation zone (turf, shrub beds, etc.);</li> <li>d. The recommended setback distance of all proposed irrigation heads from back of curb or edge pavement; and</li> <li>e. All proposed sleeve locations.</li> </ol> <p><b><i>(This may be submitted within the plan set at the second review.)</i></b></p> </li> </ol> |

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|  | <p><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.</p>   |
|  | <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 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.<br/>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.</li> <li>5. <b>For new development, redevelopment or major expansions.</b> Documentation of the connected load, demonstrating compliance with the limits set in the LDC.</li> <li>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.</li> <li>7. <b>For new development, redevelopment or major expansions.</b> Aiming angles and diagrams for all sports lighting and flood lighting fixtures.</li> </ol> |

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|  | <p><b>Architectural Elevations. Provide a colorized rendering in the site plan set. Provide a materials board for review.</b> 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:</p> <ol style="list-style-type: none"> <li>1. Four-Sided Design.</li> <li>2. Horizontal Articulation.</li> <li>3. Vertical Articulation.</li> <li>4. Pedestrian Amenities.</li> <li>5. Mechanical Equipment Screening.</li> </ol> |
|  | <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. 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.</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>              |