



2017 SITE PLAN REVIEW SUBMITTAL REQUIREMENTS CITY OF WOODLAND PARK



The site plan and application shall contain and include the following criteria and information (please check completed boxes). This completed form **MUST** be submitted with the application:

Applicant Check	City Check	Submittal Requirement:
		Complete Application. A completed application for site plan review upon forms supplied by the Planning Department
		Adjoiners List. A complete list of names and mailing addresses of all adjacent property owners within 150' of the subject property.
		Warranty Deed or Title Policy. Documents proving ownership of subject property.
		Six (6) copies of Large Set of Plans. 24" x 36" in size
		One copy of Reduced Set of Plans. 11" x 17" in size
		Supplemental Materials. Supplemental materials to be included with all applications are as follows:
		<input type="checkbox"/> Architectural drawings, renderings, or other graphic illustrations of structures, landscaping, and accessory infrastructure
		<input type="checkbox"/> Drainage plan (3 copies)
		<input type="checkbox"/> Grading plan
		<input type="checkbox"/> Landscape plan
		<input type="checkbox"/> Traffic report/study (3 copies)
		Site Plan. A site plan containing and including the following criteria and information:
		<input type="checkbox"/> Prepared by a qualified individual with appropriate signature, date and seal affixed;
		<input type="checkbox"/> Indicate the name of the proposed development, submittal phase, and the words "Site Plan";
		<input type="checkbox"/> Be drawn at a scale to clearly show the entire project and site characteristics (one inch equals thirty feet is preferred);
		<input type="checkbox"/> A vicinity map indicating the location of the site
		<input type="checkbox"/> Date of preparation, scale, and north arrow (designated as true north);
		<input type="checkbox"/> The location, exterior horizontal dimensions and height of all existing and/or proposed structures and/or uses with reference to property lines;

		<input type="checkbox"/> Property lines, dimensions, and known monuments
		<input type="checkbox"/> Location, dimensions and names of on-site and adjacent streets, trails, public rights-of-way and sidewalks;
		<input type="checkbox"/> Location, dimensions and intent of existing and proposed easements;
		<input type="checkbox"/> Location, number, and dimensions of all parking areas, driveways, driving lanes, loading areas and parking formula used;
		<input type="checkbox"/> Locations of existing and proposed utilities, including: water, sewer, drainage, fire, electricity, gas, phone, and cable television infrastructure;
		<input type="checkbox"/> General direction of off-site topography
		<input type="checkbox"/> Location and extent of streams, watercourses, and floodplains or other hazards;
		<input type="checkbox"/> Landscaped areas;
		<input type="checkbox"/> Location of existing and proposed signs;
		<input type="checkbox"/> Areas for solid waste disposal containers and typical enclosure detail, if applicable;
		<input type="checkbox"/> Zoning district, special district and city boundaries;
		<input type="checkbox"/> Area and extent of snow storage areas;
		<input type="checkbox"/> Adjacent existing and proposed uses;
		<input type="checkbox"/> On-site topography at two-foot contour intervals referenced to U.S. Geological Survey datum;
		<input type="checkbox"/> Location and extent of all traffic control devices and signs;
		<input type="checkbox"/> Location and extent of exterior lighting fixtures and a typical detail diagram;
		<input type="checkbox"/> Location and extent of fences and buffer areas, if applicable. For purposes of this section, a buffer area shall be defined as a strip of land or appropriate method to separate one type of land use from another use which may be incompatible;
		<input type="checkbox"/> Location and extent of areas in excess of thirty percent slope;
		<input type="checkbox"/> Indicate any lands or areas to be retained as open space and/or future expansion;
		<input type="checkbox"/> Additional reasonable site plan information requested by the Planning Department to aid in the review and evaluation of the development;
		<input type="checkbox"/> Minimum four by four inch box for listing of approval conditions and restrictions;
		<input type="checkbox"/> Indicate the total square footage of new impervious surface area and existing impervious surface area.
		<input type="checkbox"/> The following certifications shall be shown and executed on site plans through the <u>public hearing</u> process:

