



PROCEDURAL GUIDELINES FOR AIRPORT DEVELOPMENT

INTRODUCTION

Rocky Mountain Metropolitan Airport™ is owned and operated by Jefferson County, Colorado. The airport is a self-sustaining department and does not receive any general tax revenue, nor is airport revenue used for county purposes. The airport is a division of the Jefferson County Development and Transportation Department.

We strive to provide the best service to our tenants and business partners. We welcome your participation in developing aviation activities at our airport. To better assist you, we have developed this Procedural Guideline document that lists out steps and requirements needed to complete land development at the airport.

STEP 1 – Pre-Submittal Meeting

Applicants must schedule a pre-submittal meeting with the Airport's Manager of Development, Manager of Administration or Airport Manager. This meeting gives the applicant an opportunity to present his/her idea and to discuss available parcels and their designated land use. Airport staff can provide strong input on the feasibility of development and can identify any potential issues prior to actual development of a site¹. The applicant will then be directed to contact all utilities pertaining to the proposed development parcel to obtain written assurances that the provider has the ability to serve the entire development or that the parcel exists within the service district's boundaries.

STEP 2 – Concept Plan

Following pre-submittal discussions, the Concept Plan should be submitted to the Airport for review.

Review of the Concept Plan will give the Airport an opportunity to address any questions or concerns with the applicant. The following items will be required prior to any consideration of the Concept Plan by the Airport; three (3) copies of which must be submitted no later than two (2) weeks prior to the date of a scheduled concept review meeting with Airport staff:

- a. Written narrative describing the proposed development to include:
 - (1) Proposed use;
 - (2) Number of structures, gross and net density;
 - (3) Type of structure(s), approximate size(s) of unit(s), and approximate maximum height of building(s) in feet; and

¹ In the event that more than one (1) applicant has interest in the same parcel of land and the Airport has not received a Concept Plan (Step 2) for the same parcel, all interested applicants will be given a notice of a request for competitive proposals for review and selection by a committee assigned by Rocky Mountain Metro Airport, prior to proceeding to Step 2.



- (4) Notice of Proposed Construction or Alteration FAA Form 7460-1 submitted for review to the FAA.
- b. Plan Drawings which include the following minimum information:
- (1) Title of the development above the term "Concept Plan";
 - (2) Vicinity map, scale, north arrow and date of preparation;
 - (3) Location and legal description of lot;
 - (4) Total area of open space;
 - (5) Location and proposed use(s) of building areas to include range of dimensions and square footage;
 - (6) Location and dimensions of required building and landscaping setbacks as described in the Rocky Mountain Metropolitan Airport Official Development Plan (ODP);
 - (7) Parking area(s), verifiable based upon building square footage;
 - (8) Aircraft apron/ramp area;
 - (9) Designation and classification of any right of way, turning or acceleration and/or deceleration lanes, areas to be vacated, access points, etc. that are required;
 - (10) Topographic map depicting existing and proposed contours²;
 - (11) Utilities drawing depicting existing and proposed locations;
 - (12) Internal site circulation and designation of public and private streets;
 - (13) Proposed timetable for development plan.
- c. Letters from appropriate utilities, (i.e. water and sewer providers, fire district).

STEP 3 – Concept Review Meeting

As discussed in Step 2 above, it is important that three (3) copies of the Concept Plan are received at least two (2) weeks prior to the date of the scheduled concept review meeting with the Airport, so that the Airport Staff has sufficient time to review the Concept Plan and address with the applicant any changes which may be necessary prior to executing a lease agreement with the Jefferson County Board of Commissioners and submitting the Site Specific Development Plan (SDP) Requirements to the Planning and Zoning Division.

STEP 4 – Lease Agreement

No work shall begin until a lease agreement with the airport and the applicant has been executed and approved by the Jefferson County Board of Commissioners.

STEP 5 – RMMA Site-Specific Development Requirements (MAIN AIRPORT)

A Site-Specific Plan shall be submitted for an entire lot/lease area at the time of building permit review for each lot/lease area at the airport. Such site-specific plans shall delineate the specific building, parking, landscaping, grading, drainage and access

² PRIOR TO COMMENCEMENT OF ANY SITE GRADING, ALL GRADING AND EROSION CONTROL PLANS WILL BE SUBMITTED TO THE PLANNING AND ZONING DIVISION FOR REVIEW AND APPROVAL.



locations and any other data necessary to demonstrate conformance with all applicable criteria, as noted in the table below.

Such site specific plans shall be reviewed by the Zoning Administrator or his/her designated appointee who shall review all documents and plans for conformity with the Jefferson County Zoning Resolution, the criteria and standards of the Jefferson County Land Development Regulation, the procedure for issuance of a building permit and the written restriction of the airport's ODP.

The Planning and Zoning Division shall review all submittal requirements within two weeks after documents are submitted. If the Zoning Administrator or his/her designated appointee finds that the Site-Specific Plan should be denied, the applicant will be provided with a list of specific reasons for such action. Notice of the corrections necessary to bring such plans into conformance with the applicable criteria will be furnished to the applicant and Rocky Mountain Metropolitan Airport Management. Thereafter, revised plans will be reviewed and approved as provided for herein above. The failure of Planning & Zoning Staff to review plans within two weeks shall not waive the requirement for compliance with all applicable criteria. The applicant may correct and resubmit the Site-Specific Plan for additional review. Jefferson County shall not be required to issue a building permit for any lot/lease area until the County has approved the Site-Specific Plan.

A. MAIN AIRPORT SUBMITTAL REQUIREMENTS

SUBMITTAL REQUIREMENTS		
	Building Permit	Site-Specific Plan Materials
Building Permit Application	X	
Permit Fee	X	
Verification of Address	X	
Site Plan Layout	X	X
Architectural Construction Plans (2 sets)	X	
Executed Lease Agreement	X	
Proof of Access	X	
Proof of Water Service	X	
Proof of Sewer Service	X	
Fire Protection Letter	X	
Legal Description of Lease Area	X	
Grading & Erosion Control Plan		R
Geotechnical Report		R
Traffic Study		A
Landscape Plan ¹		X
Phase III Drainage Report & Plan		R



Civil Construction Plans		R
Lighting Plan		R
Performance Guarantees or Improvement Agreements		A
Deeds/Easements		R

X = Mandatory Submittal, R = Request May Occur at Time of Submittal, A = At Discretion of Staff

1: A letter from Rocky Mountain Metropolitan Airport noting that landscaping does not need to occur can be submitted when development exists along a taxiway.

- B. Areas outside of the Main Airport, as shown on the ODP shall follow the Zoning Resolution for site specific development prior to the issuance of a Building Permit.
- C. The County can request additional materials or information at the time of review
- D. Site-Specific Plan Requirements - Main Airport:

1. Building Permit Application – Filled out completely and accurately by the Applicant with specific information of the purpose line.
2. Water & Sewer Service – Water & Sewer availability form completed by the appropriate district stating that the applicable water and sewer taps are available.
3. Executed Lease Agreement shall include the following:
 - A. Legal Description of the Lease/Parcel Area
 - B. Survey Drawing indicating the location of the lease/parcel area within the Airport and with accurate measurements reflecting the boundary of the subject area.
4. Site Plan in accordance with the following:
 - A. Drawn to a nominal engineer’s scale.
 - B. The entire boundary and dimensions of the parcel or lease area, including the area of the parcel or lease area, expressed in acres or square feet.
 - C. The scaled outline of the proposed structure relative to the parcel or lease areas boundaries and any existing structures on the parcel or lease area.
 - D. Setbacks of all structures existing or proposed, to the parcel or lease area boundaries.
 - E. Existing easements of record.
 - F. The location, width, and names of all adjacent and proposed street/road rights-of-ways and existing public improvements within.
 - G. The building address as assigned by the addressing section of the Planning & Zoning Division.
 - H. North arrow and scale used.
 - I. Required Parking depicted.
5. Applicable drainage reports and drainage plans in accordance with the Jefferson County Drainage Criteria Manual.
6. Grading and Erosion Control Plan in accordance with the Land Disturbance section of the Zoning Resolution.



7. Civil construction plans prepared in compliance with land development regulations for all proposed public improvements.
8. Landscaping Plan in accordance with section 10 of the ODP.
9. Lighting plan in accordance with section 9 of the ODP.

10. Geotechnical Report – A design level report with recommendations for foundation design, floor slab, pavement design and site grading.
11. Two complete sets of architectural construction plans as required by the Jefferson County Building Safety Division.
12. Additional Documentation as required by the Planning & Zoning Division to ensure compliance with all applicable regulations.

ATTACHMENTS

- Airport Official Development Plan – Resolution # CC07-537
- Available Lease Area Map
- Plan Review Flow Chart – Planning & Zoning
- FAA Form 7460-1 (SAMPLE)
- Sample Airport Lease

At Rocky Mountain Metropolitan Airport we appreciate your business and look forward to the opportunity to work with you.