

Application Review Process
GUIDES

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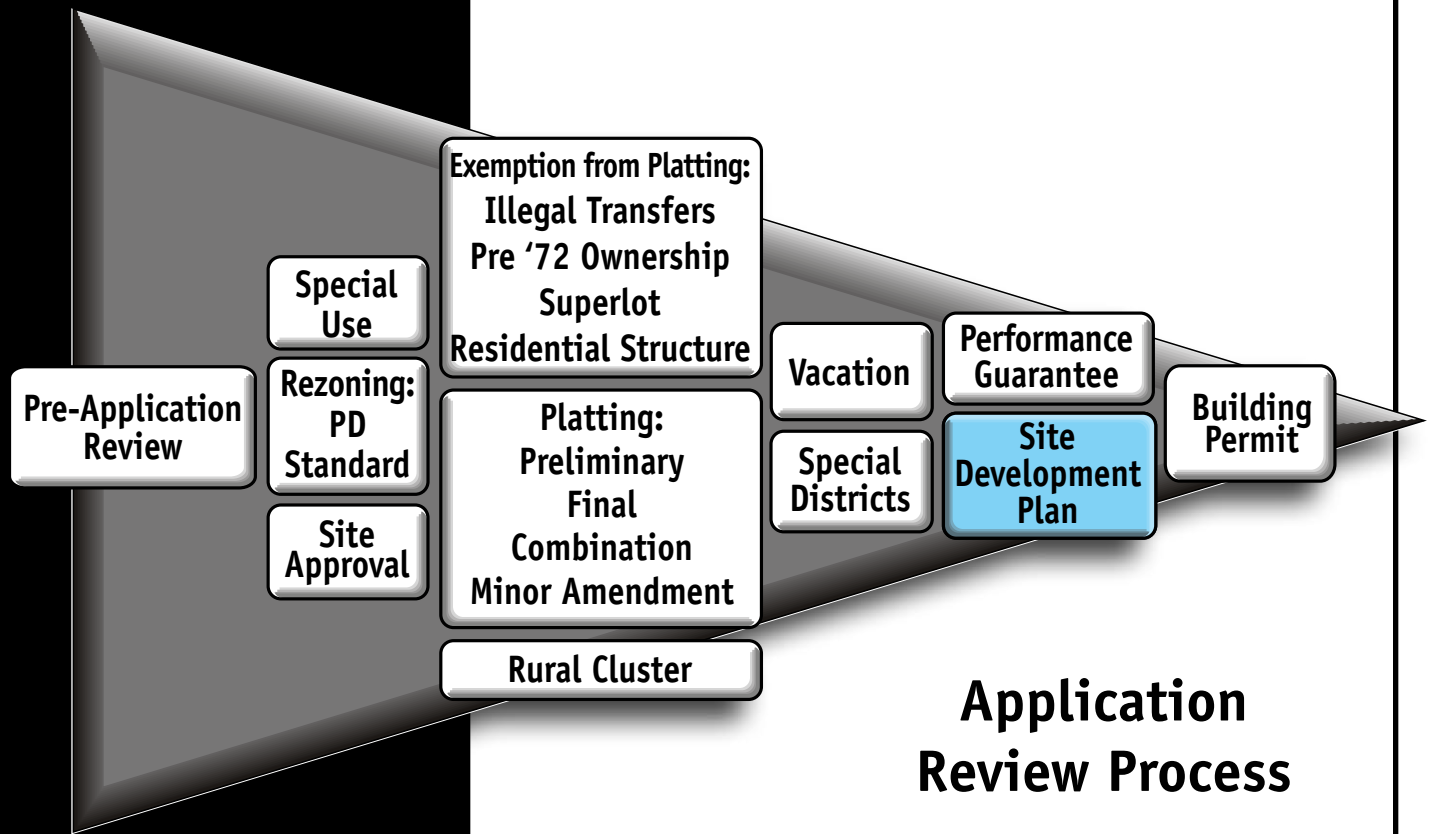
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Site Development Plan Process

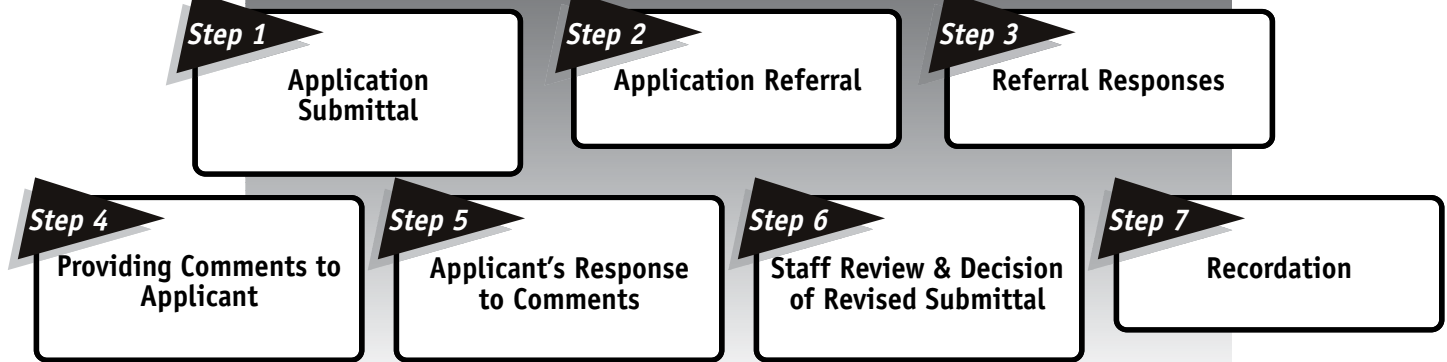
This guide describes the Site Development Plan process. It should be used along with the assistance of your case manager to comply with the requirements of the Zoning Resolution, the Land Development Regulation, plat restrictions and zoning conditions.

The Site Development Plan process is an administrative process established to provide an objective evaluation procedure that ensures compliance with plat and exemption from platting restrictions, zoning conditions and regulations contained in the Land Development Regulation and Zoning Resolution. This process comprehensively considers a wide range of specific site issues related to the particular development proposed including but not limited to landscaping, parking, signage, architecture, and lighting. The applicant is encouraged to conduct the Site Development Plan process simultaneously with the platting process if the specific site layout and other details are known at the platting stage.

This process is required for all of the following platted or unplatted public or private uses before the issuance of any building permit to construct a building or structure: Commercial, Recreational, Institutional, and Industrial uses. The Site Development Plan process is a seven (7) step process which concludes with a decision by the Zoning Administrator. The processing of a Site Development Plan application may range from just a few days for small, simple proposals to a few months for large, complex proposals. The processing time is dependant on the commitment and responsiveness of the applicant.



Typical Site Development Plan Process



Step 1 Application Submittal

The applicant shall submit 2 copies of an application package including an application form, fees and supporting plans and documents as specified in the Zoning Resolution. The development coordinator will review the application packages to ensure that all submittal items required by the Zoning Resolution have been included. An application package that is not complete will not be accepted.

Once the application has been accepted, a case manager will be assigned. Upon receipt of the 2 copies of the application package, the case manager will conduct a sufficiency check to determine if the quality of information submitted complies with Zoning Resolution requirements. The case manager will then decide if referrals are necessary and the quantity of referral copies required. An application package is deemed complete only when all necessary copies for referrals have been provided by the applicant to the case manager.

Step 2 Application Referral

Depending on the complexity of the application, referrals to county departments and outside agencies may or may not be required. If the case planner determines that referrals are necessary, the application, referral fees, plans and supporting documents will be referred to the identified county division/departments and agencies. If the county does not have the expertise to review or assess the submittal plans or documents, the case manager may decide to refer such plans or documents to an outside consultant with expertise on the subject. The applicant is required to pay all fees incurred as part of the referral of the application package to referral agencies and/or outside consultants.

Step 3 Referral Responses

The Site Development Plan application is sent to referral agencies for review and written comments. The case manager will collect all referral responses.

Step 4 Provide Comments to Applicant

The case manager's response, inclusive of other agency responses, will be sent to the applicant. A meeting between staff and the applicant may be held to review the referral responses. The applicant may also meet with all those referral agencies that have expressed concerns with the application before submitting revised plans and/or documents in response to referral comments. The case manager must be notified of any meeting with referral agencies.

Step 5 Applicant's Response to Comments

Within 180 calendar days after the receipt of the referral responses, the applicant shall address, in writing, all issues and/or deficiencies (if any) identified by referral agencies. To continue in a timely fashion, the applicant must complete the requested revisions and submit revised plans and/or documents for additional review by the case manager and referral agencies as quickly as possible.

If there is no written response from the applicant within 180 calendar days after receipt of the referral responses and no extension has been granted by the Planning and Zoning Director, the application will be considered withdrawn. The applicant will then have to file a new application with the required fees and supporting documents should a building permit for that particular development still be desired.

Submission by the applicant and review by the case manager of each revised submittal (if any) will occur under the same conditions established for the original application submittal (iterations of Steps 2 through 5) except that additional fees will be charged for resubmittals that do not address previously redmarked plans, comments and recommendations. Additional fees will also be charged for resubmittals that evidence new changes that are not in response to staff or referral agency redmarks, comments or recommendations.

Step 6 Staff Review & Decision of Revised Submittal

The case manager will assess the final submittal, including revised plans and/or documents (if any), and will prepare a memorandum for review and decision by the Zoning Administrator. After the final submission by the applicant of revised plans and/or documents, the Zoning Administrator must either approve or deny the Site Development Plan application.

Within 30 days of the approval by the Zoning Administrator of the Site Development Plan application, the applicant must submit a mylar of the site plan in compliance with the Site Development Plan approval. All plans and/or documents submitted for the file or recordation must be reviewed by the case manager to

ensure accuracy. If no additional changes are necessary, the case manager will file the site plan mylar with the County Clerk and Recorder. The applicant is responsible for paying all recordation fees. The applicant must obtain building permits within one year of Site Development Plan approval otherwise the approval is rescinded.

Submittal Requirements

The items indicated below must be submitted to the Planning and Zoning Division in order to process your request for Site Development Plan review. The applicant may submit with the application package a written request asking the Zoning Administrator to waive the submittal of plans and/or documents if said plans and/or documents will not aid in the review of the Site Development Plan application. In all cases, your case manager will assist you in determining what is required to be submitted.

Initially, the applicant is required to submit two (2) copies of each document for review. At such time as the plans and/or documents are deemed adequate and complete, additional copies will be requested for the referral process. Examples of the following are available at the Planning and Zoning Customer Service Counter.

1. Application Form and Fees: Completed application form, application processing fee and referral fees.

2. Plans: To a scale and in the format specified by the Zoning Resolution- Site Plan, Landscape Plan, Architectural Elevations, Grading and Erosion Control Plan, Drainage Plan/Phase III Drainage Report, Civil Construction Plan(s), Lighting Plan, Parking Plan.

3. Supporting Documents:

- Proof of Ownership: A copy of the current deed (not a deed of trust) and a current title insurance commitment for the property dated within 30 working days of the application submittal. The landowner listed on the site plan must be the landowner at the time the Site Development Plan is APPROVED by the Zoning Administrator.

- Proof of Water and Sewer: Evidence in compliance with the requirements of the Land Development Regulation.

- Proof of Access: Evidence in compliance with the access standards contained in Section 2 of the Zoning Resolution.

- Fire Protection: If the property is located within a fire protection district, a letter from said district indicating that they will provide service to the property. If the property is not located within a fire protection district, a contract with a district or a municipality indicating that they will provide service to the property. The installation of any improvements required by the district to provide the approved fire protection service, including but not limited to cisterns and/or fire hydrants when a property is outside of a fire protection district, shall be guaranteed to the county in compliance with the Policies and Procedures Manual.

- Survey: A survey shall be provided for one of the following: (a) For meets and bounds properties, portions of lots or multiple lots, a survey including a legal description in compliance with the requirements of the Land Development Regulation. (b) Changes in accordance with the eligibility criteria set forth in Chapter 5.16 of the Policies and Procedures Manual. This survey shall be recorded separately as part of the Site Development Process. The survey shall be recorded.

- Geotechnical Report: A design level geotechnical report with recommendations for foundation design, floor slab, pavement design and site grading. For sites within the Dipping Bedrock Overlay District or Geologic Hazard Overlay District, evidence of completion of all geologic and geotechnical requirements shall be submitted prior to approval of the Site Development Plan.

- Floodplain Overlay Zone District Report: If modifications to the floodplain are proposed, all site plans shall be subject to the requirements of the Land Development Regulation and this Zoning Resolution.

- Deeds: Any deeds for dedications of rights-of-way or easements as required by the Land Development Regulation. Deeds are required to be submitted prior to approval of the Site Development Plan.

- Performance Guarantees: Exhibits for public improvements and landscaping work as required by the Land Development Regulation and this Zoning Resolution. See the Performance Guarantee Guide.

- Evidence of a minimum 1-year warranty for all plant materials prior to release of the landscape guarantee.

4. Additional Requirements: Other reports, studies, or plans and evidence of compliance with plat or exemption from platting restrictions as deemed necessary by the Planning and Zoning Division to address issues unique to the application.

Plan Format

Each page of any submitted plan (Site Development Plan, Landscape Plan, etc.) is subject to the following requirements:

The sheet size shall be 24x36 inches with the long dimension horizontal.

Title: Upper Center

Title of Site Development Plan which shall follow one of the following formats:

- For parcels within a designated Plat or Exemption from Platting:

Project Plat or Exemption Title
Site Development Plan- Project Name
Lot, a portion of the 1/2 Sec, TS, R W of the 6th
Principal Meridian, County of Jefferson, State of Colorado

- For parcels not located in a designated Plat or Exemption from Platting:

Site Development Plan- Project Name
A parcel of land in the 1/2 Sec, TS, R W of the 6th
Principal Meridian, County of Jefferson, State of Colorado

Information Block: Lower Right-hand corner

- Sheet title (i.e. Site Development Plan, Landscape Plan, etc)
- Name of the proposed project
- Name, address, and telephone number of the applicant if different than the owner
- Name, address, and telephone number of the preparer if different than the applicant
- Name, address, and telephone number of the owner
- Date of plan preparation, and revision dates
- Sheet page number

Case Number: Upper Right-hand corner

- Case number
- Ortho-map number

Scale: Lower Center

- Graphic scale
- Written scale
- North arrow

The following graphic indicates the preferred format of a site plan. This graphic is provided as an illustration for general reference only and should not be duplicated.

Subtitle Property Affected

Title: Subdivision/Property *illustrated for platted property

Document Type Title

Certification

Site Data

Case number & Map number

Vicinity map X=Scale of 500, 1000 or 2000

Full legal description of property exterior boundary

Standard Notes

Minimum margins: left=2" right/bottom=1/2" top=1"

Site Graphic & Monumentation

Scale & north arrow X=Scale of 20,30,40,50,60, 80 or 100

Clerk and Recorder certificate

Sheet title, project name, Preparer's, applicant's & owner's name, address, phone, preparation date, sheet number

Jefferson Technology Center Filing No. 1
SITE DEVELOPMENT PLAN
Lot 1, a portion of the NW1/4 Sec. __, T. __ S. R. __ W. of the 6th Principal Meridian, County of Jefferson, State of Colorado

Site Data

Total area of the property	(square feet)
Building coverage	(square feet)
Parking lot coverage	(square feet)
Landscaped area coverage	(square feet)
Number of parking stalls provided	
Existing and proposed gross floor area of all buildings and structures, shown per use (e.g. retail, office, etc.)	(square feet)
Net site area (exclusive of existing/ proposed rights-of-way)	(square feet)
Etc.	

CERTIFICATION

This site plan has been reviewed and found to be complete, and in accordance with Jefferson County regulations and is hereby approved by the County and signed by the landowner:

Jefferson County Zoning Administrator _____ Date _____
(Sign & Print Name)

Landowner (Sign & Print Name) _____ Date _____
(Notarization with notary statement is required for landowner's signature)

CLERK AND RECORDER'S CERTIFICATE:
Accepted for recording in the office of the County Clerk and Recorder of Jefferson County at Golden, Colorado, this _____ day of _____, 19____ at _____ o'clock _____.

Jefferson County Clerk and Recorder
By: _____
Deputy Clerk

Site Development Plan
Jefferson Technology Center Filing No. 1

Preparer: Name _____
Address _____
Phone # _____

Applicant: Name _____
Address _____
Phone # _____

Owners: Name _____
Address _____
Phone # _____

Date Prepared: _____
Sheet 1 of 3

Site Plan Requirements

The site plan must include:

Vicinity Map: Upper Left-hand Corner

- A vicinity map showing adequate information to locate the project. The vicinity map need not be to scale, however it must be legible

Legal Description: Left-hand side, below Vicinity Map

- Complete legal description of the parcel

Standard Notes: Left-hand side, below Legal Description

- Standard notes and requirements brought forward from a previous Planning and Zoning case, if any, that must be met prior to the issuance of building permits.

Site Data: Upper Right-hand side, below case number/map number

Total area of the property	(square feet)
Building coverage	(square feet)
Parking lot coverage	(square feet)
Landscaped area coverage	(square feet)
Number of parking stalls provided	
Existing and proposed gross floor area of all buildings and structures, shown per use (e.g. retail, office, etc.)	(square feet)

Certification: Right-hand side, below Site Data

- The following certificate shall be placed on the first page of the Site Plan:
- The Landowner listed in this certification must be the landowner at the time the Site Development Plan is APPROVED the Zoning Administrator.

This site plan has been reviewed and found to be complete, and in accordance with Jefferson County regulations and is hereby approved by the county and agreed to by the landowner.	
_____ Jefferson County Zoning Administrator(Print & Sign Name)	_____ Date
_____ Landowner (Print & Sign Name)	_____ Date

Clerk and Recorder: Right-hand side, below Certification

Accepted for filing in the Office of the County Clerk and Recorder of Jefferson County at Golden, Colorado, this day of , 20 .
_____ County Clerk and Recorder
By: Deputy Clerk

Site Plan Graphic: Center

Site Plan Graphic must contain:

- A neat and legible drawing of the proposed site layout at a scale of one (1) inch to 50 feet or larger, or another scale as required by the regulations or as approved by the Planning and Zoning Division which allows for maximum clarity of the proposal.
- The size, location, and type of all existing and proposed easements or other rights-of-way.
- Fully-dimensioned property lines and all buildable areas, if previously defined, and building footprints, and setbacks of all proposed and existing structures which are to be retained on the site.

- Location, dimensions and names of proposed, platted and existing adjoining streets, and internal streets showing edge of right-of-way and pavement or face of curb, centerline, radii, and curb return radii.
- Location and dimensions of bicycle/pedestrian/equestrian paths, walkways, and trails.
- Location and placement of all signage and freestanding walls.
- The location of all existing and proposed fire hydrants or cisterns.
- Existing and proposed surfacing of all traveled areas, on-site and within 100 feet offsite.
- Existing and proposed floodplain limits.

Landscape Plan Requirements

The landscape plan is subject to the following requirements:

- It shall be prepared by a landscape architect.

The Landscape Plan must include:

- Scale (scale shall be at least 1:20 or larger for sites of 2 acres or less and at least 1:50 for sites greater than 2 acres in size)
- The proposed site grading topographic contours at a minimum of 2-foot intervals (in steep terrain, larger intervals may be required) or other appropriate interval as approved by the Planning and Zoning Division and necessary spot elevations;
- Plant legend, shown on each sheet, including botanical and common plant names, plant sizes and quantities of all trees, shrubs, and ground covers proposed and slated for preservation;
- Seed mixes, application rates, and quantities;
- The location and size of all landscaped areas within the site, sight distance triangles, lot boundaries, trees and vegetation (proposed and to be preserved), significant existing physical site features (e.g. watercourses, rock outcroppings), property lines and easement locations, utilities (e.g. water, sewer, telephone, power, cable), existing and proposed buildings and structures, existing and proposed driveways, roads, walkways (including grades), plazas, buildings, playground equipment, parking areas, landscape amenities (e.g. fences, walls, planters, benches, signs), areas to be paved, graveled or covered by decks, retaining walls, detention ponds, drainageways or swales, areas to be revegetated, proposed plants to a scale at maturity, soil amendments, existing vegetation and its condition, 100-year floodplain, all areas on and off-site, including within the adjacent rights-of-way, that will be disturbed by construction activity.
- Planting and construction details (where applicable) as well as plan notes to assist in clarifying design intent;
- Easement(s) for any off-site landscaping proposed;
- A phasing plan for multi-phased projects identifying the separate phases, revegetation, stabilization and erosion control between phases, and the landscaping associated with each phase.

Architectural Elevations Requirements

The architectural elevations must show:

- Scale (scale shall be at least one-eighth inch equals one foot);
- Building elevations of all sides of proposed buildings with proposed and existing grades;
- Building materials and colors of exterior walls, roofs, doors, and windows
- Changes in building plane
- Building heights;
- Location and screening of mechanical equipment;
- A note indicating the reflectivity or opacity of mirror glass for buildings in the mountains
- Colored renderings and material boards (upon request by the Planning and Zoning Division).
- Grading and Erosion Control Plan: A grading plan in compliance with the requirements of the Land Development Regulation showing the existing and final contours at a minimum of 2-foot intervals within the plains area, and 5-foot intervals in the mountain area of the County. Contours shall be accurate to within one-half (1/2) contour and elevations shall be based on United States Geologic Survey (U.S.G.S.) sea level datum. The U.S.G.S. quad maps shall not be accepted as evidence for topographic contours. Proposed erosion control methods/structures shall be provided showing erosion and sedimentation control on the site.
- Drainage Plan: A drainage plan and Phase III drainage report prepared in compliance with the Storm Drainage Design and Technical Criteria Manual.
- Civil Construction Plans: Civil construction plans prepared in compliance with the Land Development Regulation for all proposed public improvements.

Lighting Plan Requirements

The Lighting Plan must be prepared/certified by a lighting designer, lighting engineer, licensed electrical contractor, or someone with experience in the lighting field.

The Lighting Plan must include:

- The location and height of all existing and proposed building and ground-mounted luminaires;
- Photometric data indicating the maximum foot-candles at all property lines;
- A description of all proposed luminaires, including lamp type, the manufacturer, lamp wattage, lumen output per lamp, mounting or support device, and shielding (manufacturer's catalog cuts and drawings may be submitted);

- Any additional information as may be required by the Planning and Zoning Division to determine compliance with County regulations or to support the Illuminating Engineering Society of North America's recommended practices. Exceptions to the Illuminating Engineering Society of North America's recommended practices can be made by the County where necessary for safety purposes.

- All calculations and results, including all sources and assumptions.

- A statement of certification addressing accountability for the content and accuracy of the submitted lighting plan and the installation of the lights according to the approved lighting plan. It is the responsibility of the owner to ensure compliance to all standards in effect.

Parking Plan Requirements

- A parking plan may be combined with the civil construction plans and must include:

- The location, size, area, dimensions and configuration of all proposed off-street parking and loading bays, access drives, maneuvering lanes, medians, pedestrian areas, curb cuts, easements, and accessible ramps and spaces;

- The direction of traffic circulation and the location, size, type, and height of all proposed traffic signs, and the material, color, line width, and pattern of all surface markings;

- The percent grade of the parking lot surface and the direction of drainage flow as indicated by arrows;

- The material and construction drawings of the parking surface, including crosssections;

- The location of any off-site or remote parking spaces or areas and a complete parking plan for these areas together with evidence that indicates these areas are to be used for parking for the proposed use.



Fees

Fees are on-line at our web site
or call 303-271-8700.

Make checks payable to
Jefferson County Treasurer.