

III. DEVELOPMENT PLAN SUBMITTAL REQUIREMENTS

A. General Submittal Requirements.

1. *Qualified Plan Preparer.* All development plans, and all surveys relating thereto, shall be prepared and made by a qualified designer.
2. *Owner Signature Required.* All applications for a development plan shall be signed by all of the record owners of the subject property at the time of submittal.
3. *Combination of Maps/Plans Encouraged.* Where feasible and in order to ease the burden on applicants, required maps, plans and studies may be combined.
4. *Statement of Intent.* All development plan applications shall include a written Statement of Intent explaining how the proposed subdivision meets the applicable standards for review as set forth in Chapter 4 and Chapter 7 of this Code. (Ord. 18-01 #30)

B. Sketch Plan Submittal Requirements. A sketch plan for the proposed development shall be submitted for review and discussion at the pre-application conference (see Chapter 3).

1. *Number of Copies.* Three (3) copies of a sketch plan shall be submitted.
2. *Format.* A sketch plan shall be drawn at a scale of one inch equals fifty feet (1" = 50'), or other scale with prior approved by Staff, on sheets preferably 24" x 36".
3. *Contents.* The sketch plan submittal package shall include the following items:
 - a. Names, addresses and telephone numbers of the applicant, property owner(s), designer, engineer and any other consultant involved with the project.
 - b. Name, address and telephone number of the contact person who will be coordinating the processing of the plan.
 - c. Name of the development.
 - d. Vicinity map.
 - e. North arrow.
 - f. Zoning classification(s) of the subject area and all adjacent properties.
 - g. Existing natural and physical features on the site, including but not limited to steep slopes greater than twelve percent (12%), stream/river corridors, floodplain, wetlands, critical wildlife habitat and geologic and wildfire hazard areas.
 - h. Reserved. (Ord. 18-01 #31)
 - i. Existing and proposed structures and uses.
 - j. Existing and proposed streets, driveways, access points and easement locations lying within or bounding the site.
 - k. Location of proposed public and private open areas, including trails, and proposed dedication areas for storm drainage.
 - l. Parking areas and general parking arrangement.
 - m. Statistical information as follows:
 - (1) Net project area in square feet (gross land area net of: [1] public plus private street rights-of-way, [2] 80% of lands located in the 100-year floodplain, [3] 80% of lands located above the elevation serviceable by the Town of Estes Park water system; and [4] All lands subject to a ground lease that, because of the lease terms, would not be available for development of the proposed land use(s) on the subject property).
 - (2) Number of dwelling units or guest units. Separate out the number of affordable housing units, accessory dwelling units and employee housing units, as applicable. Indicate the number of dwelling units allowed under applicable zoning district regulations and any

number of additional units permitted under the bonus density allowances set forth in Chapter 11 of this Code.

- (3) Project net density (residential projects only) or net developable land area per guest unit (accommodations projects only).
 - (4) Floor Area Ratio (nonresidential and multi-family residential projects only).
 - (5) Number of parking spaces required (break out as standard/handicapped spaces required).
 - (6) Number of parking spaces provided (break out as unenclosed/enclosed and standard/handicapped).
 - (7) Maximum building height in feet and stories.
 - (8) Lot coverage (nonresidential and multi-family or duplex residential projects only).
- n. Any other information the Applicant believes illustrates the proposed development.

C. Development Plan Submittal Requirements.

1. *Number of Copies.* A minimum of thirty (30) sets of the development plan shall be submitted.
2. *Area to be Included on Plan.* The development plan shall include the entire contiguous area under the Applicant's ownership, unless the Staff authorizes a smaller area because of unusual circumstances.
3. *Fee.* The development plan submittal package shall include all applicable fees as set forth in the adopted Schedule of Fees.
4. *Format.*
 - a. Sheet Size: twenty-four inches by thirty-six inches (24" x 36").
 - b. Preferred Scale: 1" = 20'; other scales may be allowed with prior Staff approval.
 - c. Each sheet shall have a border, one (1) inch from the top, bottom and right side, and three (3) inches from the left side. The plan should be oriented so that north is at the top of the sheet.
 - d. An 11" x 17" reduction of each of the sheets shall also be filed.
 - e. Whenever possible, the development plan shall be submitted in a digital format compatible with Town and/or County systems.
5. *As-built Plans.* As-built plans (1 Mylar + 1 paper copy + 1 digital copy) shall be submitted at the time construction of the improvements is completed. As-built plans shall include utilities, parking, building footprints and building square footage. Final certificate of occupancy shall not be issued prior to submittal of as-built plans. (Ord. 18-01 #32)
6. *Development Plan Submittal Package Contents.*
 - a. Name of Development and location, which shall be centered at the top of each plan sheet.
 - b. Names, Addresses and Telephone Numbers of the applicant, property owner(s), designer, engineer and any other consultant involved with the project.
 - c. Name, Address and Telephone Number of the contact person who will be coordinating the processing of the plan.
 - d. Names and Addresses of all owners of record of contiguous property.
 - e. Vicinity Map showing the location of the site and adjoining or nearby major streets and public facilities. The "vicinity" shall generally be within a one-fourth-mile radius of the site and the map should be at a scale of 1" = 600' or at an alternative scale as approved by Staff prior to submittal.
 - f. North Arrow and statement of scale.
 - g. Date of Preparation, which shall be noted on each plan sheet and supporting survey or study.
 - h. Legal Description of property.

- i. Boundary Lines of the Property Subject to the Plan (complete distances and bearings).
- j. Present Zoning Classification of the development plan area and all contiguous property.
- k. Contour Lines. Existing and proposed topography of the site shown in intervals not to exceed two (2) feet.
- l. Final Site-Specific Lot Survey for lots with slopes thirty percent (30%) or steeper (see II.D.21.c above). In addition, development plans for sites or lots containing slopes thirty percent (30%) or steeper shall include a lot/site grading plan containing, unless waived by Staff, all the elements of a grading plan required in Section II.C.5.u above.
- m. Hazard Mitigation Plan for identified hazard areas, as required by §7.7 of this Code. If the proposed development is part of an approved subdivision for which a hazard mitigation plan was previously approved, then include how plan requirements will be implemented on the subject property (as applicable).
- n. Wetlands and Stream/River Corridors, delineated as required in §7.6 of this Code.
- o. Base Flood Elevations, Flood Ways and 100-year Floodplain.
- p. Existing and Proposed Easements. Show all proposed and existing utility, drainage, open space or access easements bounding or within the subject property.
- q. Existing and Proposed Drainage Channels, Stormwater Management Facilities and Detention Areas. Include tributary areas, drainage facilities, erosion control devices, include nomographs and calculations. Include critical spot elevations controlling flowlines and with detention and outlet details. Include stormwater drainage systems for streets (curbs, gutters and cross-pans, with materials noted).
- r. Location and Description of Utility Systems. Water supply, sewage disposal, electric distribution and other utilities.
- s. Limits of Disturbance. Proposed limits of disturbance for all roads, driveways, parking areas, sidewalks, trails, building pads, septic systems, utilities and services. See §7.2.D of this Code.
- t. Building Size and Location. Proposed placement, orientation, dimensions, maximum building height in feet and stories, major entry points, loading points and level of ground floor with respect to existing ground elevation for all buildings and improvements. Include reference point for height measurements and all dimensions necessary for establishing building setbacks.
- u. Building Use. The types of uses, the number and type of residential units or guest units and the gross square footage of floor area for each building in nonresidential and multi-family projects.
- v. Conceptual Building Design Illustrations for each principal building, showing building mass, floor plans and elevations. Elevations must show natural grade, finished grade, building height above existing grade and materials/colors. This submittal requirement shall not be waived for development on lots or sites located within a Ridgeline Protection Area or containing slopes steeper than thirty percent (30%).
- w. Traffic Impact Analysis, if required by §7.12.H of this Code.
- x. Parking and Loading Area Plan. Plan drawings (scale of 1" = 20") showing the following:
 - (1) Location, dimensions and amounts of off-street parking spaces and off-street loading areas, including handicapped parking spaces and accessible handicap routes from such spaces to building entrances.
 - (2) Parking and driving aisle configuration.
 - (3) Bike facilities.
 - (4) Provisions for vehicular and pedestrian circulation.
 - (5) The location of sidewalks, wheel stops, lighting and curbs on and adjacent to the property.
 - (6) The location of utilities, barriers, shelters and signs.

- (7) As applicable, location, dimensions and amounts/types of landscaping for the parking lot, with interior and perimeter landscaping indicated.
 - (8) Typical cross-sections of pavement/surfacing.
 - (9) Stormwater drainage facilities for the parking and loading areas.
 - (10) Any other information deemed necessary by Staff to make a fully informed and deliberate decision on the parking plan.
- y. Streets and Driveways. Locations and cross-sections of all existing and proposed public and private streets, driveways and access fire lanes bounding, intersecting and lying within the subject area, including access points to boundary streets and locations and dimensions of all existing and proposed curb cuts. Include a notation as to whether each street is intended for through traffic, neighborhood traffic or local service traffic. If private streets or driveways are included, show surveyed centerline geometry for such streets and label such private streets on the plan.
- z. Walkways, Sidewalks and Trails. Location and dimension of all existing or proposed pedestrian walkways, sidewalks, equestrian trails, bikeways and other trails. Include locations and dimensions of all easements across property abutting the subject property that are necessary to link the subject property to existing or proposed off-street pedestrian, bicycle or equestrian trails.
- aa. Land Dedication Areas for parks, public open areas, trails, storm drainage. Also areas for nondedicated (private) open areas and recreation areas.
- bb. Landscaping, Buffering and Exterior Lighting Plan. Plan drawings (scale of 1" = 20') showing the following:
- (1) Location and character of existing and proposed landscaping, including types of surfaces to be used for specific areas. Include planting schedule and species, sizes and quantities of planting material.
 - (2) Location, character and species of all individual trees measuring eight (8) inches DBH and larger located inside of and within twenty-five (25) feet of the proposed limits of disturbance. All trees greater than eight (8) inches DBH that are proposed to be removed shall be noted on the plan.
 - (3) Location, dimensions and materials to be used for fences, walls, berms, screening (where applicable) and retaining walls. Include proposed typical designs for all fencing.
 - (4) Location and dimensions of all buffer areas from zone district boundaries, wetlands and stream/river corridors.
 - (5) Cost estimate of proposed landscaping improvements.
 - (6) Proposed maintenance plan for landscaping improvements.
 - (7) Location, height and type of exterior lighting fixtures.
- cc. Signage Design. General location, dimensions and typical design for signs.
- dd. Postal Cluster Boxes (nbu's). General location if required by U.S. Postmaster or Staff.
- ee. Building Address Scheme. Description of proposed building addressing and identification scheme.
- ff. Statistical Information, including:
- (1) Gross project area in square feet and acres.
 - (2) Net project area in square feet and acres (gross project area net of: [1] public plus private street rights-of-way, [2] 80% of lands located in the 100-year floodplain, [3] 80% of lands located above the elevation serviceable by the Town of Estes Park water system; and [4] All lands subject to a ground lease that, because of the lease terms, would not be available for development of the proposed land use(s) on the subject property).

- (3) Total number of dwelling units or guest units. Separate out the number of affordable housing units, accessory dwelling units and employee housing units, as applicable. Indicate the number of dwelling units allowed under applicable zoning district regulations and any number of additional units permitted under the bonus density allowances set forth in Chapter 11 of this Code.
 - (4) Project net density (residential projects only) or net developable land area per guest unit (accommodations projects only).
 - (5) Floor Area Ratio (nonresidential and multi-family residential projects only).
 - (6) Number of parking spaces required (break out as standard/handicapped spaces required).
 - (7) Number of parking spaces provided (break out as unenclosed/enclosed and standard/handicapped).
 - (8) Lot coverage (nonresidential and multi-family or duplex residential projects only).
 - (9) Public park and open area land dedication calculations.
 - (10) Storm drainage land dedication/acquisition requirements.
 - (11) Maximum building height in feet and stories.
- gg. Anticipated Phases of Development and Timing.
 - hh. Owner's Certification Statement and signature block. (Lien holder signatures are required for land dedication).
 - ii. Signature Block for Planning Commission.
 - jj. Note Stating: "All required improvements shall be completed or guaranteed prior to the issuance of a certificate of occupancy."
 - kk. Note Stating: "The owner shall be required to provide for handicap accessibility in accordance with the A.D.A. and U.B.C."
 - ll. Note Stating: "Approval of this development plan creates a vested right pursuant to Article 68 of Title 24, C.R.S., as amended."
 - mm. Transmittal Letter Confirming That the Proposed Development Has Been Staked at the Site for purposes of Staff and Planning Commission on-site review and inspection. The location of all structures and other site features as required by staff should be clearly marked using brightly colored and labeled stakes (e.g., "SW corner of residence"); generally, staking and labeling the four (4) outermost corners of the structure will suffice. During the months of October through April, stakes must protrude at least eighteen (18) inches above ground to clear any snow cover. If a driveway is proposed, stake the centerline every twenty (20) feet. If the proposal is for a new structure on an undeveloped parcel, the location for the driveway entrance shall be clearly marked such that it is visible from the access road. A sign with the address or lot number shall be placed at the proposed driveway access.
 - nn. Any Other Information the Applicant wishes to include to describe the objectives of the development or how the development satisfies the applicable review criteria set forth in Chapter 3 of this Code.

(Ord. 18-01 #30—32, 10/23/01)