

## APPENDIX B. SUBMITTAL REQUIREMENTS

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## APPENDIX B. SUBMITTAL REQUIREMENTS

### I. PRE-APPLICATION “SKETCH PLAN” SUBMITTAL REQUIREMENTS

- A. **Sketch Plan Submittal Requirements for Pre-Application Review of Subdivision and Development Plan Applications.** Please see Sections II and III below for submittal requirements for pre-application review of sketch plans for subdivision and development plan applications, respectively.
- B. **Submittal Requirements for All Other Pre-Application Sketch Plan Review.**
1. A complete application form provided by the Staff.
  2. Three (3) copies of the sketch plan.
  3. The applicable fee as established in the adopted Schedule of Fees.
  4. The name of the development or project, and the names and addresses of all adjacent developments.
  5. Names, addresses and telephone numbers of all record owners of the property.
  6. Names, addresses and telephone numbers of all consultants responsible for site or subdivision design, for the design of public improvements and for surveys.
  7. Sketch Plan (using a scale of 1" = 100') that shows, at a minimum, the following information:
    - a. Uses proposed;
    - b. Intensity or density of uses proposed;
    - c. Location of Sensitive Environmental Areas on the site;
    - d. Location of public and private open areas, parks and spaces;
    - e. Location of existing and proposed buildings on the site; and
    - f. Road, street and pedestrian networks proposed.
  8. Any other information deemed necessary by the Staff to make a fully informed and deliberate review of the sketch plan.

### II. SUBDIVISION SUBMITTAL REQUIREMENTS

#### A. General Submittal Requirements.

1. *Qualified Plan Preparer.* All subdivision plans, maps or plats filed in accordance with the provision of this Code, and all surveys relating thereto, shall be prepared and made by a qualified designer (see Chapter 13 for a definition of “qualified designer”).
2. *Owner Signature Required.* All applications for a preliminary subdivision plan and final plat 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 applications for a preliminary subdivision plan and final plat shall include a written Statement of Intent explaining how the proposed subdivision meets the applicable standards for review as set forth in Chapter 10 and Chapter 7 of this Code. (Ord. 18-01 #26)

## B. Sketch Plans.

1. *Number of Copies.* Three (3) copies of a sketch plan shall be submitted.
2. *Form.* A sketch plan shall be drawn at a scale of one inch equals one hundred feet (1" = 100'), or other scale adequate to show the proposed subdivision. It may be drawn in pencil or other medium chosen by the applicant.
3. *Contents.* The plan shall depict the conceptual design of the overall area to be subdivided, delineating major natural and physical features on the site (e.g., steep slopes greater than twelve percent [12%], stream/river corridors, existing significant trees and vegetation, floodplain, wetlands, wildlife habitat, hazard areas), general lot arrangement including lot size, proposed street and easement locations, access points, location of proposed public and private open areas, development phasing, and any other information the applicant believes illustrates the proposed subdivision. The names and addresses of the subdivider, designer and/or engineer shall be indicated. The name, address and telephone number of the contact person who will be coordinating the processing of the plan/plat shall also be indicated.

## C. Preliminary Subdivision Plans.

1. *Number of Copies.* A minimum of thirty (30) copies of such preliminary plan shall be submitted.
2. *Area to be Included on Plan.* The preliminary 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 preliminary subdivision plan submittal package shall include all applicable fees as set forth in the adopted Schedule of Fees.
4. *Form.*
  - a. Every preliminary plan shall be clearly and legibly drawn in ink and shall show the proposed layout of the addition or subdivision and all information required by this Code.
  - b. The preliminary plan (paper copy) shall be twenty-four (24) inches by thirty-six (36) inches, and not more than one hundred (100) feet to the inch in scale.
  - c. The plan shall contain the date of preparation and north point (designated as true north).
5. *Contents.*
  - a. Title. Proposed name of the subdivision or addition.
  - b. Location. Location of the subdivision or addition as a part of some larger subdivision or tract of land and by references to permanent survey monuments with a tie to a section corner or quarter section corner.
  - c. Names and Addresses. Names and addresses of the subdivider, the designer of the subdivision and the qualified designer.
  - d. Vicinity Map. Showing relationship of the subdivision to the surrounding area, at a maximum scale of one inch equals one thousand two hundred feet (1" = 1,200').

- e. Zoning classifications and district boundaries applicable to the subdivision and adjacent property.
- f. Existing Conditions. A map of existing conditions, including but not limited to the following:
  - (1) Existing buildings and structures.
  - (2) Location and approximate dimensions of all existing or recorded section lines, streets, alleys, easements and existing utilities.
  - (3) Identification and delineation of stream/river corridors, wetlands, floodplain.
  - (4) Existing significant trees (trees with eight [8] inches DBH or greater), vegetation and natural features such as rock outcroppings.
  - (5) Areas of critical wildlife habitat and migration routes.
  - (6) Areas of geologic and wildfire hazard, as set forth in §7.7 of this Code.
  - (7) Existing topography, depicted as contours at a vertical interval of not more than five (5) feet where the slope is greater than fifteen percent (15%) and not more than two (2) feet where the slope is fifteen percent (15%) or less. In addition, the submittal shall include an analysis of the area and percentage of the total site that falls into the following slope categories:
    - (a) 0% to 20%;
    - (b) Over 20%-25%;
    - (c) Over 25%-30%;
    - (d) Over 30%-40%; and
    - (e) Over 40%.
  - (8) Identification of all ridgelines on the property that are visible from Highway 7, 34 or 36.
  - (9) Other important natural or physical features within and adjacent to the tract to be subdivided.
- g. Location and approximate dimensions for all proposed streets, alleys, easements and stormwater facilities/drainage ways to be reserved for public use. Sight distance measurements shall be included for each street intersection.
- h. Street names in accordance with the Town of Estes Park street-naming system.
- i. Sidewalk location and width when required.
- j. Length of all arcs, chords, radii, angles, curvature and tangent bearings.
- k. Location and approximate dimensions of all proposed private open areas to be reserved for use by residents/users of the subdivision and the location and approximate dimensions of all proposed land dedications for public trail purposes.
- l. Approximate square footage of each lot and the total gross acreage of the subject property.

- m. Location and approximate dimension of all lot lines and minimum or intended building setback lines on all lots or sites. Evidence of compliance with required staking in the field of all lot corners, street center lines and other site features as required by Staff.
- n. A proposed delineation of the limits of disturbance (LODs) for each lot, as required in §7.2.D of this Code. (Ord. 18-01 #27)
- o. Drainage Plan prepared by a licensed engineer, showing all proposed drainage facilities, prepared according to the criteria established in the latest revision of the Larimer County Stormwater Management Manual.
- p. Identification of provisions for water, sewer and electricity.
- q. Evidence of compliance with the Adequate Public Facilities provisions, as set forth in §7.12 of this Code.
- r. Economic analysis of the cost to extend and connect the proposed subdivision to public central sewer, if required by §7.12.D of this Code.
- s. Preliminary drawings prepared by a licensed engineer for water, sewerage, drainage systems, electrical system and street lighting plan.
- t. Road Cross-Sections. Where roads are proposed crossing slopes over ten percent (10%), cross-sections of the proposed road shall be provided for every fifty (50) feet.
- u. Grading Plan prepared and certified by a registered civil engineer or land surveyor. All requirements of the Uniform Building Code shall be followed. The plan shall include the following items:
  - (1) A contour map showing the existing and proposed topography of the entire site. The map shall have a minimum of five-foot contour intervals at a minimum scale of one (1) inch equals one hundred (100) feet where terrain modification is not proposed. In areas where terrain modification is proposed, two-foot intervals and a scale of one (1) inch equals twenty (20) feet are required. Staff or the EVPC may require greater detail, including but not limited to depiction of slopes on adjacent properties and how proposed resulting slopes and finished grades will relate or transition to slopes existing on adjacent properties.
  - (2) Septic tank and leach field; water storage reservoirs and wells, if proposed.
  - (3) Reference to any specific grading recommendations made in a required hazard mitigation plan.
  - (4) Location, type and height of proposed retaining structures showing top and bottom elevations.
  - (5) Gradient of proposed cut-and-fill slopes must be shown in horizontal:vertical notation.
  - (6) An erosion control plan for all disturbed areas.
    - (a) The erosion control plan shall include the phasing and timing for implementation of erosion control measures to prevent and minimize erosion during and after construction.
    - (b) Erosion control plans shall comply with 42 U.S.C. §402(p) of the Clean Water Act.

- (7) A phasing schedule showing when each stage of the project will be completed, including the total area of soil surface which is to be disturbed during each stage and an estimate of starting and completion dates.
- (8) Other items that may be required at the discretion of the Staff if necessary to necessitate a complete and reasonable review of the development, including but not limited to:
  - (a) The location of fill material to be imported to the site and confirmation from a qualified expert that the engineering characteristics of the fill are appropriate for development.
  - (b) The location where material being exported from the site will be deposited. The land owner or agent accepting the deposit must be identified and approval confirmed by Staff.
  - (c) Cross-sections at identified locations.
  - (d) Identification of all structures on, or adjacent to the site that may be affected by grading and development, and presentation of detailed mitigation measures to reduce any negative impact to existing structures during development.
- v. Hazard Mitigation Plans for identified hazard areas, as required by §7.7 of this Code.
- w. Proposed Lots with Slopes 30% or Steeper—Site-Specific Lot Surveys. Accurate site-specific surveys shall be prepared by a qualified designer for each lot proposed to be platted on steep slopes of thirty percent (30%) or greater. Such survey shall include existing contours on five-foot intervals (note: contours taken from Town's base map are not acceptable) and a site-specific survey of existing conditions of the lot that includes, but is not limited to, the conditions and features listed in Section II.C.5.f above.
- x. Anticipated phases of development and timing.
- y. Names and mailing addresses of record owners of adjacent property and all other property owners required to receive written notice as per §3.15 of this Code.
- z. Names and Addresses. The names and addresses of all owners of land immediately adjoining the platted land as their names appear in the records in the office of the County Clerk and Recorder and their addresses as they appear on the tax records of the County. (Ord. 18-01 #27)

#### **D. Final Subdivision Plats.**

1. *General Requirements*. The final plat shall contain all information on the approved preliminary plan or plat, except contours, plus the requirements set forth below. Site staking may also be required to be updated or added.
2. *Legibility, Format and Number of Copies*.
  - a. The final subdivision plat, including all drawings and signatures, shall be clearly and legibly drawn in black waterproof ink on Mylar. Each sheet shall be twenty-four inches by thirty-six inches (24" x 36") in size with a one-inch marginal line from each edge. The title, all drawings, affidavits, certificates, acknowledgments, endorsements, acceptances of dedication and notarial seals shall be within the marginal lines.

- b. The original, two (2) Mylar reproducible copies, and twenty-one (21) prints shall be filed in the office of the Town of Estes Park Community Development Department.
  - c. An 11" x 17" reduction of each of the sheets comprising the final plat shall also be filed in the office of the Town of Estes Park Community Development Department.
  - d. The final plat and final construction plans shall be submitted in a digital format compatible with Town and/or County systems. See Attachment C to this Appendix for compatible digital formats and media type.
3. *Boundary, Scale and Sheet Number.* The boundary of the tract shall be designated by one-eighth-inch hatched border applied on the face of the tracing and on the inside of the boundary line. Every sheet comprising the plat shall bear the title, scale of not more than one hundred (100) feet to the inch, north point (designated as true north) and sheet number, the latter to be set forth in the lower right-hand corner of the plat.
4. *Key Diagram and Vicinity Map.*
  - a. If more than one (1) sheet is used, a key diagram showing the area covered by each sheet shall appear on the title sheet.
  - b. A vicinity map shall be included showing the area adjacent to the proposed subdivision or annexation. Said vicinity map shall have a maximum scale of one inch equals one thousand two hundred feet (1" = 1,200') or an alternative scale approved by Staff prior to submittal.
5. *Affidavits, Certificates and Signatures.* Affidavits, certificates, acknowledgments, endorsements, acceptances of dedication and notarial seals shall appear only once and upon the first, and such other as may be required, of several sheets.
6. *Dedications.* The form of all dedications, together with the acknowledgment, shall be as illustrated in Attachment A below.
7. *Approval by County Health Department.* There shall appear on all final maps or plats a Larimer County Health Department approval, duly signed by an authorized representative of said department; provided, however, that the approval shall not be necessary if the final plat indicates that the entire subdivision will be served by a public (municipal or special district) sewage system.
8. *Plan Certifications.* The surveyor, Staff Engineer and appropriate Board certifications shall be provided for as in the form illustrated in Attachment B below.
9. *Vested Rights Statement.* The following shall be annotated on each final plat: "Approval of this Plan creates a vested property right pursuant to Article 68 of Title 24, C.R.S., as amended."
10. *Dimensions.* Accurate dimensions for all lines, angles and curves used to describe boundaries, streets, alleys, easements, areas to be reserved for public use and other important features shall be provided. Sufficient data shall be shown to readily determine bearing and length of every lot line and boundary line. No ditto marks shall be used. Lots shall show net acreage to the nearest one-thousandth. Length, radius and total delta and chord bearings of each curve and the bearing of radial lines to each lot corner on a curve shall be shown. The map or plat shall show all easements to which lots are subject in such manner that the easements may be retraced in the field.

Easements for storm drains, sewers, building lines and other purposes shall be denoted by fine dashed lines. The centerline of all streams and natural drainage channels which are not offered for dedication to public use on the map or plat shall be shown by dashed lines.

11. *Relation to Adjacent Areas.* The map or plat shall show corners of all adjoining subdivisions, or portions thereof, by lot or block number and tract name. The relation of the tract to adjoining subdivisions shall be shown by ties consisting of courses and distances. The map or plat shall show all Town boundaries crossing or adjoining the subdivisions clearly designated and tied in.
12. *Block and Lot Numbers.* In tracts containing more than one (1) block, the blocks shall be designated in alphabetical order. Lots shall be designated numerically, beginning with the number "1," in each block.
13. *Street Names.* Names to be used for streets shall be subject to the street naming policy of the Town or County, as applicable, and all names shall be subject to the approval of the EVPC and respective Board.
14. *Fees.* There shall be paid to the Town and/or County, before any final map or plat is recorded, the applicable fees as set forth in the adopted Schedule of Fees.
15. *Notation of Monuments.* The character, type and position of all monuments and covers shall be noted on the final map or plat to the nearest hundredth of a foot.
16. *Monument and Mathematical Checking.* All permanent monuments and property pins shall be placed prior to the approval of the final map or plat by the Boards. The Town or County Engineer, or a person designated by him or her, shall, by a field examination of the subdivision, determine whether or not all monuments shown on the map or plat have been set as required by this Code. The Engineer shall determine that the outside boundaries of the property included within the addition or subdivision close mathematically.
17. *Dedication of Property.* An enumeration of the streets, alleys, easements, trails, public parks/open areas and other public facilities as shown on the map or plat, and a dedication thereof to the public use, shall be indicated.
18. *Future Street Dedication.* The Staff shall determine whenever a street is necessary for future additions or subdivisions, but which street is not presently warranted for construction, that the necessary dedication for such future street be provided on the map or plat.
19. *Improvements Generally.* No final map or plat shall be approved unless the improvements required by Chapter 10 of this Code have been installed, or the installation of the same have been guaranteed in accordance with the provisions of Chapter 10. Final construction plans for all improvements (1 paper copy + 1 digital copy) shall be submitted at the time of final plat submittal. As-built plans (1 Mylar + 1 paper copy + 1 digital copy) shall be submitted at the time the first building permit is issued or construction of the improvements is completed, whichever comes first.
20. *Preparation of Plans.* All profiles and plans, including each sheet, shall be twenty-four inches by thirty-six inches (24" x 36") and prepared, stamped and signed by a registered professional engineer in the State, with an approval block for the Town or County Engineer.

21. *Small Scale Plat.* One copy of plat at 1" = 600' scale. This copy shall include the lot lines, section, township and range, and tie to an established Larimer County survey monument. (Ord. 18-01 #28)
22. *Plan Contents.* All final maps and plats shall be accompanied by the following data and material which shall be provided by the subdivider unless waived by the Staff or Planning Commission: (Ord. 18-01 #28)
  - a. Approved Preliminary Subdivision Plan.
  - b. Approved Subdivision Improvement Agreement and performance bond(s) or other satisfactory guarantee(s) for improvements.
  - c. Final Site-Specific Lot Surveys for Lots with Slopes 30% or Greater. (See Section II.C.5.w above.) Subsequent to final plat approval, these site-specific lot surveys shall be provided to each lot buyer and shall be used in the preparation of the lot for development.
  - d. Street Profile. The existing and proposed centerline profile of each street with grades, and existing profiles at right and left sidelines of the right-of-way.
  - e. Street Cross-Section. The cross-section of all streets showing the shoulder and surface width taken for each block at the point of greatest cross-slope and showing the width of sidewalks and the location and size of utility mains.
  - f. Utility Plan and Profile. A plan and profile of proposed sanitary and/or stormwater sewers with grades and pipe sizes indicated and a plan of the proposed water distribution system showing pipe sizes and location of valves and fire hydrants, street light and electrical distribution system. Design and construction standards shall be in accordance with the current requirements of the respective utility.
  - g. Waterway and Curb Elevations. High water marks and approximate grade of all waterways to be crossed, and the lines and elevations of existing curbs.
  - h. Names and Addresses. The names and addresses of all owners of land immediately adjoining the platted land as their names appear in the records in the office of the County Clerk and Recorder and their addresses as they appear on the tax records of the County.
  - i. Attorney. A certificate by an attorney duly licensed to practice law in the State that all persons and/or entities having any record interest in the land to be subdivided have signed the dedication certificate. The attorney certificate must be dated as of the date that the respective Board is to consider the final map or plat on the final reading of resolution of approval.
  - j. Certificates. The form of all certificates, acknowledgments and other matters on the map or plat or in letter form shall be subject to approval of the respective Board.
  - k. Owner and Dedication. A certificate signed and acknowledgment by all parties having any title interest in the land subdivided, consenting to the preparation and recording of the map or plat and dedicating all parcels of land shown on the final map or plat and intended for any public use.
  - l. Notary Public. Acknowledgments of owner and dedication certificate.

- m. Surveyor. A certificate by the licensed land surveyor responsible for the survey and final map or plat. The signature of such surveyor must be stamped with his or her seal. (Ord. 18-01 #29)
- n. Engineer. A certificate of approval by the Town or County Engineer.
- o. Sanitation Certificate. A certificate of approval by the Larimer County Health Department will be required where septic tank or other private disposal systems are used.
- p. Boards. A certificate of approval and acceptance of dedication by either the Board of Trustees or Board of County Commissioners.

E. **Condominium Projects**. All proposed condominium projects shall submit preliminary and final subdivision plats containing the information and requirements specified above. In addition, the following information shall be submitted with the preliminary and final plans/plats:

- 1. A map showing all common areas and usages of buildings and grounds and plans for the interior division of the building showing horizontal and vertical boundaries of all units.
- 2. A draft copy of the declaration applicable to the condominium project.
- 3. The draft articles of incorporation shall be submitted with preliminary subdivision plats. A certificate from the Secretary of State stating that the Articles of Incorporation have been filed, comply with Colorado law, and that the corporation is authorized to conduct affairs within the State shall be submitted with the final subdivision plat. And a copy of the filed articles of incorporation shall be submitted with the final subdivision plat. (Ord. 11-02 §1)
- 4. Any proposed restrictive covenants.
- 5. All utility lines, meters and easements.
- 6. Any other information, maps or plats required by the Colorado Common Interest Ownership Act (§38-33.3-101 et seq., C.R.S.). (Ord. 11-02 §1)
- 7. A certificate by an attorney duly licensed to practice law in the State that the condominium association, condominium map and declaration comply with the Colorado Common Interest Ownership Act (§38-33.3-101 et seq., C.R.S.) shall be submitted with the final subdivision plat. (Ord. 11-02 §1)

(Ord. 18-01 #26—29, 10/23/01; Ord. 11-02 §1, 8/13/02)

### 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)

#### **IV. SPECIAL REVIEW USES--SUBMITTAL REQUIREMENTS**

##### **A. Submittal Requirements.**

1. A complete application form provided by the Staff.
2. All applicable fees as set forth in the adopted Schedule of Fees.
3. All requirements for a "development plan" as set forth in Section III.C above, unless waived or modified by the Staff.
4. A written statement of how the proposed use meets the standards for review of special uses, as set forth in §3.5 of this Code.
5. Any other information deemed necessary by the Staff to make a fully informed and deliberate decision on the application.

#### **V. CODE AMENDMENTS (REZONINGS)--SUBMITTAL REQUIREMENTS**

##### **A. Submittal Requirements.**

1. A complete application form provided by the Staff.
2. All applicable fees as set forth in the adopted Schedule of Fees.

3. As applicable, a list of the specific Code provisions (with citations) that are proposed to be amended, the proposed wording change to the provision and a written explanation of why the change is requested.
4. As applicable, an illustration comparing the existing zoning classifications of the subject property and all adjacent properties to their proposed zoning classifications if the rezoning request is granted.
5. If the rezoning request is intended to allow for a specific use, project, or development, all requirements for a “development plan” as set forth in Section III.C above, unless waived or modified by the Staff.
6. A written statement of how the proposed amendment meets the standards for review of rezoning requests, as set forth in §3.3 of this Code.
7. Any other information deemed necessary by the Staff to make a fully informed and deliberate decision on the application.

## **VI. PLANNED UNIT DEVELOPMENTS--SUBMITTAL REQUIREMENTS**

### **A. Preliminary PUD Applications--Submittal Requirements.**

1. A complete application form provided by the Staff.
2. All applicable fees as set forth in the adopted Schedule of Fees.
3. All requirements for a “preliminary subdivision plat” as set forth in Section II.C above, unless waived or modified by the Staff.
4. Architectural elevations for all structures in a proposed PUD.
5. A written statement of all zoning and subdivision standards that are proposed to be modified or varied in the PUD development, including how such modification or waiver would satisfy the criteria set forth in §3.4.D.1.e of this Code.
6. A written statement of how the proposed PUD meets the standards for review of PUD applications, as set forth in §3.4 of this Code.
7. Any other information deemed necessary by the Staff to make a fully informed and deliberate decision on the application.

### **B. Final PUD Applications--Submittal Requirements.**

1. A complete application form provided by the Staff.
2. All applicable fees as set forth in the adopted Schedule of Fees.
3. An approved Preliminary PUD Plan.
4. All requirements for a “final subdivision plat” as set forth in Section II.D above, unless waived or modified by the Staff.
5. A written statement of how the Final PUD Plan meets the standards for review, as set forth in §3.4 of this Code.
6. Any other information deemed necessary by the Staff to make a fully informed and deliberate decision on the application.

## **VII. VARIANCES AND ADMINISTRATIVE (MINOR) MODIFICATIONS--SUBMITTAL REQUIREMENTS**

### **A. Submittal Requirements.**

1. A complete application form provided by the Staff.
2. All applicable fees as set forth in the adopted Schedule of Fees.
3. The legal description of the property.
4. Names, addresses and telephone numbers of all legal owner(s) of the property.
5. Names and addresses of all adjoining property owners and others required to receive written notice of the application, as set forth in §3.15 of this Code.
6. A vicinity map locating the subject property and showing streets and other general development of the surrounding area.
7. A development plan containing, at a minimum, the following information:
  - a. The proposed location of all existing and proposed buildings, structures, parking areas and signs on the property, including the location of required and proposed front, side and rear building and other setback lines.
  - b. A statement of the proposed use of each existing or proposed building or structure on the site.
  - c. Location of property lines, existing easements and other restrictions, rights-of-way, stream/river corridors, wetlands and critical wildlife habitat, as applicable.
  - d. The existing land use of all adjacent properties, and the location of all existing buildings and structures within two hundred (200) feet of the lot or property line of the subject site.

Staff shall have the discretion to request a more detailed development plan if the specific variance or modification request is relatively complex or raises compatibility issues.

8. The specific Code standards (including citations) sought to be varied or modified.
9. A written statement of how the proposed variance or minor modification meets the applicable standards for review as set forth in §3.6 (Variances) or §3.7 (Minor Modifications) of this Code.
10. Any other information deemed necessary by the Staff to make a fully informed and deliberate decision on the application.
11. *Field staking.* The lot corners and building corners of the proposed structure shall be field staked ten (10) business days prior to the scheduled Board of Adjustment hearing. (Ord. 18-01 #33)
12. *Site Notice.* The applicant shall be responsible for posting the Estes Valley Board of Adjustment sign on the lot ten (10) working days prior to the Board of Adjustment public hearing. (Ord. 18-02 #5)

(Ord. 18-01 #33, 10/23/01; Ord. 18-02 #5, 12/10/02)

## **VIII. USE CLASSIFICATION--SUBMITTAL REQUIREMENTS**

### **A. Submittal Requirements.**

1. A complete application form provided by the Staff.

2. All applicable fees as set forth in the adopted Schedule of Fees.
3. A written statement of how the proposed use meets the criteria for review, as set forth in §3.12 of this Code. Attach any relevant supporting documents, research, analysis or reports.
4. Any other information deemed necessary by the Staff to make a fully informed and deliberate decision on the application.

**IX. ADMINISTRATIVE APPEALS**

**A. Submittal Requirements.**

1. A complete application form provided by the Staff.
2. All applicable fees as set forth in the adopted Schedule of Fees.
3. All records of proceedings and documents pertaining to the decision being appealed.
4. A written statement of the Code Sections or provisions applicable to the appeal, and the reasons and alleged justification for the appeal.
5. Any other information deemed necessary by the Staff to make a fully informed and deliberate decision on the request.

**X. SEPARATE LOT DETERMINATION - SUBMITTAL REQUIREMENTS**

**A. Submittal Requirements.**

1. A complete application form provided by the Staff.
2. All applicable fees as set forth in the adopted Schedule of Fees.
3. A written statement of how the parcel in question meets the criteria for review, as set forth in §3.14 of this Code. Attach any relevant supporting documents, research, analysis or reports.
4. Any other information deemed necessary by the Staff to make a fully informed and deliberate decision on the application.

(Ord. 18-02 #1, 12/10/02)



**Attachment B: Forms for All Plan Certifications**

**LARIMER COUNTY HEALTH AUTHORITY APPROVAL (Ord. 8-05 #1)**

By the Larimer County Health Authority this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
All construction on this subdivision, or any lot therein, including the development of domestic water, and the provision of sewage treatment, shall be done in a manner which will meet all of the requirements of the Colorado Department of Public Health and Environment, and the Larimer County Public Health Department, and the officers authorized to enforce such requirements.

\_\_\_\_\_  
Larimer County Health Authority

**SURVEYOR'S CERTIFICATE (Ord. 8-05 #1)**

I, (surveyor's name), a duly registered land surveyor in the State of Colorado, do hereby certify that this plat of (subdivision name) truly and correctly represents the results of a survey made by me or under my direct supervision.

\_\_\_\_\_  
Surveyor/Seal

**APPROVAL OF SURVEY PLAT**

(for properties within the unincorporated Estes Valley) (Ord. 8-05 #1)

This final plat has been reviewed and is hereby approved as to form as complying with all current survey requirements of Larimer County and of State law pertaining to platting and monumentation. This approval constitutes neither a warranty by Larimer County concerning such compliance, nor a release or indemnity of the subdivider and his surveyor concerning any noncompliance of this plat with current survey requirements.

Date: \_\_\_\_\_

\_\_\_\_\_  
(Signature)

Colorado P.L.S. No. \_\_\_\_\_

\_\_\_\_\_  
(Printed Name), Larimer County Engineering Department

**Attachment B: Forms for All Plan Certifications (cont'd)**

**TOWN ENGINEER'S CERTIFICATE**

(for properties within the Town of Estes Park) (Ord. 8-05 #1)

Approved by the Town Engineer of Estes Park, Colorado this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
(Printed Name), Town Engineer

**BOARD OF COUNTY COMMISSIONERS APPROVAL (Ord. 8-05 #1)**

Approved by the Larimer County Board of County Commissioners this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_. All dedications are hereby accepted on behalf of the public. This approval does not constitute acceptance of responsibility by the County for construction, repair or maintenance of any streets, highways, alleys, bridges, rights-of-way or other improvements designated on this plat.

\_\_\_\_\_  
Chair

ATTEST:

\_\_\_\_\_  
Clerk of the Board

(Ord. 8-05 #1, 6/14/05)

## **Attachment C: Compatible Digital Formats and Media Types**

### **DIGITAL FORMATS:**

1. AutoCAD r12 or newer DWG
2. ArcView v2.01 or newer
3. ArcCad 3.0 or newer
4. ArcInfo (any version)

### **MEDIA TYPES:**

1. Iomega Zip Disk 100mb
2. 3.5" Floppy Disk
3. Imation Travan TR-4 Tape
4. Other tape media approved by Staff