Development Services Department
100 N. Wilcox Street, Castle Rock CO 80104
Development Review Manager – 720-733-2202
DevReview@crgov.com

Construction Documents (CDs) Checklist

A complete Construction Document (CD) submittal will contain the following information. Please check off the items to ensure that your application is complete. Please submit one (1) electronic copy of each document required. Plan sets shall be formatted for 24" x 36" plan sets. PDF format is required for submittals to the Town. Please submit documents per the naming conventions shown on the last page of this checklist.

Town Statement:
The Town is committed to timely plan review goals consistent with those outlined in the Town's Development Procedures Manual. In order to meet the timelines, the Town relies upon the applicant to provide 100% complete plans that have been checked for quality (QC'd) by the applicant. Incomplete and/or substandard submittals will result in application denial or extended review periods, additional review periods and additional fees.

Applicant's Statements: (Please check each box)

- ☑ All items have been submitted as required below unless determined not applicable by Town staff.
- ☑ The plans being submitted have been checked for quality.
- ☑ The plans being submitted represent a 100% design.
- ☑ I understand that, through the course of the review of the submittal package, the Town may determine critical information is not included or the submittal package is substandard. The Town may require subsequent review timelines to be lengthened to allow adequate time for review of the missing design information or for substandard submittals.
- ☑ I understand the plan review fee is for two formal review periods. If additional review periods are needed, a fee of 40% of the original review fee will be required for each additional review period.

Krysta Houtchens — Engineer of Record — Date: 9/28/2022

Owner — Date: 9/29/22

Project Name:_____

Submittal Meeting Date: TBD

Project Manager: For Construction Documents and TESC
Dena Paulin

Email: dpaulin@crgov.com

Phone:720-733-3513

Construction Documents (CDs) Checklist

Req'd	Subm'd	Submittal Checklist
x	X	**LAND USE APPLICATION** (completed/signed) Land Use Application
x	X	**DEVELOPMENT REVIEW FEE** (Amt. Req'd $_____ Amt. Rec'd $_____) Development Services Fee Schedule
x	N/A	**OFFSITE WORK AND PROPERTY OWNER APPROVAL** If any work is proposed on land not owned by the applicant, a letter of approval from the landowner or temporary construction easement is required.
x	X	**CHECKLISTS** Complete and submit any checklist used for plan preparation and all reports. Submittal Checklists
		PROJECT NARRATIVE
x	X	**Compliance.** Description of compliance or deviations from approved Site Development Plan (SDP), or previously approved Final PD Site Plan (FPD).
TBD	N/A	**Variances.** Clearly identify any areas that vary from the approved Site Development Plan, the causes for the deviation and how the deviation impacts surrounding properties.
TBD	N/A	**Technical Compliance.** Describe compliance with Technical Manuals and list any previously approved or proposed technical criteria variances.
	X	**Pre-Application or Pre-Submittal Action Items.** Provide pre-application/pre-submittal comments and how each item has been addressed.
TBD	X	**HAUL ROUTE MAP** Show route of travel to/from site for fill/borrow. (8-1/2" x 11" Exhibit) A Haul Route Authorization Form must be submitted prior to hauling operations. Authorization For Haul Route
	N/A	**DAILY CONSTRUCTION TRAFFIC MAP** Show route of travel to/from site to I-25. (8-1/2" x 11" Exhibit)
x	X	**PHASE III DRAINAGE REPORT** Phase III Drainage Report Submittal Checklist. A copy of the Water Quality Certification Form must be included in the report.
x	X	**FINAL UTILITY REPORT** Submittal Checklists
x	X	**ENGINEER'S COST ESTIMATE** (using the Town's standard template) Construction Cost Estimate Template (If project will be permitted in phases, each phase will require a separate cost estimate.)
TBD	N/A	**FINAL FLOODPLAIN MODIFICATION STUDY (CLOMR if impacting regulatory floodplain)** Required for projects that require modification of, or construction in, the existing floodplain, the FEMA Special Flood Hazard Area (SFHA), or when proposals involve use of property within the floodplain limits. Provide final report consistent with Section 5.6 of the Stormwater Manual. Provide documentation of all applicable local, state and federal approvals and property owner notifications.
TBD	N/A	**TECHNICAL CRITERIA VARIANCE** Complete a Technical Criteria Variance form with appropriate supporting information describing any proposed deviations from the Technical Design Criteria in the Technical Manuals. Technical Criteria Variance Application
TBD	N/A	**EASEMENTS** If the proposed project requires any new easements, submit the legal description and exhibits confirming the location of the easements and title commitment or ownership and encumbrance report specific to easement legal description. Easements are typically needed for utility main lines, drainage features, sight distance triangles, and public sidewalks on private land. The Town's Legal Department typically prepares the easement agreement document.
TBD	N/A	**OWNERSHIP AND ENCUMBRANCE** If easements will be needed, then submit a current Ownership and Encumbrance report or title commitment with the easement exhibit and legal description.
TBD	N/A	**TEMPORARY FIRE ACCESS APPARATUS PLAN** If the proposed building construction is not located within 150 feet (to all points) from a paved roadway, please submit a temporary fire access apparatus plan for review by Castle Rock Fire Department.

Construction Documents (CDs) Checklist

CD Plans

A complete set of Construction Drawings (CDs) should contain the following information. The specific plan sheets are listed below in the order they should appear in the Plan set. All CDs submitted to the Town of Castle Rock (TCR) for review, comment, and approval shall be prepared by, or under the direct supervision of a Professional Engineer licensed in the State of Colorado. Improvements within public rights-of-way or utility easements are required to be designed, approved, and constructed in accordance with the Town's Regulations, Municipal Code, and current Technical Criteria Manuals.

Req'd	Subm'd	Formatting Checklist
		GENERAL: TO BE LOCATED ON ALL SHEETS
x	X	**North Arrow:** The north arrow shall be oriented so north is up or to the right on each sheet.
x	X	**Scale:** Scales for all Plan and profile sheets: 1" = 50' horizontal; 1" = 5' or 10' vertical; Overall Plan 1" = 100'. Show bar scale. (Other scales may be used upon Town approval.)
x	X	**Vertical Datum:** The vertical datum used for design and construction of facilities shown in the plans shall conform to NAVD88 vertical datum criteria. Assumed vertical datum or adjustment equations will not be allowed.
x	X	**Horizontal Control:** Provide a basis of bearings statement. For the post-construction record drawings, a CAD drawing of the overall design shall be submitted in Colorado State Plane Coordinates, NAD83, Feet, Central Zone.
x	X	**Legend:** Show legend on all sheets with the symbols pertaining to the sheet. Show existing items screened back, show proposed items in dark font.
x	X	**Professional Engineer's Certification:** See "Construction Documents Signature Blocks and Standard Notes" for wording. List name and Colorado PE registration number below signature line. Required Signature Blocks and Standard Notes
x	X	**Town Approval Signature Block** See "Construction Documents Signature Blocks and Standard Notes" for wording. Locate in bottom right corner of each sheet. Required Signature Blocks and Standard Notes
x	X	**Revision Table:** All sheets shall have a revision table in the sheet title block.
x	X	**Project Boundaries:** Show property lines, lot and block numbers, section corners and rights-of-way (ROW) with dimensions.
x	X	**Easements:** Show all existing and proposed easements – include type, width and recordation information.
x	X	**Street Names:** Show all adjacent street names and label ROW width. Dimension the ROW width of each street at least once on each sheet.
x	X	**Limits of Construction:** Clearly demark the limits of construction (LOC). There shall be no work outside of this LOC.
x	X	**Existing Improvements:** Show existing improvements that are to remain in a screened back/lighter line type.
x	X	**Demolition Plan:** Clearly depict and label existing improvements that are being demolished.
x	X	**Key Map:** Provide a key map on each sheet of the plan set. Plan and profile sheets shall provide a key map showing the area being detailed.
x	X	**Building Locations:** (if applicable) Show existing and proposed building footprints.

Construction Documents (CDs) Checklist

Req'd	Subm'd	
		COVER SHEET
x	X	**Title:** "PUBLIC IMPROVEMENT CONSTRUCTION PLANS" shall be placed in large letters at the top center of the page, followed by the subdivision name. The brief legal description of the project shall be placed below this, followed by "**Town of Castle Rock Project No. CDxx-xxxx**". (See example below) **PUBLIC IMPROVEMENT CONSTRUCTION PLANS** **CRYSTAL VALLEY RANCH FILING 15 AMENDMENT 2 & 15 AMENDMENT 3** A PARCEL OF LAND BEING A PORTION OF SECTION 25, TOWNSHIP 8 SOUTH, RANGE 67 WEST OF THE SIXTH PRINCIPAL MERIDIAN, TOWN OF CASTLE ROCK, COUNTY OF DOUGLAS, STATE OF COLORADO TOWN OF CASTLE ROCK PROJECT NO. CD17-0003
x	X	**Names and Addresses:** Provide names, addresses and phone numbers for the project design project team (owners, developers, plan preparer, engineer and land surveyor), dry utility companies, Town of Castle Rock Public Works Department and Castle Rock Water.
x	X	**Sheet Index:** For multiple sheets, a sheet index must be provided on the first sheet. Key maps must be provided where needed. Number sheets consecutively (**1 of x**) and place sheet numbering in the bottom right corner of each sheet.
x	X	**Vicinity Map:** A vicinity map should show the development area and all major roads within one (1) mile at a minimum scale of 1" = 2000' with a north arrow.
x	X	**Legend:** Show existing items screened back, show proposed items in dark font.
x	X	**Professional Engineer's Certification:** See "Construction Documents Signature Blocks and Standard Notes." List name and Colorado PE registration number below signature line. Required Signature Blocks and Standard Notes
x	X	**Indemnification and Adherence to Standards Statement:** See "Construction Documents Signature Blocks and Standard Notes." Required Signature Blocks and Standard Notes
x	X	**Town Approval Signature Block:** See "Construction Documents Signature Blocks and Standard Notes." Locate in bottom right corner of each sheet. Required Signature Blocks and Standard Notes
x	X	**Town General Notes:** See "Construction Documents Signature Blocks and Standard Notes." Required Signature Blocks and Standard Notes
x	X	**Variances:** List Town-approved or proposed variances from the technical criteria manuals that apply to this project. List variance project number (e.g. TCV20-00XX), description, conditions of approval and approval date. If variances are being reviewed with the Construction Documents, leave the conditions of approval and date blank.
x	X	**Field Change Order Table:** Please provide the FCO table on the cover sheet. Include FCO number (FCO20-00XX), date and purpose/description. (See example below) **FCO# | Date | Purpose/Description**
x	X	**Typical Street Section(s):** Provide typical right-of-way sections for each roadway type in the plan set. Provide horizontal dimensions for each functional area and provide cross-slopes for all elements. Provide vertical dimensions as needed. Include with each distinct section a list of streets to which the section applies.".
		CONSTRUCTION NOTES
x	X	**Town Standard Construction Notes:** See "Construction Documents Signature Blocks and Standard Notes." List the applicable Town Standard Notes on this sheet: Water Line Construction, Sanitary Sewer Construction, Street Construction, Signing and Striping, Storm Drainage Construction, and Fire Department Notes. Required Signature Blocks and Standard Notes
	X	**Notes:** List any other general construction notes on this sheet.

Construction Documents (CDs) Checklist

		OVERALL PLAN (SITE PLAN) OR PHASING PLAN
Req'd	Subm'd	
x	X	**Overall Layout:** Depict the entire development in plan at scale of 1" = 100' or finer. Show property boundaries lot lines, rights-of-way, easements Show existing and proposed public and private infrastructure including: • transportation components (e.g. traffic signals, handicap ramps, sidewalks, curbs, gutters, bike paths); • Utility components (e.g. street lights, sanitary, storm, water supply. Show all appurtenances related to the above items and annotate the name of each street, lot and block.
x	X	**Building Location:** (For Non-Single Family Buildings) Show existing and proposed building footprints, required setbacks and separations. On adjacent properties show footprint and location of nearest buildings.
x	X	**Structures:** Show locations of proposed structures, including walls, fences, trash...etc.
TBD	X	**Phasing:** • Show project phase boundaries using wide, dashed lines and annotate each phase. • Include notes for each phase specifying phase order. • Indicate whether each phase is independently sustainable. • List temporary and permanent improvements required in each phase, i.e. interim turnarounds for dead end roads. • Provide an engineer's cost opinion for each phase. (Each phase will be permitted separately)
		GRADING PLAN
x	X	**Contours:** Show proposed and existing grades at one-foot contours in plan view at a scale of 1"=20' or finer. For projects requiring multiple grading sheets, provide an overall grading plan showing proposed and existing grades at five-foot contours. Contours shall extend 20 feet beyond the property line.
x	X	**Flow Arrows:** For residential overlot grading, show flow arrows on all lot lines indicating swale placement with individual home construction.
x	X	**Lot Drainage:** Overlot grading plans for new residential development: • Concentrated flows shall be conveyed in drainage easements located on common property lines • Where more than 2 lots convey flows to the common property line of another lot, the drainage easement shall be located in a tract owned by an HOA, district or other responsible entity • No lot shall receive inflow from a tributary area exceeding 1.5 times the receiving lot area
x	X	**Retaining Walls:** Show all retaining walls and label top of wall and bottom (bottom of footer) of wall elevations and setback to property lines. Walls greater than 4 feet from bottom of footing to top of wall require a separate submittal for a building permit. Contact the Building Department for wall permit requirements. All walls must be designed to accommodate proposed landscaping.
x	X	**Grading Notes:** For any retaining wall, add the following note –"Retaining walls, sections of retaining walls 4-feet in height or higher or tiered walls must be designed by a Structural Engineer licensed in the State of Colorado and must receive a Building Permit from the Town of Castle Rock prior to the issuance of the Public Works Permit."
	N/A	**Floodplains:** Show boundary of the existing and proposed one-hundred-year floodplain limits and elevations based on Town approved studies and/or Preliminary Floodplain Modification Study. If no floodplains exist on the property, please place a note on the cover sheet.

Construction Documents (CDs) Checklist

Req'd	Subm'd	
		Freeboard: Demonstrate a minimum of 2-feet of freeboard shall be provided between the 100-year base flood elevation and the lowest finished floor elevation of all structures (this includes basements) and show all proposed lots are outside of floodplain limits.
		Drainage Channel and Floodplain modifications: Dashed lines must be used to show any proposed modification to drainage channels and floodplains.
		Drainage: Show stormwater conveyance features and the location of all stormwater facilities.
		Natural Features: Show drainage channels and other significant natural features and significant vegetative stands within the property boundary and 100 feet beyond the property boundary.
x	N/A	**ROADWAY IMPROVEMENTS** Transportation Design Criteria Manual
		General: Include plan and profile for each street proposed in the plan set. Cross-sections may be required to evaluate connections to existing roadways. These are typically shown at 25-foot intervals.
		Roadway Plan Views:
		Show departure sight distance lines and safety triangles at each intersection." These areas must be free of obstructions taller than 30 inches. If platted property is affected by sight triangles, sight distance easements must be recorded by separate document.
		Define the roadway horizontal alignment and provide centerline stationing at 100-foot intervals. • Annotate and dimension curves including point of curvature, curve radius and length, degree of curvature and superelevation. • Annotate and dimension each tangent with point of tangency (PT), tangent length and bearing. • Show each point of intersection (PI) with existing and proposed streets and annotate the PI stationing.
		Dimension the flowline-flowline and right-of-way widths for each roadway shown in each plan view.
		Provide topography, as necessary, for plan review. Show steep grades in or adjacent to right-of-way.
		Include traffic calming elements, as necessary per Transportation Design Criteria Manual.
		Show existing and proposed curb, gutter and sidewalks on or adjacent to site.
		Label crosspans, valley gutters, handicap ramps and radius of curb returns.
		Existing and proposed obstructions, such as culverts/bridges, vaults, catch basins, traffic islands, street lights, walls and permanent structures on or adjacent to site.
		Roadway Profiles:
		Provide a profile along the roadway centerline for each roadway. • Provide roadway stationing along the profile. • Provide profiles of the existing ground within 20 feet of the property line. • Show profile of connecting streets for 500 feet beyond the proposed roadway connection. • Annotate vertical curve data, e.g. stationing at point of curvature, curve length, k-value. • Annotate and dimension tangents, e.g. stationing at point of tangency, tangent length, percent grade.
		Provide flowline profiles at all intersecting streets (where flowlines are not symmetric with centerline profile.

Construction Documents (CDs) Checklist

Req'd	Subm'd	
		Provide flowline profiles at cul-de-sacs and bulbs.
		Show culverts or bridges on profile.
		Typical Street Section(s) (if not shown on cover sheet): Provide any applicable horizontal or vertical dimensions in addition to providing a section of all improvements within the Right-of- Way. A section should be provided for each roadway type planned within the Project. Include dimensions for Flow line to flow line; back of walk to back of walk; and ROW width. Label type of curb, gutter and sidewalk, pavement section (or reference Pavement design report), and cross slopes.
		ROADWAY DETAILS
		Details: Include pertinent details related to the roadway improvements. Use Town of Castle Rock standard details, as applicable. Public Works Details and Forms
		STORMWATER PLAN AND PROFILE Storm Drainage Design and Technical Criteria Manual
		General: Includes Plan, profile of all storm sewers and culverts (annotated with Hydraulic Grade Line) as identified in the Stormwater Manual.
		BOX CULVERT STRUCTURAL PLANS • Provide culvert construction documents including plan and profile, culvert geometry, demo plan, detail sheets, rebar specifications, and other sheets necessary to construct the culvert. • Design box culverts per requirements described in TDCM Section 9. • Per Town criteria provide approval by a third-party engineering firm. • Per Town criteria provide proof of contract execution for third-party construction inspection by a qualified engineering firm.
		WATER QUALITY AND FLOOD CONTROL FACILITIES
		Include plan, profile, cross-sections and details of all water quality and flood control facilities.
		DRAINAGEWAY IMPROVEMENTS
		Include plan, profile, cross-sections, notes and details of all minor and major drainageway improvements. Annotate with water surface elevations.
		STORMWATER DETAILS
		Details: Include all pertinent details related to the stormwater improvements. Include geometric, dimensional, structural, foundation, bedding hydraulic and other details as needed. Storm Sewer Details
		OVERALL WATER SYSTEM PLAN Water System Design Criteria Manual
		General: In Plan view (Scale is 1" = 50' minimum) • Provide all information and dimensions for horizontal layout and valves, kickblocks, reducers, tees, hydrants, services, and any other appurtenance that is part of the potable water system. • Profile views will only be required in special cases such as utility crossings, off-site construction not entirely supported by profile views in the Plan set for either streets, storm drain or sanitary sewer, or in other cases where blow-offs or airvacs may be necessary. • Where appropriate, the Town's standard details shall be referenced.
		WATER SYSTEM PLAN AND PROFILE
		Water Plan Views:
		Provide locations, sizes and materials of all existing and proposed utility lines and appurtenances on and adjacent to site.

Construction Documents (CDs) Checklist

Req'd	Subm'd	
		Show proposed tie-ins to existing improvements with stations.
		Show location of all existing water wells and individual sewage disposal systems (ISDS) on and adjacent to site.
		Show all needed off-site improvements, extensions or services, or upgrades to the TCR system.
		Show boundaries of Town's pressure zones, or note stating the pressure zone if entire site is in only one pressure zone.
		Show existing and proposed obstructions, such as vaults, catch basins, traffic islands, street lights, walls or other permanent structures on or adjacent to site.
		Water Profiles: Provide profile views for off-site construction and all water mains outside of streets not supported by profile views in the CDs for streets, storm sewers or sanitary sewers as well as water line lowerings.
		Show existing and proposed grade line
		Show high points and low points along mains
		Show utility crossings – include types and sizes of lines, stationing, coordinates at each end of pipe encasement (if applicable), and TOP and BOP elevations and vertical clearance.
		WATER DETAILS
		Details: Include pertinent details related to the water improvements. Use Town of Castle Rock standard details, as applicable. Water Details
		SANITARY SEWER SYSTEM PLAN AND PROFILE (can be included on Roadway Plan & Profile) Wastewater Collection Design Criteria Manual
		General: Provide plan and profile, provide vertical and horizontal alignments, connections, manhole rim and invert elevations, and sizing.
		Sanitary Sewer Plan Views:
		Show locations, sizes and materials of existing and proposed utility lines and appurtenances on and adjacent to site.
		Show proposed tie-ins to existing improvements with stations.
		Show location of all existing water wells and individual sewage disposal systems (ISDS) on and adjacent to site.
		Show needed off-site improvements, extensions or services, or upgrades to the TCR system.
		Show existing and proposed obstructions, such as vaults, catch basins, traffic islands, street lights, walls or other permanent structures on or adjacent to site.
		Sanitary Sewer Profiles:
		Provide existing and proposed grade lines.
		Label manhole number, station and elevation of manhole rims; inverts and sizes of all pipes coming into and going out of manholes.
		Provide slope of main line between each manhole.
		Show utility crossings – include types and sizes of lines, stationing, coordinates at each end of pipe encasement (if applicable), and TOP and BOP elevations and vertical clearance.
		SANITARY SEWER DETAILS
		Details: Include pertinent details related to the sanitary sewer improvements. Use Town of Castle Rock standard details, as applicable. Sanitary Sewer Details

Construction Documents (CDs) Checklist

Req'd	Subm'd	
		SIGNAGE, STRIPING AND LIGHTING PLAN
		Traffic Signing and Pavement Markings: Provide permanent and temporary traffic signing and pavement markings. Show locations of signs and pavement markings, each shall be indicated by station/offset or other specific dimensions indicating exact locations. Pavement marking and sign types shall be indicated on these plan sheet(s) (i.e., epoxy paint with x/x glass-to-bead ratio, R1-1 Stop Sign, etc.). This sheet shall also contain any construction or application notes (i.e., application temperatures, surface cleaning methods to be used prior to application, etc.).
		Street lights: Show existing, proposed and relocated street lights. **(Applicant must coordinate with IREA for street light design.**)
		Temporary Signing: Show all barricades for interim dead end streets, if necessary.
		TRAFFIC SIGNAL PLAN
		These sheet(s) shall show all Plan views and details necessary to construct a traffic signal. Equipment, materials and installation shall conform to CDOT *Standard Specifications for Road and Bridge Construction* and the National Electrical Code. The traffic signal(s) shall also contain an emergency vehicle preemption device as specified by the TCR Transportation Criteria Manual.
x	X	**LANDSCAPE PLAN** Landscape and Irrigation Performance Standards and Criteria Manual
x	X	**Licensed Landscape Architect Signature Block:** • Landscape plans must be prepared by a Colorado Licensed Landscape Architect. In a few cases, the plan can be prepared by a Town registered design professional instead (review the TCR Landscape Manual for this criteria). • Town registration requires attendance at a Landscapers Registration class and testing. List the design professionals name and registration number and type below the signature line.
x	X	**North Arrow and Scale:** A north arrow is required. Provide a scale, both graphic and written. The recommended scale is 1 in. = 20 ft. with a maximum scale of 1 in. = 40 ft.
x	X	**Property Lines:** The boundary line of the site must be shown in a heavy solid line with dimensions along all exterior property lines. Label all lots, blocks and tracts and provide area in square feet.
x	X	**Building Location:** Existing and proposed building footprints.
x	X	**Easements:** Show, identify and dimension all existing and proposed easements.
x	X	**Utilities:** • Show and label all existing and proposed utility lines, including water, sanitary sewer and stormwater facilities. • Label distance from closest tree if location is near the 10 foot minimum distance from water or sanitary sewer main lines.
x	X	**Contours:** Show the proposed grade, in minimum two-foot contour intervals. Label and call out slope areas in "X:1" format. 3:1 slopes are the maximum allowed.
x	X	**Landscaped Areas:** Locate and identify all existing and proposed elements including trees and shrubs drawn at mature size, turf areas and other groundcovers, and ornamental nonliving materials.
x	X	**Landscape Structures:** Locate, dimension and identify landscape structures including fences, signs, lighting, water features, etc. and recreational facilities including structures, equipment, courts and parking areas.
x	X	**Natural Vegetation:** Locate, dimension and identify all areas of significant natural vegetative areas, specimen trees, wildlife habitat and landscape features to be preserved and/or improved.

Construction Documents (CDs) Checklist

Req'd	Subm'd	
x	X	**Plant Schedule:** Use Town of Castle Rock Plant Schedule with plats grouped by plant type. Plant Schedule
x	X	**Site Inventory Chart:** Complete Commercial Landscape Site Inventory Chart *or* Multi-Family Landscape Site Inventory Chart. Commercial Landscape Site Inventory Form Multi-family Landscape Site Inventory Form
x	X	**Materials:** • List of quantities, types and sizes of landscaping material to be utilized. • Plant materials shall be listed by both common and botanical name. • *Please note:* Non-living ground cover that is covered by the spread of shrubs or groundcovers may be counted as living ground cover. • Non-living groundcover does not include sidewalks or parking areas, which are not counted as part of the total landscape area. • Bluegrass is not permitted in landscapes for non-residential properties or streetscapes. It can be allowed on sports fields but the total project must comply with the Town's Irrigated Public Area Water Conservation Ordinance. (See Municipal Code and TCR Landscape Manual)
x	X	**Sight Distance Triangles:** Label sight distance and safety triangles at corners and intersections, which must be kept free of visually obstructing (30 inches or higher) objects and plant material. Sight and safety triangles must comply with Transportation Design Criteria Manual. Per TDCM tree species in sight distance lines must have a branching height of eight feet or higher and must have mature caliper of no more than twelve inches.
		Berms: Show typical cross-section of proposed berm areas.
x	X	**Pedestrian Areas:** Locate and dimension existing and proposed sidewalks and other pedestrian-oriented areas and identify type of surface and materials.
		LANDSCAPE DETAILS AND NOTES
x	X	**Details:** Include all pertinent details related to the landscape plan. Use Town of Castle Rock Standard Details, as applicable. Landscape Details
x	X	**Town Standard Landscape Notes:** See "Required Signature Blocks and Standard Notes" for wording.
	X	**Other Notes:** List any other general landscape notes on this sheet.
x	X	**IRRIGATION PLAN** Landscape and Irrigation Performance Standards and Criteria Manual
x	X	**Town Registration and Licensing:** • All irrigation designers must attend a Town of Castle Rock Landscapers Registration class and pass a test in order to be allowed to design in the Town. • All irrigation plans must include the designer's Town registration number.
x	X	**Irrigation Plan:** Layout and identify method of irrigation for each planting area (spray heads, bubblers, etc.). *Please note* all spray-irrigated areas must be at least 10 feet wide.
x	X	**Tap and Meter:** Identify size and location of irrigation tap and meter. Confirm this size and location is consistent with Utility Plan.
x	X	**Backflow Preventer:** Identify size and location of backflow preventer.
x	X	**Hydraulic Worksheet.** Include in plan set the completed Town of Castle Rock Hydraulic Worksheet (one per tap/meter). Hydraulic Worksheet
x	X	**Irrigation Chart.** Include in plan set the completed Town of Castle Rock Irrigation Chart (one per tap/meter). Irrigation Chart

Construction Documents (CDs) Checklist

Req'd	Subm'd	
x	X	**CLWUR Chart (Composite Landscape Water Use Rating).** Include in plan set the completed CLWUR Chart. CLWUR Chart
x	X	**Irrigation Legend** Include a legend of all irrigation symbols in the plan set.
		IRRIGATION DETAILS AND NOTES
x	X	**Details:** Include all pertinent details related to the irrigation plan. Use Town of Castle Rock Standard Details, as applicable. Irrigation Details
x	X	**Town Standard Irrigation Notes** See "Required Signature Blocks and Standard Notes" for wording.
		Other Notes: List any other general irrigation notes on this sheet.
x	X	**ILLUMINATION PLAN** **(See Chapter 17.58 of the Municipal Code)**
		Property Lines: The boundary line of the site must be shown in a heavy solid line with dimensions, bearings and control points indicated along all exterior property lines.
		Building Location: Existing and proposed building footprints.
		Luminary Location: Show location and height above grade of all luminaries.
		Type and Wattage: List the type and initial lumen rating and wattage of each lamp source.
		Luminary Style: List the style of the luminary, IESNA photometric distribution type including any shielding information such as house side shields, and internal and exterior shields. Please note that all lighting must be IESNA full cut-off unless otherwise specified in Table 1 of the outdoor illumination regulations.
		Timer Controls: Control descriptions including type of controls, the luminaries to be controlled by each type, and control schedule. Post curfew control method and schedule must be addressed in the plan.
		Photometric Plan: A computer generated lighting calculation indicating initial horizontal luminance (light loss factor LLF = 1.0) on a 10 foot by 10 foot minimum grid across the entire site and a minimum of 10 feet beyond the property line. The calculation grid shall also indicate the maximum to minimum uniformities for each specific area including parking, circulation areas, plazas, canopies, pedestrian areas, and other common public areas. All exterior mounted luminaries including building, pedestrian and landscape lighting shall be included.
		Sign Lighting: Sign lighting description including luminary type, mounting details, lamp lumen rating, and luminance (candela per square meter) for internally illuminated signs and exposed lamp sources including LED, and control means during pre-curfew and post-curfew hours.
NA		**Sports Facilities:** For sports facilities, provide aiming angles and diagrams for sports lighting luminaries.
FYI		**Forward Throw Luminaries:** Forward throw luminaries (Type IV distribution), pole-mounted lights aimed at a building's façade, and unshielded wall packs are prohibited.
x	X	**Illumination Plan Standard Notes:** 1. Objectives for lighting in different areas of the site. 2. Hours of light operation. 3. Mitigation to neighborhoods/adjacent properties. 4. The following lighting types are prohibited: Forward Throw (Type IV) distribution, pole- mounted lights aimed at a building's façade, and unshielded wall packs.

Construction Documents (CDs) Checklist

ADDITIONAL ITEMS REQUIRED		

Construction Documents (CDs) Checklist

Naming Conventions

When naming documents to be submitted, please follow this guide for naming each document. The Town uses the following prefixes for plan/plat submittals. (The prefixes are also used for the supporting documents of each):

ANX - Annexation Plat Documents
PDP - Planned Development Plan Documents
SDP - Site Development Plan Documents
CD - Construction Plan Documents
TES - Temporary, Erosion and Sediment Control Plan Documents
PL - Subdivision Plat or Amended Plat Documents
FCO - Field Change Order Documents

Formal Submittal Naming Examples:

1) **Example: 1st submittal of the CD package:**
   - **The Construction plans will be named: *1-CD20-00XX Plans***
   - **The Cost Estimate will be named: *1-CD20-00XX Cost Est***
   - **The Phase III Drainage Report will be named: *1-CD20-00XX PhIII Drn Rpt***
   - **The Final Utility Report will be named: *1-CD20-00XX Final Util Rpt***
   - **The Project Narrative will be named: *1-CD20-00XX Narrative***

   Continue same format for all documents necessary for the submittal. A list of abbreviations is provided below.

2) **Example: 2nd submittal of the SDP package:**
   - **The SDP plans will be named: *2-SDP20-00XX Plans***
   - **The Phase II Drainage Report will be named: *2-SDP20-00XX PhII Drn Rpt***
   - **The Prelim Utility Report will be named: *2-SDP20-00XX Prelim Util Rpt***
   - **The traffic study will be named: *2-SDP20-00XX TIS***
   - **The title work will be named: *2-SDP20-00XX Title***

Responses to the Town's redlined PDF Comments:

Resubmittals require responses to each PDF redline returned with previous review.
PDF Redlines will be returned to applicant following the general format:

- *PW-CD20-00XX Plans-Rev1.pdf = (Public Works 1st review of CDs)*
- *U-CD20-00XX Fin Util Rpt-Rev1 = (CR Water's 1st review of Util Report)*

The response that must be provided for redlines shall follow these general examples:

- ***2-Resp-PW-CD20-00XX Plans-Rev 1.pdf***
- ***2-Resp-U-CD20-00XX Fin Util Rpt-Rev1***

Continue same format for all documents necessary for the submittal. A list of abbreviations is provided below.

(The Town's Project Manager will provide the XX number once the project has been created in the Town's system. Please request before formally submitting)

Construction Documents (CDs) Checklist

Abbreviations

Document Type	Abbreviation for Submittal
Land Use Application	Application
Site Plans, Construction Documents and TESC	Plans
Subdivision Plat or Amended Plat	Plat
Engineer's Cost Estimate	Cost Est
Phase II Drainage Report	Ph II Drn Rpt
Phase III Drainage Report	Ph III Drn Rpt
Preliminary Utility Report	Prelim Util Rpt
Final Utility Report	Final Util Rpt
Title Commitment	Title
Project Narrative	Narrative
Proposed Haul Route Map	Haul Route
Daily Construction Traffic Map	Daily Const Map
Proposed Easement Legal & Exhibit	Easement
Construction Documents Checklist	CD Checklist
Drainage Report Checklist	Drn Rpt Checklist
Utility Report Checklist	Util Rpt Checklist
Abutter's Notice	Abutters
Mineral Rights Affidavit	Min Rights
Land Suitability Analysis Report	LSAR
Traffic Impact Study	TIS
Auto-Turn Exhibit	Auto-Turn
Plat Boundary Closure Report	Closure Rpt
TESC Engineer's Cost Estimate	TESC Cost Est
TESC Report	TESC Rpt