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

Site Development Plan (SDP) Checklist

A complete Site Development Plan (SDP) submittal will contain the following information. There are some items that only apply to "non-single family" applications (e.g. multi-family, commercial, industrial). Please check off the items below 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 by the applicant. Incomplete and substandard submittals will result in application denial, extended review periods, additional review periods and/or additional fees.

Applicant's Statements: (Please check each box)

- [X] All items have been submitted as required below unless determined not applicable by Town staff.
- [X] The submitted plans have been checked for quality.
- [X] The submitted plans represent a 100% design.
- [X] I understand that, during the review of the submittal package, the Town may deem the submittal package substandard, and may require increased review durations.
- [X] I understand the plan review fee is for two formal reviews. Each additional review will require a fee equal to 40% of the original review fee.

Mitchell L. Shearer

Mitchell L. Shearer
Engineer of Record

05.19.2023
Date

Peter Rinehart
Owner

05.19.2023
Date

Project Name: Mount Royal Lots

Submittal Meeting Date: _____

Project Manager: Pam Hall

Email: PHall@crgov.com

Phone: 720-733-2205

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Req'd	Subm'd	Submittal Checklist
✓	X	**LAND USE APPLICATION** (completed/signed) Land Use Application
✓	X	**DEVELOPMENT REVIEW FEE** (Amt. Req'd $ 2,500 Amt. Rec'd $ _____) Development Services Fee Schedule
✓	X	**CHECKLISTS** Complete and submit any checklist used for plan preparation and all reports. Submittal Checklists
✓	X	**TITLE COMMITMENT** (current within 180 days) (Current Title Work will be necessary prior to submittal of Mylars for recording)
✓	X	**PROPERTY OWNER APPROVAL** Work proposed on land not owned by the applicant, requires a letter of approval from the landowner.
✓	X	**PreApp#.** PREAPP 21-0046 **PreApp Meeting Date:** _____
✓	X	**NEIGHBORHOOD MEETING (Quasi-Judicial projects only)** Provide mailing and posting affidavits, meeting sign-in sheet
✓	X	**PROJECT NARRATIVE**
	X	**Compliance** Description of compliance with the Vision 2030, 2030 Comprehensive Master Plan, zoning codes, general design principles, technical manuals.
	X	**Impacts** Description of overall project benefits, impacts on surrounding properties and mitigation of those impacts.
	X	**Infrastructure** Demonstrate adequacy of access, roadways, water, wastewater and stormwater facilities.
	X	**Variances** Describe each proposed deviation from criteria included in Town design manuals, approved zoning and municipal code. Explain how the intent of Town criteria will be met.
N/A		**MINERAL RIGHTS NOTICE (ToCRMC Section 17.04.080) (for initial development of vacant land)**
N/A		**AUTO-TURN EXHIBIT** Demonstrate adequate turning radii for Fire apparatus and large vehicles for non-single family development. If relevant to the usage, analyze using the design vehicle for the fronting roadway per Town's Transportation Master Plan and Transportation Design Criteria Manual.
✓	X	**LAND SUITABILITY ANALYSIS REPORT (LSAR)** An analysis of the site to demonstrate the suitability of the site development plan to the land to include information on slope, geologic hazard, soil types/ conditions, vegetation cover, wildlife habitat/migration and, wildfire hazards. (Applicability to be determined by the Planning Division)
N/A		**TRAFFIC IMPACT ANALYSIS** as required by Transportation Design Criteria Manual.
N/A		**PHOTO-SIMULATIONS** Provide renderings or other illustrations, such as cross sections, to demonstrate building mass and height and site topography in relation to adjacent properties and buildings. (Applicability to be determined by the Planning Division)
✓	X	**PHASE II DRAINAGE REPORT** Provide report consistent with Phase II Drainage Report checklist and Stormwater Manual. Submittal Checklists
✓	X	**PRELIMINARY UTILITY REPORT** Provide report consistent with Preliminary Utility Report checklist and Water and Wastewater Manuals. Submittal Checklists

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N/A		**PRELIMINARY FLOODPLAIN MODIFICATION STUDY (Preliminary CLOMR if impacting regulatory floodplain)** Required for projects that propose modifications, or construction in, the existing floodplain, the FEMA SFHA, or when proposals involve use of property within the floodplain limits. Provide preliminary report consistent with Section 5.6 of the Storm Drainage Criteria Manual.
		Formatting Checklist
		GENERAL: TO BE SHOWN ON EACH PLAN SHEET
✓	X	**North Arrow:** Orient each north arrow upward or to the right.
	X	**Scale:** Scales for 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	**Sheet Numbers:** Provide sheet numbers on all pages in the lower right corner of the page. Format as 1 of X, 2 of X...etc.
	X	**Project Boundaries:** Use heavy dark lines to indicate the property & right-of-way (ROW) lines, annotate lines with bearings/distances and curve data, show lot and block numbers.
	X	**Easements:** Show existing and proposed easements – Annotate with type and width. Provide recordation information for existing easements.
	X	**Street Names:** Show street names and label ROW widths. Dimension the ROW width of each street at least once on each sheet.
✓	X	**Building Location:** (For Non-Single Family Buildings) Existing and proposed building footprints, required setbacks and separations. On adjacent properties, footprint and location of buildings near the project. Sight analysis (where building height increase is requested).
✓	X	**Legend:** Show legend on all sheets with the symbols pertaining to the sheet. The legend must define each symbol and linetype used on the sheet. Depict existing items in light gray and proposed improvements in black.
		COVER SHEET
✓	X	**Title:** See Site Development Plans Standard Notes for examples.
	X	**Names and Addresses:** Names and addresses must be provided for each owner, mortgagee, lienholder, plan preparer, land planner, engineer and land surveyor.
	X	**Sheet Index:** Provide a sheet index of all sheets. Key maps must be provided for multipage sets where it may be unclear where information is relative to the overall area.
	X	**Vicinity Map:** Include a vicinity map, including a north arrow, bar scale and nearest major roads.
	X	**Legal Description:** Provide full written lot and block or metes and bounds legal description, as described in the provided Title Work.
	X	**Benchmarks Statement and Basis of Bearings Statement:** NAVD 88 required for elevation datum.
	X	**Zoning Comparison Table:** A table comparing the zoning standards to the proposed site plan to include: use, lot size, density (units, building coverage, floor area ratio), building height, building setbacks, minimum parking and other standards as applicable to the zone district.
	X	**Site Utilization Table:** A table showing the breakdown by square feet and percentage of the total site utilization to include building coverage, street coverage, open space/landscape coverage, parking coverage and other coverage as applicable to the site.

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	X	**Signature Blocks:** The following signature blocks must be completed and appear on the cover sheet: Surveyor's Certificate, Civil Engineer Certificate, Ownership Certificate, Lienholder Subordination Certificate, Title Certification, Town Certification, Douglas County Clerk and Recorder Certificate. In addition, if public hearings are required include the following signature blocks: Planning Commission Recommendation, Town Council Approval. For projects located in the Downtown Overlay District, add Title block for Design Review Board approval. Signature Blocks
	X	**Town Standard Notes:** Provide the Site Development Plan Standard Notes, applicable General Notes, Fire Notes and Utility Notes. Site Development Plans Standard Notes
		SITE PLAN
	X	**Overall Site Plan:** Provide an overall site plan on a single page, which shows the entirety of the site.
	n/a	**Phasing:** Provide a phase plan if phasing of the development is proposed, show the phasing on the site plan or on a separate plan sheet.
	X	**Zoning and Land Use:** Show existing zoning and existing land use for the subject property and for adjacent properties.
	X	**Streets and Rights-of-Way (ROW):** Show existing and proposed streets. Annotate street names, dimension ROW widths and label each street as public or private. Show typical cross section for each proposed street type. Show access easements where necessary.
	X	**Adjacent Improvements:** Show location and dimension for all existing and proposed transportation infrastructure within 200 feet of the site boundary, including (but not limited to) streets, auxiliary lanes, driveways, trails, parking spaces and loading areas.
	X	**Pedestrian Areas:** Show all pedestrian oriented areas. Provide location, dimension and material information for all existing and proposed pedestrian pathways to include sidewalks, correct selection of curb ramp types and locations, trails and ADA routes. Mid-block pedestrian curb ramps must align at lot lines and will take precedence over driveway locations.
	X	**Buildings:** Show the location, dimension and setbacks of any proposed buildings. Show setbacks of all buildings to all property lines.
	X	**Other Structures**: Show the location, dimension and setbacks of any other proposed structures such as trash enclosures, mail box kiosk, etc.
	X	**Retaining Walls and Fences**: Show the location and height of any proposed retaining walls or fences. • All retaining walls are required to be shown on the SDP. • The maximum height of all retaining walls as measured from top of wall to bottom of wall (exposed wall) are required to be shown on the SDP. • Elevation and materials are required to be shown on the SDP for retaining walls with an exposed wall of 4-feet tall or greater. • Retaining walls with an exposed wall of 4-feet tall or greater may not be located in setbacks (per the current Code, this includes front, rear, and side setbacks). • Retaining walls with an exposed wall of less than 4-feet tall may be located in setbacks.
	X	**Sight Distance and Safety Triangles:** Provide sight distance and safety triangles at driveways and intersections per Transportation Design Criteria Manual. Provide sight distance easements on an associated plat or by separate document for platted lots.

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✓	n/a	**Signage:** Provide location of proposed identification and marketing signs, in compliance with Title 19 (Municipal Code Sign Regulations).
		GENERAL GRADING PLAN
✓	X	**Grading:** Show existing and proposed grading at one-foot contour intervals extending 100 feet beyond the property lines.
✓	X	**Floodplain:** Show boundary of the existing and proposed one-hundred-year floodplain limits and elevations based on FEMA, Town approved studies and/or Preliminary Floodplain Modification Study.
✓	n/a	**Freeboard:** Demonstrate adherence to two-foot freeboard requirement and proposed lots outside of floodplain limits.
✓	X	**Drainage:** Layout map showing method of moving storm water through the project and location and sizing of stormwater detention or retention facilities based on Stormwater Manual requirements. Show preliminary drainage improvements on major and minor drainageways.
✓	X	**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.
		GENERAL UTILITIES PLAN
✓	X	**Utilities:** Show location and size of all existing and proposed utility (water, wastewater, stormwater, gas, electric, telephone, cable) lines and facilities, existing and proposed fire hydrants.
		GENERAL LANDSCAPE PLAN (see Landscape and Irrigation Criteria Manual)
✓	X	**Licensed Landscape Architect:** All landscape plans must be prepared either by a Colorado Licensed Landscape Architect (Provide Name and registration number) or by a Town registered design professional (*consistent with the Manual*). Town registration requires attendance at a Landscapers Registration class and testing.
	X	**Utility Lines:** Show location and size of all existing and proposed utility lines. Show irrigation point of connection location.
	X	**Structures:** Locate, dimension and identify structures including buildings, retaining walls, fences, trash enclosures, ground signs, mailbox kiosks, ground lighting, water features, recreational facilities and parking areas.
	X	**Pedestrian Areas:** Locate and dimension existing and proposed sidewalks and other pedestrian- oriented areas and identify type of surface and materials.
	X	**Sight Distance and Safety Triangles:** Identify sight triangles at driveways and intersections, in compliance with the Transportation Design Criteria Manual
	X	**Retaining Walls and Fences:** Show the location of any proposed retaining walls (with heights) and fences. Provide a hatched area showing the extent of any retaining wall restraint system i.e. geogrid. Provide a statement describing the allowed landscaping in the hatched area.
	X	**Landscaped Areas** • **Trees**: Show all existing and proposed trees by type: large canopy deciduous, evergreen, or ornamental. Use concentric circles to reflect tree sizes, both at time of planting and at 5-7 years after planting. • **Shrubs:** Show all existing and proposed planting areas for shrubs, ground cover types, and natural vegetation). Group by water requirement. For Example: high water use plants together, moderate water use together.

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↓	X	• **Irrigation**: • Show general method of irrigation. *For Example*: turf areas watered with overhead sprays, rotors, or subsurface drip, perennial beds watered with dripline or point source drip emitters, trees watered with bubblers, etc. • Show irrigation zones. Provide separate irrigation zones for similar plant type located in different exposure areas. • Provide irrigation Point of Connection • All plant material on streetscapes is to be of low to very low hydrozones per Town of Castle Rock Plant List which is available at www.crgov.com
✓	n/a	**Buffer Area:** (if required) • Plan view, cross-sections, and renderings to depict tree and shrubs types (deciduous and evergreen). • Cross sections should depict tree and shrubs at time of planting and at maturity. • Specify minimum number and planting height in relation to site topography. Show proximity to adjacent property lines. • Provide berm cross section including slopes.
✓	X	**Plant Material Requirements:** Provide a table comparing the required vs proposed number of street trees. For residential projects, a table comparing the required vs proposed number of lot trees.
↓	n/a	**Site Inventory Forms:** Complete either the TOCR Commercial Site Inventory Form or the Multi-family Landscape Site Inventory Landscape Information and Forms
↓	n/a	**CLWUR:** Complete the public irrigated water ordinance chart. Landscape Information and Forms
↓	n/a	**Hydrozones Legend:** Include a legend showing general plant types (Evergreen, Canopy, Ornamental, Shrub Beds, Perennials, Turf, Irrigated Native Turf), including the proposed plant type hydrozone (very low, low, moderate, or high). *For example: Irrigated Native seed mix is a low hydrozone.*
↓	X	**General Landscape Plan Standard Notes:** Provide the Site Development Plan General Landscape Notes Site Development Plans Standard Notes
N/A		**BUILDING ELEVATIONS** (Required for all non-single-family projects, Optional for Single Family)
↓		**Buildings:** Provide elevations of all buildings to include dimensions, color, material information and building lighting design to be shown on each elevation.
↓		**Enclosures:** General design of any trash enclosures or mechanical screening to include dimensions, colors and materials
↓		**Retaining Walls and Fences:** General design of retaining walls greater than 4-feet tall to include dimensions, color and material information.
↓		**Signs:** Show proposed building sign locations to include outline and, dimensions. Proposed identification and marketing ground sign elevations.
↓		**Building Sign Comparison Table**: A table comparing the permitted building sign allowances to the proposed building signs.
N/A		**GENERAL LIGHTING PLAN** (For Non-Single Family)
↓		**Luminary Location:** The location and height above grade of all building and ground luminaries.
↓		**Luminary Style:** The style of the luminary.

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✓	n/a	**Sign Lighting:** Sign lighting description including luminary type, mounting details, control means during pre-curfew and post-curfew hours. For monument sign lighting, if any.
N/A		**Luminary Summary Table:** Provide a table which shows the breakdown of luminaries by type to include number, IESNA cutoff classification, lumens (for non-full cutoff fixtures), and height above grade.
		Sports Facilities: For sports facilities, provide aiming angles and diagrams for sports lighting luminaries.
		General Lighting Plan Standard Notes: (address each of the following) 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.
		ADDITIONAL ITEMS REQUIRED