



Planning & Development Services
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SITE DEVELOPMENT PLAN

Attachment to Development Application



SITE DEVELOPMENT PLAN

APPLICATION PROCESS AND REQUIREMENTS

Pre-application conference (Concept Meeting): A pre-application conference is required. The pre-application (Concept Meeting) form and information is on the City of Littleton website (www.littletongov.org). The applicant will follow the instructions stated in the pre-application form and information and submit the required materials to the Community Development Administrative Coordinator. The purpose of the meeting is to discuss with the applicant the concepts, feasibility, regulations and application requirements applicable to the proposal.

Application Process and Plan Requirements

In some cases, it may be necessary to divide the site plan review into two steps, as conceptual site plan review and a final site plan review depending on the complexity of the project. This will be determined at the time of the pre-application conference. The following text provides a summary of the review process and submittal requirements for a site development plan (SDP) application.

Submittal of applications will only be accepted by scheduled appointment with the case manager. The first submittal will be an Intake review, in order to verify the content of the submittal documents, identify additional reports or studies, confirm referral agencies, and to provide general planning and engineering review comments. Following the Intake review, formal comments will be issued to the applicant. Subsequent submittals shall be made by scheduled appointment with the case manager.

Prior to issuance of a building permit, the SDP must be approved, signed and recorded with the applicable County Clerk and Recorder.

Plan Set:

Cover Sheet – Sheet 1 of X

1. Title block for a new SDP (example)

SUCH AND SUCH SITE DEVELOPMENT PLAN (*sample*)
Lot 1 of Scenic View Subdivision Filing No. 1
SW 1/4 of Sec. 9, T6 S, R67 W of the 6th P.M., xxxx County, CO
8.06 Acres
If w/in a PD – Include Planning Area
Case Number: SDP__ - ____

2. Title block for a SDP Revision/Amendment (example)

SUCH AND SUCH SITE DEVELOPMENT PLAN – 1ST Revision (*sample*)
Lot 1 of Scenic View Subdivision Filing No. 1
SW 1/4 of Sec. 9, T6 S, R67 W of the 6th P.M., xxxx County, CO
8.06 Acres
If w/in a PD – Include Planning Area
Case Number: SDP__ - ____ (Revision to: SDP__ - ____)

3. Mineral estate owner certification blocks – choose applicable certification block
4. City certification blocks (Community Development Director and Public Works Director)
5. Property owner certification block(s)
6. Mortgage holder(s) certification blocks
7. County Clerk and Recorder certification block (applicable County – Arapahoe, Douglas, Jefferson)
8. Legal description. If not a legal lot of record (legally platted lot – example: Lot 1 Scenic View Subdivision Filing No. 1), must process concurrent, separate subdivision application.
9. Include the following SDP Standard Notes:
 - A. *Failure to obtain a building permit within one (1) year after the date of SDP recordation shall cause the unbuilt portion of this SDP to be null and void, unless an extension was granted.*
 - B. *Recordation of the SDP shall be required prior to issuance of building permits.*
 - C. *Approval of site construction plans by the City of Littleton shall be required (as applicable) prior to issuance of building permits.*
 - D. *For all future phases, the applicant shall submit a Site Development Plan of the phase for which a permit is requested, which shall be approved prior to issuance of a building permit.*
 - E. *Signage shown on this plan is for illustrative purposes only. A sign permit shall be submitted to the city for review and approval.*
 - F. *All existing and proposed utilities shall be installed underground unless an agreement for placing utilities underground has been entered into between the property owner and the city.*
10. Vicinity map (clearly show subject site, streets, street names, and other identifying features of the area within ½ mile from the proposed site)
11. Names, addresses, and phone numbers of the applicant, legal property owner, and consultants. Include applicable seal(s) and license number(s).
12. Include a purpose/intent statement. For SDP Amendments, also include an amendment history, including case numbers and approval dates.
13. Preparation date and revision dates in lower right-hand corner on all sheet of plan set.

Sheet 2 – Site Plan – Sheet 2 of X

1. North arrow.
2. Include scale – engineer’s scale – (both written and graphic) not smaller than 1”=50” with 1”=20” desired.
3. Show all property lines and lot dimensions.
4. Label all setback lines; tie all building and site improvements to the lot lines.
5. Label existing and proposed ingress and egress locations.
6. Show all existing and proposed adjacent right-of-way dimensions, streets, internal drives, parking areas, sidewalks, and trails. Include surface type.
7. Include the lot area (square feet and acres).
8. Label adjacent zoning, subdivision name (lots & tracts), and uses.
9. Label and dimension all existing and proposed easements. Include purpose, responsibility, and reception numbers for existing easements and include a blank line for those to be recorded by separate instrument.
10. Label and dimension all existing (to remain on site) and proposed structures.
11. Label any structures to be removed. Please note a separate demolition permit is required.
12. Label and dimension parking spaces (10-4-9). Include number of stalls in each row.
13. For multiple uses within a single structure, please include a break-down of parking requirements for each use. A cross parking easement agreement may be required.
14. Label and dimension all sight distance triangles (10-4-1(A)4).
15. Site Data Table

<i>Site Data Table (SAMPLE)</i>		
<i>Existing Zoning:</i>	<i>GPDP Case Number:</i>	
<i>Allowed Use(s):</i>	<i>Proposed Use(s):</i>	
<i>Lot Size (site area): sq. ft. & ac.</i>	<i>Building Size (gross): sq. ft. & # of Stories</i>	
<i>Maximum Floor Area Ratio (FAR):</i>	<i>Proposed FAR:</i>	
<i>Building Footprint: sq. ft. & %</i>	<i>Parking/Driveway: sq. ft. & %</i>	
<i>Planted Area: sq. ft. & %</i>	<i>Sidewalk: sq. ft. & %</i>	
<i>Total Impervious Area: sq. ft.; ac.; & %</i>	<i>Hardscape: sq. ft.; ac.; & %</i>	
	<i>Required</i>	<i>Provided</i>
<i>Open Space (unobstructed)</i>	<i>Square feet:</i> <i>Acres:</i> <i>Percent:</i>	<i>Square feet:</i> <i>Acres:</i> <i>Percent:</i>
<i>Setbacks:</i> <i>Front:</i> <i>Side:</i> <i>Rear:</i> <i>Corner/Side:</i>		
<i>Parking (10-4-9) For each use include required and proposed parking counts</i>	<i>Example: Retail – 1 space per 200 sq. ft. gross floor area:</i> <i>65 spaces</i>	<i>Example: 1 space per 200 sq. ft.:</i> <i>65 spaces</i>
<i>Loading Spaces</i>		
<i>Building Height</i>		

Grading and Utility Plan – Sheet 3 of X

1. Existing (dashed and shaded) and proposed contours (solid), of not greater than two (2) feet, and extends 20-feet beyond the property line in all directions.
2. Label the width and direction of flow of all watercourses and any area inundated by the 100-year frequency flood.
3. Show all floodplains or floodways.
4. Show location, size, and grades of existing and proposed utility lines.
5. Show location of all overhead utility lines.
6. Show location of nearest fire hydrant(s).
7. Show direction of flow arrows.
8. Show location and volume of storm water facilities.
9. Label and dimension all water quality features.
10. Include elevations for top of wall and bottom of wall for all retaining walls.
11. Label and dimension all existing and proposed easements. Include purpose, responsibility, and reception numbers for existing easements and include a blank line for those to be recorded by separate instrument.
12. Label all sanitary sewer mains and stormwater facilities as public or private.
13. Include the following notes:
 - A. *All utility locations shown on the site development plan are proposed. All final utility locations will be depicted on the final approved construction plans. Any additional easements granted after final construction plan approval shall require the applicant to submit updated civil construction plan sheets depicting revised easement location(s).*
 - B. *All proposed utilities related to this Site Development Plan shall be installed underground unless an agreement for placing utilities underground has been entered into between the property owner and the City, pursuant to Section 10-4-1(E) of the City Code.*

Landscape Plan – Sheet 4 of X (Section 10-5)

1. Include the following note:

I, _____, owner, or designated agent thereof, shall complete the landscape improvements shown on this plan. Maintenance of the landscape improvements shall comply with Title 10, Chapter 5 of the Littleton City Code. It is hereby acknowledged that maintenance of the landscape improvements is not personal to the developer, but runs with the land and shall be the responsibility of all current and future owner/occupants.

Signature of Owner or Agent

2. Provide landscape architect seal and license.
3. Provide parking lot landscaping percentage; 5% of parking area shall be landscaped (10-5-7(A)1).
4. Provide graphical exhibit demonstrating how percentage of open space provided on site.
5. Where applicable, include calculations for evenly distributed open space 10-4-1(C).
6. Label and dimension all sight distance triangles (10-5-7(D)).
7. Show existing (dashed) and proposed contours (solid), of not greater than two (2) feet.
8. All sites shall include a fully-functioning, automatic irrigation system. Include irrigation maintenance responsibility.
9. Include seed mixture and soil preparation for all areas to be seeded.
10. Include planting details.
11. Label all non-living landscape materials (mulch, rock, paving, etc.).

12. All ground-mounted utility and mechanical equipment shall be screened.

13. Include the following note:

If any transformers, ground-mounted HVAC units, utility pedestals, and similar features are not shown on the SDP, additional landscaping and screening may be required based upon field conditions during the site inspection prior to issuance of the certificate of occupancy, or final inspection, as applicable.

14. Planting schedule:

<i>Planting Schedule</i>						
<i>Type</i>	<i>Symbol</i>	<i>Quantity</i>	<i>Botanical Name</i>	<i>Common Name</i>	<i>Planting Size</i>	<i>Estimated Size @ Maturity</i>
<i>Trees</i>						
<i>Deciduous</i>						
<i>Canopy</i>						
<i>Ornamental</i>						
<i>Evergreen</i>						
<i>Shrubs</i>						
<i>Deciduous</i>						
<i>Evergreen</i>						
<i>Perennials</i>						
<i>Annuals</i>						
<i>Groundcover</i>						
<i>Mulch</i>						

Building Elevations – Sheet __ of X

1. Provide black and white line drawings of all buildings (all elevations).

2. Please include the following note:

I, _____, a licensed engineer (license number) in the State of Colorado, do hereby certify that the building grade elevations are the same as the grades shown on the final grading plan.

3. Include manufacturers’ colors and materials.

4. Label and dimension all building features (building height, length, doors, windows, architectural features).

5. Show all proposed wall-mounted lighting.

6. All mechanical equipment shall be screened. Show all mechanical equipment as dashed lines behind the parapet wall.

7. All vents and appurtenances shall be screened, or color matched to the adjacent building façade.

8. With referral submittal, include colored elevations.

9. Provide an electronic colors and materials board.

10. Include the following note:

The building elevations shown and approved hereon are intended to demonstrate how all HVAC shall be screened. It is the applicant’s responsibility to ensure that screening occurs in the field as demonstrated by these plans, regardless of curb requirements, mechanical plan changes, or other circumstances. Failure to provide screening may result in delay of final inspections and/or issuance of a certificate of occupancy.

Site Details – Sheet __ of X

1. Provide dimensioned detail of trash enclosures, including colors and materials.
2. Provide dimensioned detail of pergolas, gazebos, decks, etc., including colors and materials.
3. Provide detail of all ground signage; a separate sign permit is required.
4. Provide a dimensioned detail for all fence(s) and retaining wall(s) including colors and materials; a separate fence permit is required.

Photometric Plan – Sheet __ of X (Section 10-15)

1. Show foot-candles for entire site, including 10-feet beyond property line. Light levels may not exceed 0.1 foot candles, measured at a point 10-feet beyond any property line.
2. Include a lighting schedule:

Luminaire Schedule						
Quantity	Lamp Type	Mounting Height	Lumens	Light Loss Factor	Color	Description

3. All lighting shall be full-cutoff.
4. Include the following note:
“I, _____ (photometric engineer) hereby certify that the illumination levels generated by the lighting meet all city criteria as well as those indicated on the approved Site Development Plan; do not create disability glare on adjacent properties; and that all fixtures are full cutoff as defined by the Illuminating Engineering Society of North America.”

Lighting Details – Sheet __ of X (Section 10-15)

1. Include a dimensioned detail for all proposed site lighting.
2. Include a copy of the manufacturers catalog sheet, product number and Illuminating Engineering Society of North America type description.