



**Planning & Development Services**

2255 W Berry Ave. Littleton, CO 80120

Phone: 303-795-3748

Mon-Fri: 8am-5pm

<https://www.littletongov.org/building-development/planning-services>

**SITE DEVELOPMENT PLAN  
APPLICATION PROCESS & OPERATING STANDARDS**

*Attachment to Development Application*

*September 21, 2020*

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These Operating Standards have been adopted by reference (10-7-2(B)2) and are required and reviewed in conjunction with the City's Zoning Regulations.

**Pre-application Meetings**

A pre-application meeting is required. Meeting materials shall be submitted through the City's eTRAKiT portal on the city website.

**Neighborhood Meetings**

Prior to submittal of a Major or Minor SDP, the applicant shall hold a neighborhood meeting in accordance with subsection 10-1-9(C)3 of this title.

**Application Process and Plan Requirements**

Following the required pre-application meeting, a formal application shall be submitted via the City's eTRAKiT portal. Applications must include all checklist items identified as required at the pre-application meeting. Incomplete submittals will not be accepted and the applicant will be notified of the need to submit all remaining required items prior to the application being assigned to a planner.

1. Site Development Plan (SDP) – Major and Minor requirements are found in the city zoning code in Title 10, Chapters 1 and 7. Certification blocks, templates and forms are found on the city website under Planning and Zoning Services. Prior to issuance of a building permit, the SDP must be approved, signed, and recorded
2. The SDP process is intended to be completed within 3 review cycles. If more than 3 reviews are necessary, additional fees will be assessed and must be included with the resubmittal materials.
3. Complete initial submittals for major site development plans, and certain minor site development plans at the discretion of staff, must include a color 3D photo-simulation that depicts the proposed development in the context of the existing block face. It must be compatible with ArcGIS Urban 3D (Sketchup, Revit, etc.). Any updates to the plans or overlays will be reflected on the 3D model so that each resubmittal may require an updated 3D rendering.
4. A completed Comp Plan Checklist must be submitted as part of a complete land development application for all major site development plans and certain minor site development plans, at staff's discretion. Applicants will explain how their project addresses or advances each relevant

policy and goal. Irrelevant policies or goals may be marked as such by the developer. The completed checklist will be uploaded to the Development Activity List and included with public hearing packets as necessary.

5. When an initial submittal has been accepted, postcards will be mailed notifying area neighbors of the project submittal. For major and minor SDPs, postcards will be mailed to all owners, renters, and leasees w/in 700' of a project site.

At the discretion of staff for certain minor SDPs notice will only be mailed to other owners, renters, and leasees on the same block and to abutting properties, including the block face across the street. The cost for materials and postage will be paid by the applicant and city staff will prepare and mail the postcards. The notification will include the project number, project type, and the project planner's name, phone number, and email address. If notification must be sent to an apartment or multi-family building, a paper notice will be posted by city staff in a public area of said building where residents can easily read the notice.

6. Applicant shall organize and hold a post-first-review neighborhood meeting; city staff will be present or will attend electronically. Postcard invitations will be mailed to all property owners, residents, and leasees within 700' of a project site at least two weeks prior to the date of the meeting.

The intent is for stakeholders to be able to learn more details about, and provide feedback on, the proposed development while still in the formative stages. It is also an opportunity for the applicant to gather feedback before making changes to the proposed project design or program prior to the second submittal.

7. A Construction Timing and Communication Plan (Construction Plan) must be submitted to, and approved by, the Public Works and Community Development departments prior to acquiring a demolition, grading, or building permit. Once approved by the city, the Construction Plan will be posted on the developer's dashboard/website for approved SDP's.

Construction Timing Plans will include:

- a. Developer's contact information
- b. Construction timing and work schedule
- c. Construction staging and access map
- d. Construction parking map for both machinery and workers' automobiles (both on and off-site)
- e. List of any agreements between, or conditions met, by and between the developer and neighboring properties regarding any construction or landscaping improvements to be made to neighboring properties during construction.
- f. Neighborhood communications plan for alerting neighbors to all unexpected changes to the construction timing plan and planned and unexpected disruptions including, but not limited to utility shut-offs, street closures for trenching/boring/potholing and large site deliveries, etc.

The communications plan must establish a minimum number of 7 business day notification for all planned disruptions. The plan must also include details on how these planned disruptions and

unexpected/emergency disruptions will be communicated to the neighbors via the developer's website, a neighborhood newsletter, and door hanger notices.

A postcard announcing the completion of the construction timing plan will be sent by the city to all residents and businesses within 250 feet of the project. The cost for producing and mailing the postcards will be paid by the developer.

### **SDP Requirements**

1. The City of Littleton cannot accept copyrighted plans. Copyright restrictions shall not be included on any of the plan sheets.
2. The required page number format is: Sheet/Page 1 of X. Letters and decimals are not allowed. Pages and Sheets shall be numbered consecutively.
3. The full title block shall be shown and included on all sheets and shall be placed on the top, center of each sheet.
4. If there are mortgage holders, see notification requirements at Section 10-1-9(A) 3(c).
5. All drawings must be prepared using an engineering scale. Plan sets using architect's scale will not be accepted.
6. Signatures are required from the property owner, engineer, landscape architect, and photometric engineer and shall be included on the front page of mylars.

### **Sheet 1: Cover Sheet – Sheet 1 of X**

1. Title block for a new SDP (example)

**SUCH AND SUCH SITE DEVELOPMENT PLAN**

Lot 1 of Scenic View Subdivision Filing No. 1  
SW 1/4 of Sec. 9, T6 S, R67 W of the 6<sup>th</sup> P.M.,  
City of Littleton, County of xxxx, State of Colorado  
8.06 Acres

If w/in a PD – Include Planning Area and Case Number: GPDP\_\_-

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

**SUCH AND SUCH SITE DEVELOPMENT PLAN – 1<sup>st</sup> Revision**

Lot 1 of Scenic View Subdivision Filing No. 1  
SW 1/4 of Sec. 9, T6 S, R67 W of the 6<sup>th</sup> P.M.,  
City of Littleton, County of xxxx, State of Colorado  
8.06 Acres

If w/in a PD – Include Planning Area

Case Number: SDP\_\_-\_\_(Revision to: SDP\_\_-\_\_)

3. Include the following Certification Blocks:

- a. Certification of Ownership (property owner – must match title work)
- b. Community Development
- c. Public Works
- d. County Clerk and Recorder certification block (applicable County – Arapahoe, Douglas, or Jefferson)

- e. Owner
  - f. Landscape Architect Stamp/Certification
4. Lots or parcels that do not comply with Title 11 of the City Code will require a separate subdivision application to be submitted and reviewed.
  5. 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 an SDP - Major 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, pursuant to Section 10-4-1(E) of the City Code. No new overhead services are permitted.*
    - g. *No building permit shall be issued for the construction of a new building or structure unless the property has been platted in accordance with the City's Subdivision Regulations (Title 11).*
    - h. *All elevations shown on these plans are tied to NAVD 88 datum.*
    - i. *All required approvals and copies of executed easements, such as temporary construction or permanent maintenance access, from adjacent property owner(s) and utility providers, shall be provided to the city prior to the approval of the SDP and construction plans.*
    - j. *The grades shown on the building elevations are the same as the grades shown on the final grading plan.*
    - k. No gutters and downspouts shall drain onto a pedestrian way or adjacent property.
    - l. *There may be minor modifications to this site development plan approved after the recordation date of this document. For more information, contact the Community Development Department of the City of Littleton.*
  6. Vicinity map (clearly show subject site, streets, street names, and other identifying features of the area within ½ mile from the proposed site).
  7. Names, addresses, and phone numbers of the applicant, legal property owner, and consultants. Include applicable seal(s) and license number(s).
  8. Include an intent statement. For SDP Amendments, also include an amendment history, including case numbers, approval dates, and reception numbers.
  9. Preparation date, as well as each of the revision dates, must be placed in the lower right-hand corner on all sheets of the plan set. Each subsequent submittal must include updated revision dates for each of the sheets.

## Sheet 2 – Site Plan – Sheet 2 of X

1. Title Block:

### SUCH AND SUCH SITE DEVELOPMENT PLAN – 1<sup>ST</sup> Revision

Case Number: SDP \_\_ - \_\_ (Revision to: SDP \_\_ - \_\_)

2. North arrow.
3. Include scale – engineer’s scale only – (both written and graphic) not smaller than 1”=50’ with 1”=20’ desired.
4. Show all property lines and lot dimensions (bearing and distance).
5. Label all setback lines; tie all building and site improvements to the lot lines. Include parking lot setback dimensions as well as setbacks for accessory structures such as trash enclosures.
6. Label existing and proposed ingress and egress locations.
7. Show all existing and proposed adjacent right-of-way dimensions, streets, internal drives, parking areas, sidewalks, and trails. Include surface type.
8. Include the lot area (square feet and acres).
9. Label adjacent zoning, subdivision name (lots & tracts), and uses.
10. 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.
11. Label and dimension all existing (to remain on site) and proposed structures. For building additions, all structures to remain on site must be clearly labeled as “Existing – to Remain”.
12. Label any structures to be removed as “Existing – to be Removed”. Separate demolition permit is required.
13. Label and dimension parking spaces. Include number of stalls in each row.
14. For multiple uses within a single structure, include a break-down of parking requirements for each use. A cross parking and access easement may be required. This parking and access easement shall not be included as part of any recorded covenants; it must be a stand-alone easement recorded against the property.
15. Show the location of any proposed ground signs on the site plan. A separate sign permit is required for all signage. Signage is shown for illustrative purposes only.
16. Label and dimension all sight distance triangles, see Section 10-4-1(A) 4.
17. Site Data Table: Follow format and content shown on the Development Tables Templates document.

## 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 and/or floodways.

4. Show location and volume of storm water facilities.
5. Label and dimension all water quality features.
6. Show and label all areas of disturbance and necessary construction staging with a dashed line. Shade those affected areas outside of the lot or parcel boundary.
7. Show location, size, and grades of existing and proposed utility lines.
8. Show location of all existing and proposed dry utilities. Label any existing overhead utilities accordingly. No new overhead utilities are permitted.
9. Show location of nearest fire hydrant(s).
10. Include elevations for top of wall and bottom of wall for all retaining walls.
11. Show location for all retaining and other walls. Dimension ends and high points.
12. 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.
13. Label all sanitary sewer mains and stormwater facilities as public or private.
14. 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. No new overheard utilities or services are permitted.*

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

1. Label and dimension all sight distance triangles, see Section 10-5-7(D).
2. Show existing (dashed) and proposed contours (solid), of not greater than two (2) feet.
3. All sites shall include a fully-functioning, automatic irrigation system. Include irrigation maintenance responsibility, as a note on the landscape plan.
4. Include seed mixture and soil preparation for all areas to be seeded.
5. Include planting details.
6. All ground-mounted utility and mechanical equipment shall be shown on the landscape plan and shall be fully screened (i.e. walls, fencing, screening material, and/or evergreen plan materials).
7. 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.*
8. The Planting Schedule Table shall follow the format and content shown on the Development Tables Templates document.

### **Building Elevations – Sheet \_\_ of X**

1. Provide black and white line drawings of all buildings (all elevations).
2. Include manufacturers' colors and materials (item number or code information on the black and white elevations – information may be contained in a table on the elevation sheets).
3. Label and dimension all building features (building height, length, doors, windows, architectural features). Height is not measured to the midpoint of the highest gable. Refer to the City Code and to the City's website under Planning and Zoning Structure Requirements for the method for measuring building height.
4. Show all proposed wall-mounted lighting.
5. Show all building mounted utility boxes/meters.
6. All mechanical equipment shall be screened. Show all mechanical equipment as dashed lines behind the parapet wall.
7. All vents, appurtenances, utility boxes, and meters shall be screened, or color matched to the adjacent building façade.
8. Show all gutters and downspouts, none of which shall drain onto a pedestrian way or adjacent property.
9. Include the following note:

*The building elevations shown and approved herein shall demonstrate how all mechanical equipment 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 a dimensioned detail of trash enclosures, parking structures, and other accessory structures. Include all manufacturers' colors and materials.
2. Provide dimensioned detail of pergolas, gazebos, decks, etc., including manufacturers' colors and materials.
3. Provide a dimensioned detail for all fence(s) and retaining wall(s). Include all manufacturers' colors and materials.

### **Photometric Plan – Sheet \_\_ of X (Section 10-15)**

1. Show foot-candles for entire site, including 10-feet beyond property line. Label the property line. Label and dimension the 10-foot distance from the property.
2. The lighting schedule table shall follow the format and content shown on the Development Tables Templates document.
3. All lighting shall be full-cutoff in conformance with section 10-15.
4. A lighting inspection may be required prior to issuance of a Certificate of Occupancy.

**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.