SITE DEVELOPMENT PLAN
APPLICATION PROCESS & OPERATING STANDARDS
Attachment to Development Application – August 6, 2019

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

Pre-application Meetings
All pre-application meeting materials must be submitted electronically through the Development Review Team (DRT) email address DRT@littletongov.org. The pre-application meeting form and information is on the City of Littleton website (www.littletongov.org). Following the required pre-application meeting, a formal application must be submitted and reviewed.

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.

Application Process and Plan Requirements
1. Site Development Plan (SDP) – Major and -Minor requirements are found in the city zoning code in Title 10, Chapter 7. Certification blocks and forms are found on the city website under Planning and Zoning. Prior to issuance of a building permit, the SDP must be approved, signed, and recorded with the applicable County Clerk and Recorder.
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.

SDP Requirements
1. For “Major” SDPs, see Section 10-1-9(c) 3 for Neighborhood Meeting requirements.
2. The City of Littleton cannot accept copyrighted plans. Copyright restrictions shall not be included on any of the plan sheets.
3. The required page number format is: Sheet/Page 1 of X. Letters and decimals are not allowed. Pages and Sheets shall be numbered consecutively.
4. The full title block shall be shown and included on all sheets and shall be placed on the top, center of each sheet.
5. If there are mortgage holders, see notification requirements at Section 10-1-9(A) 3(c).
6. All drawings must be prepared using an engineering scale. Plan sets using architect’s scale will not be accepted.
7. Signatures are required from the property owner, engineer, landscape architect, and photometric engineer and shall be included on the front page of final mylars.
8. As a separate exhibit, include three-dimensional (3D) colored renderings to convey bulk and scale of proposed structure(s).

Sheet 1: Cover Sheet – Sheet 1 of X
1. Title block for a new SDP (example)
2. Title block for a SDP Revision/Amendment (example)

**SUCH AND SUCH SITE DEVELOPMENT PLAN – 1ST Revision**
Lot 1 of Scenic View Subdivision Filing No. 1
SW 1/4 of Sec. 9, T6 S, R67 W of the 6th 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, Jefferson)
   e. Owner
   f. Landscape Architect Stamp/Certification
   g. Photometric 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.

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.
10. Please include the following notes:
   
   I, _________________________, a licensed engineer in the State of Colorado, do hereby certify that
   the grades shown on the building elevations are the same as the grades shown on the final grading
   plan.

   ____________________________________________
   [Insert name of licensed engineer] PE
   CO License No. _______________

   I, _________________________ (photometric engineer), hereby certify that the illumination levels
   presented on the photometric plan are in conformance with Littleton lighting requirements as
   indicated on the 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.

Sheet 2 – Site Plan – Sheet 2 of X

1. Title Block:
   
   SUCH AND SUCH SITE DEVELOPMENT PLAN – 1st 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 overhead utilities or services are permitted.

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.

2. Label and dimension all sight distance triangles, see Section 10-5-7(D).

3. Show existing (dashed) and proposed contours (solid), of not greater than two (2) feet.

4. All sites shall include a fully-functioning, automatic irrigation system. Include irrigation maintenance responsibility, as a note on the landscape plan.

5. Include seed mixture and soil preparation for all areas to be seeded.

6. Include planting details.

7. 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).
8. 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.
9. 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. Shall 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. 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.