



Planning & Development Services
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SITE DEVELOPMENT PLAN

OPERATING STANDARDS

Attachment to Development Application



SITE DEVELOPMENT PLAN APPLICATION PROCESS & OPERATING STANDARDS

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.

Following the required Pre-application Meeting, a formal application must be submitted and reviewed. The pre-application meeting form and information is on the City of Littleton website (www.littletongov.org). All pre-application meeting materials must be submitted electronically through the DRT email address DRT@littletongov.org. Formal applications must include all checklist items outlined at the pre-application meeting. Incomplete submittals will not be accepted.

Application Process and Plan Requirements

Site Development Plan (SDP) requirements may be found in the city zoning code in Title 10, Chapter 7. Certification blocks and forms may be found on the city website under Building and Development, and 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.

The Site Development Plan requirements are outlined below. This information is required for all site development plan applications.

General 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 of the sheets.
4. A copy of notice to mortgage holder(s), sent by registered mail, along with a copy of the original return receipt, shall be included with the first formal application submittal (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. 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.
7. Please note, signatures and seals/stamps may be located throughout the SDP plan set. Signatures are required from the property owner, engineer, landscape architect, and photometric engineer and shall be included on final mylars.
8. As a separate exhibit, include three-dimensional (3D) colored renderings to convey bulk and scale of proposed structure(s).

Specific SDP Requirements

The SDP Plan Set requirements outlined below are broken down by sheet and are reviewed in conjunction with the City's Zoning Regulations:

Sheet 1: 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., City of Littleton, County of xxxx, State of Colorado
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., 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)

4. Legal description of property. Include lot and block information as well as the reception number. If not a legal lot of record (legally platted lot) a separate subdivision application must 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 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.*
- 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).

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 a purpose/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. North arrow.
2. Include scale – engineer’s scale only – (both written and graphic) not smaller than 1”=50’ with 1”=20’ desired.
3. Show all property lines and lot dimensions (bearing and distance).
4. 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.
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. For building additions, all structures to remain on site must be clearly labeled as “Existing – to Remain”.
11. Label any structures to be removed. Label all structures to be removed as “Existing – to be Removed”. 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, 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.
14. 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.
15. Label and dimension all sight distance triangles (10-4-1(A)4).
16. Site Data Table

<i>*(SAMPLE)*</i>	<i>Site Data Table</i>	<i>*(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>
Open Space (unobstructed)	Square feet: Acres: Percent:	Square feet: Acres: Percent:
Setbacks: Front: Side: Rear: Corner/Side:		
Parking (10-4-9) For each use include required and proposed parking counts	Example: Retail – 1 space per 200 sq. ft. gross floor area: 65 spaces	Example: 1 space per 200 sq. ft.: 65 spaces
Parking lot landscaping (10-5-7(A)1) For lots with more than 15 spaces – a minimum of 5% of the parking lot area must be landscaped and shall include a minimum of 75% living plant material.		
Loading Spaces 10-4-9(B)		
Building Height – see website for building height calculation – height is measured to the highest point of the roof.		

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 (on final mylar copy).
3. Provide parking lot landscaping percentage; 5% of parking area shall be landscaped (10-5-7(A)1).
4. Provide graphical exhibit demonstrating how required open space is provided on site. Refer to definition of unobstructed open space. Please refer to 10-5 and the City’s Landscape Manual for landscaping requirements.
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, as a note on the landscape plan.
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.). No more than 50% of the required landscape area may contain non-living plant materials (10-5-7(B)).
12. 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).
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 (item number or code information on the black and white elevations – information may be contained in a table on the elevation sheets).
4. With referral submittal, include colored elevations.
5. Provide an electronic colors and materials board.
6. Label and dimension all building features (building height, length, doors, windows, architectural features).
7. Label and dimension the building height. Height is not measured to the midpoint of the highest gable. Refer to City’s website under Planning and Zoning Structure Requirements for building height illustration.
8. Show all proposed wall-mounted lighting.
9. Show all building mounted utility boxes/meters.
10. All mechanical equipment shall be screened. Show all mechanical equipment as dashed lines behind the parapet wall.
11. All vents, appurtenances, utility boxes, and meters shall be screened, or color matched to the adjacent building façade.
12. 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 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 colors and materials.
3. Provide a dimensioned detail for all fence(s) and retaining wall(s) (10-4-3(B)). 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. 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 in conformance with section 10-15.
4. Include the following note:

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.

5. 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.