



Planning & Development Services
2255 W Berry Ave. Littleton, CO 80120
Phone: 303-795-3748
Mon-Fri: 8am-5pm
www.littletongov.org

LIMITED PLAN REVIEW

APPLICATION PROCESS AND REQUIREMENTS- April 16, 2020

Limited Plan Reviews may include, but are not limited to minor changes to: building facades, location and type of landscape material, location of accessory structures, site improvements, location of light poles or fixtures that do not affect light levels, the location of interior pedestrian walks and trails, or a minor revision to public improvements as approved by the Community Development and Public Works departments.

A Limited Plan Review may be approved if:

- The proposed Limited Planning Review complies with the existing zoning regulations.
- The proposed Limited Planning review is adequately detailed to ensure the plan does not conflict with easements, drainage, and applicable engineering criteria.

Pre-application Meeting

A pre-application meeting is required. The pre-application 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 electronically via DRT@littletongov.org. The purpose of the meeting is to discuss with the applicant the concepts, feasibility, regulations and application requirements applicable to the proposal. The applicant will also be notified at this meeting of the information which will be required on the Sketch Plan.

Following the pre-application meeting, the applicant shall submit **one (1) electronic version** of the application form, the letter of intent, and a plot/ sketch plan.

Include on the plan the following details:

Cover Sheet (Sheet 1 of X)

1. Title Block (*SAMPLE*)

Project Name
Limited Plan Review

[Legal Description] (Example: Lot 1 of Scenic View Subdivision Filing No. 1)
Case No. [LPR__-____]

2. Address of the property.
3. Name, address and telephone number of the applicant.
4. An intent statement which describes the proposed change(s) and includes the case number for the sketch plan as well as the case number for the existing, approved site development plan. The intent statement shall include a list of all of the proposed modifications and include a discussion regarding compliance with any applicable design standards/guidelines as well as any code provisions.
5. North arrow.
6. Property lines, dimensions, existing buildings, estimated location of any easements, all scaled and detailed to adequately depict existing site conditions. Include graphic scale.
7. All proposed changes with labels and call-outs.
8. A site data table may be required depending on the nature of changes proposed. Site data table may include the site area, site area coverage, gross floor area, building height, off street parking area and loading spaces, unobstructed open space, and impervious surface area.
9. Include the location of the existing access and as well as the adjacent public streets and alleys. Include the ROW width for all of the public streets and alleys.
10. Location and dimensions of existing curb cuts, driving lanes, off street parking and loading areas, public transportation points, outdoor storage and trash disposal facilities, as applicable. Any proposed modifications shall be clearly shown.
11. Designation of existing paved areas, fences, lighting and signs. Any proposed modifications shall be clearly shown.
12. The location and use for all existing common open space; any proposed modifications shall be clearly shown.

OWNER CERTIFICATION BLOCK

CASE NO. LPR__-____

THE MODIFICATIONS DEPICTED ON THIS PLAN COMPLY WITH ALL APPLICABLE STANDARDS. THE MODIFICATIONS APPROVED HEREIN INCLUDE:

(Example: revision to landscaping plan by relocating xx trees from south property line to north property line; replacing existing retaining wall finish material from concrete to stacked stone; relocating existing 2 existing parking spaces with no reduction in open space; adding a new concrete xx square foot patio; adding a xx square foot outdoor seating area; removing the existing drive-through, etc).

ALL OTHER ORIGINAL TERMS, CONDITIONS, AND NOTES OF THE (GPDP, REZONING, PDO, OR SDP – CASE NO. ##) APPROVED ON (date) WILL REMAIN IN FULL FORCE AND EFFECT AS PREVIOUSLY EXECUTED BY OWNER AND THE CITY OF LITTLETON.

Owner's Signature

(month/day/year)

COMMUNITY DEVELOPMENT

Approved this _____ day of _____ 20____, by the Planning Manager.

Planning Manager/ Deputy Director of Community Development

PUBLIC WORKS

Approved this _____ day of _____, 20____, by the Development Services Manager.

Development Services Manager