



Site Development Plan (SDP) Checklist

A complete Site Development Plan (SDP) submittal will contain the following information. There are some items that only apply to "non-single family" applications (i.e. apply to multifamily and all non-residential applications). Please check off the items you have completed to ensure that your application is complete. Please submit one (1) hardcopy and one (1) electronic copy of each document required. Plan sets should be 24" x 36". PDF format is preferred.

Pre-Application Meeting Date: _____ Project Manager: _____
 Email: _____ Phone: _____

Req'd	Cmpl'd	Subm'd	Submittal Checklist
			LAND USE APPLICATION (completed/signed)
			SUBMITTAL CHECKLIST (completed)
			DEVELOPMENT REVIEW FEE (Amt. Req'd \$ _____ Amt. Rec'd \$ _____)
			TITLE COMMITMENT (dated within 180 days of the application) Dated _____
			PROJECT NARRATIVE
			<u>Compliance.</u> Description of compliance with the Vision 2020, 2020 Comprehensive Master Plan, Douglas County/Castle Rock Land Use Intergovernmental Agreement, zoning codes, general design principles, technical manuals.
			<u>Impacts.</u> Description of overall project benefits, impacts on surrounding properties and mitigation of those impacts.
			<u>Infrastructure.</u> Demonstrate adequacy of access, roadways, water, wastewater and stormwater facilities.
			<u>Variances.</u> Description of any proposed deviations from technical manuals or zoning.
			MINERAL RIGHTS NOTICE (Section 17.04.080) (for initial development of vacant land)
			SITE DEVELOPMENT PLAN SET showing land uses, summary table, minimum building and parking setbacks, public land dedications, street cross sections, access points, site layout, building footprints, buffers, façade elevations, signage, general grading plan, general utility plan, general lighting plan, conceptual landscape plan.
			LAND SUITABILITY ANALYSIS REPORT (LSAR) slope analysis, geologic hazard, soil types/conditions, vegetation cover, wildlife habitat/migration, wildfire mitigation zones
			TRAFFIC IMPACT ANALYSIS as required by Transportation Criteria Manual.
			PHOTO-SIMULATIONS (if required for new construction) or other illustrations, such as cross sections, to demonstrate building mass and height and site topography in relation to adjacent properties and buildings.
			PHASE II DRAINAGE REPORT Provide report consistent with Phase II Drainage Report checklist and Stormwater Manual.
			PRELIMINARY UTILITY REPORT Provide report consistent with Preliminary Utility Report checklist and Water and Wastewater Manuals.

Formatting Checklist

Req'd	Cmpl'd	Subm'd	
			AUTO-TURN EXHIBIT (<i>For Non-Single Family developments</i>) Demonstrate adequate turning radii for Fire apparatus and large vehicles.
			COVER SHEET
			<u>Title.</u> The project name and application type (Site Development Plan) and previous document name, placed at the top of the page and in smaller letters in the lower right hand corner of each sheet.
			<u>Names and Addresses.</u> Names and addresses must be provided for all owners, mortgagees, lienholders, plan preparer, land planner, engineer and land surveyor.
			<u>Sheet Index.</u> For multiple sheets, a sheet index must be provided on the first sheet. Key maps must be provided where needed.
			<u>Vicinity Map.</u> A vicinity map must be provided on the site plan, including a north arrow, bar and graphic scales and nearest major roads.
			<u>Legal Description.</u> Full written lot and block or metes and bounds legal description.
			<u>Benchmarks Statement and Basis of Bearings Statement.</u> NAVD 88 required.
			<u>Summary Table.</u> Summary table to include the following information, as applicable: <ul style="list-style-type: none"> • Maximum gross floor area • Building setbacks and separations • Parking spaces required and provided by use classification • Maximum height of all buildings • Provisions for separation between streets, buildings and property for each land use • Breakdown by square feet of the total site utilization by building coverage, parking, street coverage, open space/landscaped area • Single Family Equivalent Units (SFE's)
			<u>Signature Blocks.</u> The following signature blocks must be completed and appear on the cover sheet: Surveyor's Certificate, Civil Engineer Certificate, Ownership Certificate, Lienholder Subordination Certificate, Title Certification, Town Certification, Douglas County Clerk and Recorder Certificate. In addition, if public hearings are required include the following signature blocks: Planning Commission Recommendation, Town Council Approval.
			<u>Town Standard Site Development Plan Notes.</u> (See SDP General Notes document for wording.) List the applicable General Notes, Fire Notes and Utility Notes on this sheet.
			SITE PLAN
			<u>North Arrow and Scale.</u> A north arrow is required. Provide a scale, both graphic and written.
			<u>Property Lines and Easements.</u> The boundary line of the site must be shown in a heavy solid line with dimensions, bearings and control points indicated along all exterior property lines. Lots, tracts and blocks numbers, use, and square footage. Show all existing and proposed easements.
			<u>Building Location.</u> (For Non-Single Family Buildings) Existing and proposed building footprints, required setbacks and separations. On adjacent properties, footprint and location of nearest buildings. Sight analysis (where building height increase is requested).
			<u>Phasing (if proposed).</u> If phasing of the development is proposed, show the phasing on the site plan or on a separate plan sheet.
			<u>Zoning and Land Use.</u> Show existing zoning and existing land use for the subject property and for adjacent properties.

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			<u>Streets and Rights-of-Way (ROW).</u> Show all adjoining and/or internal streets and ROWs. Indicate street names and ROW widths. Show typical cross section for all proposed types and conditions of streets. Show access easements.
			<u>Vehicle and Pedestrian.</u> Location and dimension for all existing and proposed curb cuts (on-site and within two hundred [200] feet, including cross streets), driveways, parking spaces, loading areas and adjacent and on-site sidewalks/trails.
			<u>Structures.</u> Location of any proposed structures including: walls or fences, trash enclosures, mailboxes, ground signs.
			<u>Sight Distance and Safety Triangles.</u> Identification of sight triangles at corners and intersections, which must be kept free of visually obstructing (30 inches or higher) objects. Sight and safety triangles must comply with Transportation Criteria Manual. If lot is already platted, sight distance easements must be recorded by separate document.
			<u>Signage.</u> Indicate general number, type, placement and design of proposed identification and marketing signs, in compliance with Title 19 (Municipal Code Sign Regulations).
			GENERAL GRADING PLAN
			<u>North Arrow and Scale.</u> A north arrow is required. Provide a scale, both graphic and written.
			<u>Property Lines and Easements.</u> The boundary line of the site must be shown in a heavy solid line with dimensions, bearings and control points indicated along all exterior property lines. Lots, tracts and blocks numbers, use, and square footage. Show all existing and proposed easements.
			<u>Building Location.</u> (For Non-Single Family Buildings) Existing and proposed building footprints.
			<u>Grading.</u> Show existing and proposed grading at one-foot contour intervals extending 20 feet beyond the property lines.
			<u>Floodplain.</u> Show boundary of the one-hundred-year floodplain.
			<u>Drainage.</u> Layout map showing method of moving storm water through the project and location and sizing of stormwater detention or retention facilities.
			<u>Natural Features.</u> Show drainage channels and other significant natural features and significant vegetative stands within the property boundary and 100 feet beyond the property boundary.
			GENERAL UTILITIES PLAN
			<u>North Arrow and Scale.</u> A north arrow is required. Provide a scale, both graphic and written.
			<u>Property Lines and Easements.</u> The boundary line of the site must be shown in a heavy solid line with dimensions, bearings and control points indicated along all exterior property lines. Lots, tracts and blocks numbers, use, and square footage. Show all existing and proposed easements.
			<u>Building Location.</u> (For Non-Single Family Buildings) Existing and proposed building footprints.
			<u>Utilities.</u> Show location and size of all existing and proposed utility (water, wastewater, stormwater, gas, electric, telephone, cable) lines and facilities; existing and proposed fire hydrants.
			CONCEPTUAL LANDSCAPE PLAN (see Landscape and Irrigation Criteria Manual)
			<u>Licensed Landscape Architect Signature Block.</u> All landscape plans must be prepared either by a Colorado Licensed Landscape Architect or by a Town registered design professional (<i>consistent with the Manual</i>). Town registration requires attendance at a Landscapers Registration class and testing.
			<u>North Arrow and Scale.</u> A north arrow is required. Provide a scale, both graphic and written.

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			<u>Property Lines and Easement.</u> The boundary line of the site must be shown in a heavy solid line. Show location and width of all existing and proposed easements.
			<u>Utility Lines.</u> Locate and call out all existing and proposed utility lines. If known, provide location and size of tap, meter, and backflow prevention assembly.
			<u>Building Location.</u> (For Non-Single Family Buildings) Existing and proposed building footprints.
			<u>Structures.</u> Locate, dimension and identify structures including fences, entry signs, mailbox kiosks, lighting, water features, recreational facilities and parking areas.
			<u>Pedestrian Areas.</u> Locate and dimension existing and proposed sidewalks and other pedestrian-oriented areas and identify type of surface and materials.
			<u>Sight Distance and Safety Triangles.</u> Identify sight triangles at corners and intersections, in compliance with the Transportation Criteria Manual, which must be kept free of visually obstructing (30 inches or higher) landscaping features.
			<u>Landscaped Areas.</u> <ul style="list-style-type: none"> • Show all existing and proposed general planting areas and vegetation types (deciduous, evergreen, and ornamental trees, shrubs, ground cover types, and natural vegetation). Group by water requirement. <i>For Example:</i> high water use plants together, moderate water use together. • Use concentric circles to reflect tree and shrub sizes, both at time of planting and at 5-7 years after planting. • Show general method of irrigation. <i>For Example:</i> turf areas watered with overhead sprays, rotors, or subsurface drip, perennial beds watered with dripperline or point source drip emitters, trees watered with bubblers, etc. • Provide separate irrigation zones for similar plant type located in different exposure areas. <i>For Example:</i> do not water turf in full sun and full shade on the same irrigation zone.
			<u>Buffer Area (if required).</u> <ul style="list-style-type: none"> • Plan view, cross sections, and renderings to depict tree and shrubs types (deciduous and evergreen). • Specify minimum number and planting height in relation to site topography. Show proximity to adjacent property lines. • Provide berm cross section including slopes.
			<u>Estimated Plant Material Requirements.</u> Table showing estimated: Gross Site Area, Landscape Area (turf, native turf, number of trees, number of shrubs), Parking Lot Area, Parking Lot Landscape Area (number of parking spaces, interior landscape islands, trees, shrubs).
			<u>Hydrozones Legend.</u> Include a legend showing general plant types (Evergreen, Canopy, Ornamental, Shrub Beds, Perennials, Turf, Irrigated Native Turf), including the proposed plant type hydrozone (very low, low, moderate, or high). <i>For Example:</i> Large Canopy Deciduous (moderate hydrozone).
			<u>Conceptual Landscape Plan Standard Notes.</u> <ol style="list-style-type: none"> 1. Square footages are estimated. Final landscape area coverage shall meet or exceed coverage represented in this drawing and shall conform to subsequent submittal requirements. 2. Quantities and locations of plant materials are approximated. Final quantities and locations will be reflected on construction documents. 3. All plants are to be properly hydrozoned per Town of Castle Rock Plant list. 4. Distance of trees to utility lines should be a minimum of 10 feet. 5. Permanent irrigation is required for all landscaped areas greater than 500 square feet, per Section 4.2.3 of the Landscape and Irrigation Manual.

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			<p><u>Conceptual Landscape Plan Standard Notes - Cont'd.</u></p> <p>6. Design must accommodate the watering restrictions as outlined in the Town of Castle Rock Water Use Management Plan (WUMP).</p> <p>7. Irrigation systems are to be designed to operate within the Town of Castle Rock Water Use Management Plan.</p> <p>8. Irrigation systems are to be designed per the Town of Castle Rock Landscape and Irrigation regulations Section 4.2.3 and to correlate with the use type on the property.</p>
			BUILDING ELEVATIONS (Optional for Single Family developments)
			<u>Building Elevations.</u> Location, elevations of all buildings, structures and fences. Include proposed colors and dimensions, and building lighting information.
			<u>Enclosure Elevation.</u> General design of any trash enclosures or mechanical screening including dimensions, colors and materials.
			<u>Signs.</u> Building sign locations, dimensions, general design and elevations. A sign permit for each sign must be obtained from the Building Department prior to placing any sign on the property. All signs must comply with the provisions of Title 19 (Sign Code Regulations) of this Code.
			<u>Signage Breakdown.</u> A summary table indicating sign type and square footage.
			GENERAL LIGHTING PLAN (For Non-Single Family Buildings)
			<u>North Arrow and Scale.</u> A north arrow is required. Provide a scale, both graphic and written.
			<u>Property Lines.</u> The boundary line of the site must be shown in a heavy solid line with dimensions, bearings and control points indicated along all exterior property lines. For all lots, tracts and blocks indicate purpose, identification number bearings and square footage.
			<u>Building Location.</u> Existing and proposed building footprints.
			<u>Luminary Location.</u> The location and height above grade of all luminaries.
			<u>Luminary Style.</u> The style of the luminary.
			<u>Sign Lighting.</u> Sign lighting description including luminary type, mounting details, control means during pre-curfew and post-curfew hours.
			<u>Sports Facilities.</u> For sports facilities, provide aiming angles and diagrams for sports lighting luminaries.
			<p><u>General Lighting Plan Standard Notes.</u></p> <p>1. Objectives for lighting in different areas of the site.</p> <p>2. Hours of light operation.</p> <p>3. Mitigation to neighborhoods/adjacent properties.</p> <p>4. The following lighting types are prohibited: Forward Throw (Type IV) distribution, pole-mounted lights aimed at a building's façade, and unshielded wall packs.</p>