



SPECIAL REVIEW/SITE DEVELOPMENT PLAN

This combined application is used for allowing certain uses in a zoning district requiring special review in connection with final site plan details for construction. By combining these two applications, a building permit submittal can be processed concurrently, following initial review.

The special review process focuses on assuring that the proposed project is compatible with the surrounding uses. No person has a right or entitlement to a use by special review. As part of the City’s determination, special restrictions and/or conditions can be imposed, that are more or less strict than those for the applicable zoning district, to insure that the purpose of the City of Loveland zoning regulations is being upheld.

APPLICATION CHECKLIST

Applicants must submit the following information with an application for a Special Review/Site Development Plan, in order for the application to be accepted. Additional materials, data or studies may be required to facilitate an understanding of the project. These may include, but are not limited to a fiscal analysis report/market study, traffic impact study, or noise analysis.

Applicants must submit the following information, and verify by checking the adjacent boxes, in order for the application to be accepted. All information must be submitted electronically following the specifications listed in [Development Review Planning and Zoning Application Submittal Instruction Manual](#). Each file must be named according to the naming convention associated with each item.

Does this Special Review/Site Development Plan propose subdivision of the associated property?

Yes No If yes, please make sure to include the applicable subdivision plat application submittal: [Subdivision Plat Applications](#)

This was discussed with Kerri Burchett, we are waiting on the plat until the next submittal since it is a minor part of what we are doing.

- 1. Pre-application Meetings**
 - A. Concept Review Meeting held. Date: _____
 - B. TIS scoping meeting held. Date: _____
- n/a **2. Filing Fee**
 - A. Complete and submit the Application Fee Worksheet from, showing the fee calculation for the project: [Application Fee Worksheet](#)
File Name: **PZ# Fee Schedule.PDF**
 - B. Credit card approval or check made payable to the City of Loveland, submitted upon verification of the fee by the Planning Office.
- 3. Application Checklist**
File Name: **PZ# Checklist.PDF**
- 4. Application Form** provided in the checklist.
File Name: **PZ# Application.PDF**

- 5. Vicinity Map** identifying the project site within the neighborhood context, including the nearest major cross streets, scale and North arrow.
File Name: **PZ# Vicinity Map.PDF**

- 6. Special Review/Site Development Plan (24" x 36")** Containing the following information:
File Name: **PZ#SR-SDP.PDF**

A. Cover Sheet

- 1) Using the appropriate name of the development (i.e. title for Special Review/Site Development Plan), include a title for the plan set. A sub-title shall also be included that is associated to the subdivision name.
- 2) Project Information/Site Data Table:

Project Description	Describe the proposed use(s) and the expected impacts on the City and neighborhood resulting from the proposed use(s). The description shall address each item listed below and shall identify how all adverse impacts on the City or neighborhood resulting from the use will be remedied. A. Type, size, amount and placement of landscaping; B. Height, size, placement and number of signs; C. Use, location, number, height, size, architectural design, exterior materials and color of buildings; D. Configuration and placement of vehicular and pedestrian access and circulation; E. Amount and configuration of parking; F. Amount, placement and intensity of lighting; G. Hours of operation; and H. Emissions of noise, dust, fumes, glare and other pollutants
Title Block	Including the name of the Special Review, name of preparer, sheet number, and revision dates.
Sheet Index	List of sheets in the plan set.
Vicinity Map	Identify site in context of a larger surrounding area.
Legal Description	Identify the lot/tract, block, subdivision name, and acreage/square foot of the subject property.
Purpose	Provide a statement indicating the purpose of the project and overall development design concept.
Conditions of the Special Review	Provide a blank section for conditions associated with the Special Review. As part of the City's review, any conditions will be presented and placed in this section of the Special Review prior to any approval.
Signature Blocks	Include the signature blocks as shown on the attachment.
Owner's Certification and Signature Blocks	Include the owner's certification and signature blocks as provided in this checklist.
Comprehensive Plan - Land Use Designation	Include the land use designation of the subject property as referenced on the City's Comprehensive Land Use Map.
Zoning	State the existing zoning district of the property.
Site Acreage	List the gross and net acreage of the property.

Land Use	List the proposed uses of each structure on the property.
Square Footage	1. Total: Provide the total square footage of each building on the site. 2. Floors: Provide the square footage for each floor in the structure. 3. Use: If there is more than one use in a building, provide the square footage devoted to each use. Each use must be identified by its Building Code classification.
Building Occupancy	Provide the occupancy classification for each building per Building Code.
Type of Construction	Provide the construction type for each building per Building Code. Indicate if each building is fire sprinklered.
Parking Spaces	List the number and percentage of standard, compact, handicap and motorcycle parking spaces. Also include bicycle parking.
Landscaping	Provide the square footage and percentage of total site landscaping and interior parking lot landscaping.
Open Space	Provide the square footage and percentage of total open space on the site.
FEMA Floodplain	Indicate if any portion of the site is located within a designated FEMA floodplain.

B. Site Plan (24" x 36"):

- 1) Property boundaries showing detailed dimensions, bearings, and distances along with a North arrow and a graphic and written scale
- 2) The location, dimensions and purpose of all existing easements and rights-of-way;
- 3) The existing physical features of the property which will remain, including lakes, structures, detention areas, irrigation ditches and fences;
- 4) Building envelopes;
- 5) The location of all existing and proposed improvements and structures, the distance of all structures to the property lines and an indication of any such improvements and structures that will remain, be relocated or removed;
- 6) The proposed treatment of all ground surfaces (landscaping is separate – see below);
- 7) The proposed phasing of the project, if any, including phasing of improvements;
- 8) The location of areas used to service vehicles or other machinery;
- 9) Paved parking and access, including bicycle parking and bicycle racks. The layout and dimensions of parking and loading areas and traffic islands, including a delineation of standard, compact, handicapped and motorcycle parking spaces, labeling the number of spaces in each parking row;
- 10) The location of all existing and proposed utilities (water, wastewater, stormwater and electric) including all mains, service lines, fire hydrants, meters, buried cable and other private utilities such as telephone, television, fiber optic and gas and an indication of any such utilities that will remain, be relocated or removed;
- 11) The location of refuse collection areas. Include detail of any proposed screening or enclosure;

- 12) The location and sketch elevation, drawn to scale, of signs. Indicate type and location of illumination;
 - 13) The location of fences, walls and barricades along with a detail;
 - 14) The existing physical features of the property including vegetation/landscaping, lakes, detention areas, FEMA floodplains, irrigation ditches and fences, wetlands, natural features and environmentally sensitive areas, and an indication if such improvements will remain, be relocated or removed;
 - 15) Delineation and width of all streets and rights-of-way adjoining and internal to the property, including access points;
 - 16) Delineation and width of all fire lanes, existing and proposed;
 - 17) Street curb, gutter, sidewalks, sidewalk ramps, truncated domes and detectable warning details (per the Larimer County Urban Area Street Standards or LCUASS) – labeled, designed, detailed and dimensioned. Access points labeled, designed, detailed, and dimensioned per LCUASS
 - 18) The location and dimensions of all proposed pedestrian walks and bike paths within the property and an illustration of how these facilities connect to adjoining properties;
 - 19) The location of all handicapped accessible entrances to buildings, handicapped ramps and handicapped accessible routes, indicating the slope of all handicapped routes and ramps per standards of the Americans with Disabilities Act (ADA);
 - 20) For properties within the Airport Influence area, the location of critical zones and noise contours
 - 21) Environmentally Sensitive Areas, including
 - a. All land on the property and within fifty feet (50') of the property that is within a 100-year floodplain. Also show the boundaries of the floodway and the flood fringe
 - b. All land classified by the Army Corps of Engineers as wetlands or by the Colorado Division of Wildlife as having high wildlife value
 - c. Existing trees
 - d. All land classified as having severe soil limitations by the Soil Conservation Service;
- C. Landscape Plan (24" x 36") drawn to scale (using an appropriate engineers scale) containing the following: (See item D, below for Optional Water Efficient Landscape Plans)
- 1) Property boundaries and easements;
 - 2) The location of all existing and proposed improvements and structures including street curb, gutter, sidewalk and accesses;
 - 3) The location of all existing and proposed utility lines and the location of all water meters to be used for irrigation;
 - 4) The location of all existing trees, the approximate caliper size and species and an indication if the trees will remain, be relocated or removed;
 - 5) The location of all trees, shrubs and other plantings to be planted in accordance with the Site Development Performance Standards. This includes bufferyard plantings, building foundation plantings, interior parking lot landscaping and screening. All trees shall be drawn according to their size at five years from the

date of planting. Shrubs shall be illustrated according to their size at two years from the date of planting;

- 6) A planting schedule explaining symbols, plant quantities, common and botanical names, and plant sizes;
- 7) A statement as to whether the grass areas will be established by using seed or sod;
- 8) A statement of proposed irrigation methods;
- 9) The delineation of all sight distance triangles per LCUASS Figure 7-16; and
- 10) The signature and seal of the licensed landscape architect preparing the plans must be placed on the final drawings.

D. Optional Water Efficient Landscape Plan (Hydrozone). This is an optional landscape plan designed to conserve water resources and provide costs savings to participating irrigators. The plan requires the design, installation and maintenance of water efficient landscapes where plantings are grouped by Hydrozone and are subject to an annual water budget. This option is available for new and retrofitted landscapes and must contain the following items:

- 1) All requirements listed above in landscape plan in this checklist;
- 2) Irrigation Plan prepared and signed by a Professional Engineer, Landscape Architect or certified designer (refer to Section 4.10.03 in the Site Development Performance Standards);
- 3) A separate irrigation water tap and meter noted and labeled on the landscape plan; and
- 4) Hydrozone Plan indicating the total square footage of irrigated area per each distinct zone. Refer to page 103 of the:
[Site Development Performance Standards and Guidelines](#)

E. Architectural Building Elevations (24" x 36"), scaled (using an appropriate architectural scale), containing the following:

- 1) Building elevations for all sides of the structure(s);
- 2) An indication of the type of all exterior materials and a color board for all building elements;
- 3) Pitch of all roof slopes;
- 4) Building height measured in accordance with the Municipal Code, the height in feet above the grade plane and the number of proposed stories. The dimension and height of all structures, including calculations demonstrating building height compliance in accordance with the method for measuring building height as set forth in Section 18.04.120 and Section 18.54;
- 5) All rooftop and wall mounted mechanical units and vents dashed in on the building elevations with screening materials identified; and
- 6) Elevations and heights for all fencing, trash enclosures, and screening walls or mechanisms.

F. Point by Point Photometric Illumination Plan (24" x 36") demonstrating all light levels existing and proposed on the property with a light loss factor of one and manufacture cut sheets of all exterior lighting fixtures. Lighting levels shall comply with Section 3.09 of the Site Development Performance Standards and Guidelines:

[Site Development Performance Standards and Guidelines](#)

- 7. Traffic Worksheet** (Not required if submitting a traffic impact study.)
<http://www.cityofloveland.org/modules/showdocument.aspx?documentid=887>
 File Name: **PZ#Traffic_Worksheet.PDF**
- n/a **8. Traffic Impact Study** unless waived by the Transportation Development Review Division.
 File Name: **PZ# TIS.PDF**
 If not included, please indicate reason below:

- n/a **9. Fiscal Analysis Report or Market Study.**
 File Name: **PZ#Fiscal_Market.PDF**
 If not included, please indicate reason below:

- 10. Noise Analysis** identifying that the project noise impacts are in conformance with Title 6, City of Loveland Municipal Code or mitigation measures that will need to be implemented.
 File Name: **PZ#Noise.PDF**
 If not included, please indicate reason below:

- n/a **11. Engineering Deposit** to begin the City's electric power design for the site. The deposit must be made payable to the City of Loveland and shall be submitted directly to the Power Department. To determine the amount of the deposit, contact the Power Division at (970) 962-3561.
 If not included, please indicate reason below:

- 12. Site Improvement Construction Plans and Final Public Improvement Construction Plans**, if applicable. A duplicative site plan shall not be included in the construction drawings. For more information regarding construction plan requirements, see the following websites:
 a. Stormwater: <http://www.cityofloveland.org/index.aspx?page=185>
 b. Water/Wastewater: <http://www.cityofloveland.org/index.aspx?page=1031>
 c. Transportation: <http://www.cityofloveland.org/index.aspx?page=173>
 d. Signature review blocks for city (per LCUASS Appendix E)
<http://www.larimer.org/engineering/GMARdStds/UrbanSt.htm> and other applicable entities (i.e. Ditch Company, CDOT, County, etc...)
 File Name: **PZ# Construction Plans.PDF**
 If not included, please indicate reason below:

- 13. Opinion of Cost** signed and sealed by the Applicant's Engineer, prepared in accordance with Chapter 20 of the Larimer County Urban Area Street Standards, available at <http://www.larimer.org/engineering/GMARdStds/UrbanSt.htm>
 File Name: **PZ# Cost Opinion.PDF**
 If not included, please indicate reason below:

- 14. Final Drainage and Erosion Control Report and Plan** prepared in accordance with the City of Loveland Storm Drainage Criteria accessible at: <http://www.cityofloveland.org/index.aspx?page=1048>
File Name: **PZ# Drainage.PDF**
If not included, please indicate reason below:
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- N/A **15. Preliminary Water Meter Justification Letter** required only for all water meters 1½” and larger. Information needed for the justification letter is provided in Section 4.4.4.C of the Water Design Criteria and is available at: <http://www.cityofloveland.org/Modules/ShowDocument.aspx?documentID=3659>
File Name: **PZ# Meter Justification.PDF**
- N/A **16. Fire Flow Analysis** to determine that adequate waterflows exist in the area to support the proposed development in accordance with the fire code requirements.
File Name: **PZ# Fire Flow.PDF**
- N/A **17. Sediment/Erosion Control Development Submittal Checklist** related only to the design of the development, available at: <http://www.cityofloveland.org/index.aspx?page=1048>
File Name: **PZ# Erosion Checklist.PDF**
- 18. Other information** as identified in the Concept Review meeting.
Public Improvement Plans Checklist PICP Checklist.PDF
See Zoning and GDP Applications

REQUIRED ITEMS NOT NEEDED WITH INITIAL APPLICATION

- 20.** One (1) copy of a list of mailing addresses for all property owners located within blocks which fall wholly or partially within the radius distances set forth in Chapter 18.05 of the Loveland Municipal Code. *This list should be current within one month from the date of the required mailing. An affidavit shall be submitted to the Current Planning Division after the applicant completes the required mailings.
- 21.** Affidavit certifying that written notice was given, by first class mail, for the neighborhood meeting at least 15 days prior to the neighborhood meeting and a sign posted on the property, to those owners on the list as required above. The written notice shall be in accordance with Chapter 18.05 of the Loveland Municipal Code. The affidavit is required prior to the neighborhood meeting.
- 22.** Affidavit certifying that written notice (see City noticing guidelines) was given, by first class mail, for the Preliminary and Final Findings and the appeal period, to those owners on the list as required above and to those in attendance at the neighborhood meeting. The written notice shall be in accordance with Chapter 18.05 of the Loveland Municipal Code. The affidavit is required prior to issuance of the Final Findings.