



SKETCH SITE DEVELOPMENT PLAN SUBMITTAL CHECKLIST

A sketch site development plan is a generalized land use plan for an area proposed to be included within one or more site development plans. Except This application is used for site specific land use plan approval in accordance with Section 18.17.1202 of the Unified Development Code (UDC).

The following information is required in order for the application to be accepted. Forms and informational requirements are located on the City’s Development Center (DC) website under the specific application. All documents must be submitted electronically to eplan-planning@cityofloveland.org and each document must be a separate pdf file, unless otherwise specified.

The Planning Division will provide an application fee invoice when the project is accepted for review. The invoice will contain an itemized description of the application fee. A resubmittal of the project will not be accepted until the application fee is paid. The application fee allows up to three rounds of review. Any subsequent review round will require an additional fee equal to 50% of the original fee.

The application proposes a Sketch Site Development Plan for the following: (check all applicable boxes)

<u>Use Type</u>	<u>Overlay Area</u>	<u>Master Plan/PUD/Amenity Plan</u>
Use by Right (R)	Complete Neighborhood	Mixed-Use Activity Center
Limited Use (L)	Clustered Housing	Employment
Adaptable Use (A)	Enhanced Corridor	Planned Unit Development
Conditional Use (C)	North Cleveland	Common Open Space/Amenity
	Airport Influence Area	

I. General Requirements

1. **Concept Review Meeting.** Meeting held on: _____
2. **Traffic Impact Study.** If a scoping meeting was held, indicate date: _____
3. **Application Checklist.** Complete this checklist verifying submittal of the required information.
4. **Application.** Complete and sign the *Application* form on the City's DC website.
5. **Vicinity Map** identifying the project site within the neighborhood context, including the nearest major cross streets, scale and North arrow.
6. **Sketch Site Development Plan** on 24" by 36" sheets to a noted scale, containing the following:
 - a. Title sheet containing the name of the project, legal description, address the date the plans were prepared or revised and the name, address and phone number of the persons or firm who prepared the plans, an index of sheets, and an area designated for City conditions of approval. The title page can be combined with the conceptual site plan.
 - b. Conceptual Site Plan showing the following information:
 - i. The general location of existing and proposed buildings, parking areas, significant structures, vehicular, pedestrian and emergency access and circulation, and detention ponds.
 - ii. Existing on and off-site easements.
 - iii. Width and type of buffers along the boundaries of the property.
 - iv. Location of environmentally sensitive areas as referenced in Items 10 and 11.
 - v. Location of land designated for open space, common amenity areas and significant landscape areas.
 - vi. Description either in narrative or graphic of how the development will be served for water, wastewater, power, stormwater, and other utilities and if any master plan improvements are necessary to serve the development.
 - vii. Provide typical street cross sections of arterial, collector, and local type streets, including alleys.
 - c. Land Use Table including the following information:
 - i. The maximum number of residential dwelling units proposed.
 - ii. The minimum landscape surface ratio.
 - iii. The maximum floor area of each generalized category of proposed nonresidential and mixed-use land use.
 - iv. Number of off-street parking spaces and general location of parking areas.

- d. Thematic illustrations of building architecture (unless otherwise provided in a pattern book or provided for design review).
7. **Tree Survey** required for all development proposing impacts to a significant tree as defined in the Unified Development Code (deciduous tree with a caliper greater than 4 inches or an evergreen tree that is 15 feet in height or greater). Impacts include proposed removal or relocation of the tree, and development, grading, filling or infrastructure activities located within the drip line or root area of a significant tree. The tree survey shall be performed by a certified arborist, registered landscape architect, or registered land surveyor. The tree survey shall address the location, species, size, and condition of all significant trees.
- a. Partial Tree Survey in lieu of a full tree survey may be acceptable if determined that significant trees only exist on a portion of the site
 - b. Tree Inventory Alternative in lieu of a tree survey may be acceptable if significant trees are located in areas of designated open space.
8. **Traffic Worksheet.** Complete the *Traffic Worksheet* on the City’s DC website, unless a Traffic Impact Study in Item 9 is required.
9. **Traffic Impact Study** in accordance with the City’s Street Standards available on the City’s DC website, unless waived by the Transportation Development Division. If not included, please indicate the reason below:
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10. **Site Inventory Map** prepared by a land planner, licensed landscape architect, licensed surveyor, or similar professional if the site contains one or more of the below environmentally sensitive areas. The map shall be prepared in accordance with the *Environmentally Sensitive Areas Report and Site Inventory Mapping Requirements* available on the City’s DC website. The site inventory map will be reviewed by the City to determine if an Environmentally Sensitive Areas Report is required.
- a. Mature stands of vegetation;
 - b. Irrigational canals, ditches and water courses;
 - c. Wildlife Habitat Areas and Corridors; or
 - d. Environmentally Sensitive Areas listed in Item 11 that are located within 100 feet of the property boundaries but not within the property boundaries.

If a site inventory map is not included, please indicate the reason below:

11. **Environmentally Sensitive Areas Report** prepared by a qualified biologist if the site contains one or more of the following environmentally sensitive areas. The report shall be prepared in accordance with the *Environmentally Sensitive Areas Report and Site Inventory Mapping Requirements* available on the City's DC website.
 - a. Any of the environmentally sensitive areas as identified in the "City of Loveland Natural Areas Sites";
 - b. Land within the ordinary high water mark of a river, stream, creek, lake, or reservoir;
 - c. Jurisdictional or non-jurisdictional wetlands;
 - d. Existing drainage patterns and areas within the floodway and flood fringe including areas within designated floodways or floodplains of major drainages as well as smaller tributary drainages without designated floodways or floodplains; or
 - e. Fault and aquifer recharge and discharge areas.
12. **Complete Neighborhood**. Sketch site development plans proposing a Complete Neighborhood must complete and submit all information required in the *Complete Neighborhood Pattern Book Requirements* available on the City's DC website.
13. Other Information as identified in the Concept Review meeting.

II. Use Standard Requirements

Uses designed as Limited Use ("L"), Adaptable Use ("A"), or Conditional Use ("C") in the UDC Land Use Tables Division 18.02.03, have associated use standards. The following additional items must be submitted with the sketch site development plan based on the use designation.

A. Limited Use ("L")

14. **Limited Use Compliance Report** demonstrating compliance with the applicable use standards in UDC Division 18.02.04. The report must list the use standards and describe how each standard will be met.

B. Adaptable Use ("A")

15. **Adaptable Use Compliance Report** demonstrating compliance with the following:
 - a. Use Standards. List the applicable use standards in UDC Section 18.02.04 and describe how each standard will be met.
 - b. Consistency with City Plans. Describe how the proposed adaptable use will not tend to frustrate the implementation of any current, adopted plans of the City, including but not limited to, the Comprehensive Plan, US 34 Corridor Plan, and the 287 Strategic Plan;
 - c. Compatibility. Describe how the location, size, design and operating characteristics of the proposed adaptable use will be consistent with and/or complimentary to the existing and future land uses within the surrounding neighborhood, and will not create significant additional amounts of noise, traffic, or other conditions, compared

- to those other uses, that may be objectionable or detrimental to other permitted uses in the vicinity;
- d. Impacts on Land Use Patterns. Describe how the proposed adaptable use will not negatively impact the land use patterns of existing or approved development within the neighborhood or discourage permitted uses or reinvestment in permitted uses by making the vicinity less desirable for them; and
 - e. Compliance with the UDC. Describe how the proposed adaptable use is consistent with the standards in the UDC and meets the requirements in UDC Chapter 18.15 Adequate Community Facilities.

C. Conditional Use (“C”)

16. **Conditional Assessment Report** demonstrating compliance with the following:

- a. Use Standards. List the applicable use standards in UDC Section 18.02.04 and describe how each standard will be met.
- b. Consistency with City Plans. Describe how the proposed conditional use in its proposed location will not tend to frustrate the implementation of any current, adopted plans of the City, including but not limited to, the Comprehensive Plan, US 34 Corridor Plan, and the 287 Strategic Plan;
- c. Compatibility. Describe how the location, size, design and operating characteristics of the proposed conditional use will be consistent with and/or complimentary to the existing and future land uses within the surrounding neighborhood, and will not create significant noise, traffic, or other conditions that may be objectionable or detrimental to other permitted uses in the vicinity;
- d. Impacts on Land Use Patterns. Describe how the proposed conditional use will not negatively impact the land use patterns of existing or approved development within the neighborhood or discourage permitted uses or reinvestment in permitted uses by making the vicinity less desirable for them;
- e. Compliance with the UDC. Describe how the proposed conditional use is consistent with the standards in the UDC and meets the requirements in Chapter 18.15 Adequate Community Facilities;
- f. Mitigation of Impacts. Describe how the design, operation, location, and buffering of the use mitigates its impacts with regard to:
 - i. Risks associated with the use and storage of hazardous materials; or
 - ii. Potential hazardous conditions, such as projectiles leaving the subject property; and
 - iii. Odors;
 - iv. Dust;
 - v. Lighting;
 - vi. Vibration; and
 - vii. Noise; and

- g. Demonstrated Need. Describe how there is a demonstrated need in the City for the conditional use, in order to serve demands created by City residents.

III. Required Items not Needed within Initial Application

A. Adaptable and Conditional Uses only

17. **List of Surface Owners**, certified by the Applicant, of the names and addresses of all surface owners of record property that fall wholly or partially within the radius specified in *Specific Requirements for Notice* on the City's DC website. The names and addresses must be as listed on the latest records of the Larimer County Assessor. The list should be current within 1 month from the date of the required mailing.
18. **Community Participation Report** is required after the neighborhood meeting. The report must include the information as set forth in the *Community Participation Report Requirements*.
19. **Affidavits of Notice** for posting signs and sending letters prior to holding a neighborhood meeting or public hearing. *Affidavit Templates* are available on the City's DC website. All notices must be fulfilled at least 15 days prior to the meeting or hearing.