



SITE DEVELOPMENT PLAN

SUBMITTAL CHECKLIST

This application is used for site specific land use plan approval in accordance with Section 18.17.1202 of the Unified Development Code. 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. 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 contains an itemized description of the application fee. Additional fees may be required during the review process. 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 for all application components that require further review.

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

Use Type	Overlay Area	Master Plan/PUD/Amenity Plan
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	

- Was a Sketch Site Development Plan approved for the property? Yes No
- Is the application an amendment to an approved Site Development Plan? Yes No

I. General Requirements

1. **Concept Review Meeting.** Meeting held on: _____
2. **Traffic Impact Study.** If scoping meeting was held, please 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. **Site Plan Requirements Checklist.** Complete and submit the *Site Plan Requirements Checklist* on the City's DC website.
7. **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, owners certificate and City signature block as provided in Section III in this checklist, and an area designated for City conditions of approval. The title page can be combined with the site plan, if desired.
 - b. Site Plan prepared in compliance with the *Site Plan Requirement Checklist* available on the City's DC website.
 - c. Landscape Plan prepared in compliance with the *Landscape Plan Requirements* available on the City's DC website.
 - d. Point-by-Point Lighting Plan prepared in compliance with the *Lighting Plan Requirements* available on the City's DC website
 - e. Architectural Drawings prepared in compliance with the *Architectural Drawing Requirements* available on the City's DC website.
 - f. Site Improvements Construction Plan for multi-building developments. The plan must identify the site improvements associated with each building, including all landscaping, common amenity areas, bike racks, benches, trash enclosures, and hardscape features such as sidewalks, parking areas, and drive aisles. The plan will be used to determine what improvements must be installed prior to issuance of the first certificate of occupancy of each building.

8. **Grading Concept and Section View** if the existing grade of the property is proposed to be elevated by three or more feet adjacent to existing streets or developed properties. The section view must show approximate existing and proposed grades.
9. **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. If a tree survey was provided with a sketch site development plan, this item can be waived.
 - 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.
10. **Optional Hydrozone Landscape Plan** designed to conserve water resources and provide costs saving incentives for participants. The plan shall be prepared in compliance with the *Hydrozone Landscape Plan Requirements* available on the City's DC website.
11. **Public Improvement Construction Plans** outlined in the Checklist Requirements in Item 11, below. These may include private on-site infrastructure improvements as well. If construction drawings are not included, please indicate the reason below:
12. **Public Improvement Construction Plan Checklist.** Complete the *Public Improvement Construction Plans Checklist* available on the City's DC website, if Item 10 is required.
13. **Traffic Worksheet.** Complete the *Traffic Worksheet* on the City's DC website, unless a Traffic Impact Study in Item 13, below, is required.
14. **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:
15. **Final Drainage and Erosion Control Report and Plan** prepared in accordance with the City of Loveland Storm Drainage Criteria available on the City's Stormwater webpage.
16. **Water Meter Justification Letter** required for all commercial, industrial, irrigation and multi-family (3-units and greater) water meters. Information needed for the justification letter is provided in Section 4.4.6 of the Water and Wastewater Development Standards.

17. **Water and Wastewater Impact Demand Analysis** if required by the Water/Wastewater Division.
18. **Fire Flow Analysis** to determine that adequate waterflows exist in the area to support the proposed development in accordance with the fire code requirements, unless waived by the Loveland Fire Rescue Authority.
19. **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. If a site inventory map was provided with a sketch site development plan, this item can be waived.
 - 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 part d, below, that are located within 100 feet of the property boundaries but not within the property boundaries.
20. **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. If an environmentally sensitive areas report was provided with a sketch site development plan, this item can be waived.
 - 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.
21. **Complete Neighborhood.** 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.
22. 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 SDP based on the use designation. If a compliance report was provided with a sketch site development plan, this item can be waived.

A. Limited Use (“L”)

23. **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”)

24. **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.
25. **Title Commitment or Property Binder** verifying the record title owners and identifying encumbrances and exceptions to title. The commitment or binder must be dated within 30 days of the application submittal to the City. An ownership and encumbrance report does not qualify as a title commitment.

C. Conditional Use (“C”)

26. **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.
27. **Title Commitment or Property Binder** verifying the record title owners and identifying encumbrances and exceptions to title. The commitment or binder must be dated within 30 days of the application submittal to the City. An ownership and encumbrance report does not qualify as a title commitment.

IV. Required Items not Needed within Initial Application

A. General Items

28. **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 Development Review Coordinator with the Power Division at (970) 962-3000.

B. Adaptable and Conditional Uses, if a sketch site development plan was not approved for the use the following information must be provided.

29. **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.

30. **Community Participation Report** is required after the neighborhood meeting. The report must include the information as set forth in the *Community Participation Report Requirements*.

31. **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.