

## **City of Fort Lupton Administrative Site Plan Process**

### **Purpose**

The Site Plan process is meant to promote orderly and sound development standards as they apply to the City. These site development standards are intended to enhance and protect the community's natural as well as man-made environments. An Administrative site Plan Review can be used if Planning Commission and City Council Review is not necessary under the following conditions:

1. Redevelopment of an existing nonresidential uses when the redevelopment results in one (1) of the following:
2. Additional floor space not to exceed ten (10) percent of the space shown on an approved Site Plan.
3. Change in parking area.
4. Change in pedestrian or vehicular circulation.
5. To change an approved Administrative Site Plan when the change involves any of the following:
  - a. Building location or size, not to exceed ten (10) percent of the space shown on an approved Site Plan.
  - b. Parking area.
  - c. Pedestrian or vehicular circulation.
  - d. Size or location of landscaping areas.
6. To ensure that existing neighborhood character is preserved and/or enhanced and to minimize possible detrimental uses.
7. Administrative site plan review is required when the criteria for Administrative Site Plans is met and any of the following situations occur:
8. The conversion of a single-family use to a less restrictive use.
9. The demolition or removal of a single-family use for purposes of constructing a less restrictive use.
10. The addition of dwelling units to an existing multiple-family structure.

### **Approval Criteria**

All Administrative Site Plans shall be reviewed for compliance with the City of Fort Lupton Comprehensive Master Plan, the City of Fort Lupton Municipal Code (Chapters 16 and 17), The City of Fort Lupton Design Standards and all other applicable plans and standards.

### **Eligibility Requirements**

Eligibility and approval for an Administrative Site Plan is determined by the City of Fort Lupton Planning Director and is based on the following requirements:

1. The Site Plan is consistent with the City of Fort Lupton's Comprehensive Master Plan.
2. The Site Plan is consistent with and implements the intent of the specific zoning district in which it is located.
3. As applicable, the Site Plan is consistent with the terms and conditions of any previously approved development plan.
4. The Site Plan complies with all applicable design standards and plans adopted by the City of Fort Lupton.
5. Adequate and sufficient public safety, transportation, utility facilities and services, recreation facilities, parks, and schools are available to serve the proposed development.
6. Plans and specifications for improvements connected with development of the subdivision comply with the subdivision development and design standards set forth in the City of Fort Lupton's Municipal Code, Comprehensive Plans and Design Standard Documents.

Please note: The applicant is responsible for having a representative at all meetings of the Planning Commission and of the City Council where the request is reviewed. Failure to have a representative present will be cause to have the item withdrawn from the agenda of that meeting

### **Administrative Site Plan Process (Summary):**

- a. Pre-application with City Staff.
- b. Administrative Site Plan Application submittal.
- c. Staff confirmation of complete submittal.
- d. Application materials sent to referral agencies for review and comment.

- e. Applicant addresses Staff and Referral Agencies recommendations.
- f. Applicant prepares and signs final mylar plats.
- g. Applicant submits final, signed materials to the Planning Department.
- h. Planning Department confirmation of complete submittal.
- i. Staff obtains all City signatures on Site Plan.
- j. City records Site Plan.
- k. Post-approval actions, including building permit application and applicable fees.

### **Submittal Requirements**

**Applications will not be accepted for review unless all information is present.**

1. Completed Land Use Application and Fees.
2. Two full-size paper copies and fifteen 11" x 17" paper reductions of the Site Plan map and Two full-size mylar copies. See Below for Requirements.
3. A copy of the recorded warranty deed and title commitment or updated title commitment current within thirty (30) days.
4. Development reports. The Applicant shall submit a report with supporting materials and drawings as necessary, addressing the following:
  - a. Final drainage report, if revisions were required at the time of Preliminary Plat approval, and drainage construction drawings.
  - b. Final street construction plans.
  - c. Final utility construction drawings prepared in accordance with the requirements of the appropriate service provider.
  - d. Park facilities master plan and construction plans.
  - e. Final landscape plan.
  - f. A signed warranty deed(s) and title insurance, if such has been required, conveying certain tracts, or the development rights to such tracts, to the appropriate entity for public use.
  - g. Warranty deeds to the City and title insurance shall be provided for rights-of-way in and adjacent to the Subdivision reflecting the

appropriate widths. The Site Plan shall not be recorded until all warranty deeds are accepted by the City.

- h. Water rights or an equivalent cash amount, as approved by the City, sufficient to serve the property.

6. Additional documents as required by the City, including any or all of the following:

- a. Colorado Department of Transportation permits for utilities and access.
- b. Colorado Department of Public Health and Environment construction dewatering permit.
- c. Army Corps of Engineers 404 permit.
- d. Colorado Department of Public Health and Environment Air Pollution Emission Notice.
- e. Permits from ditch companies for work in Ditch rights-of-way.
- f. U.S. Fish and Wildlife Service Rare Species Occurrence Survey.
- g. FEMA approved applications, including Conditional Letter of Map Revisions (CLOMR) or Letter of Map Revisions (LOMR).
- h. Architectural elevations and specifications of signs and lighting.
- i. Architectural elevations of the site as it is to be developed.
- j. Permits from the State Highway Department for curb cuts on state highways. Such permits must be cosigned by the City Engineer.
- k. A survey of the lot lines if they are not the same as originally platted.
- l. Dedication statement for any public land not designated on the plat.
- m. If the use is nonresidential, the number of employees and the type of activity shall be specified.
- n. If the use is residential, the type of units and the number of each unit to be built shall be specified.
- o. A statement explaining the phasing of the development.
- p. A listing of landscape material costs and installation costs.
- q. A complete set of construction plans.

- r. Drainage plan in a form specified by the City Engineer

**Site Plan Map Requirements:**

All Site Plans shall be made with an engineer's scale, minimum scale to be one (1) inch represents forty (40) feet, shall be on a reproducible medium of one (1) or more sheets with outer dimensions of twenty-four (24) by thirty-six (36) inches, and shall conform to the site plan, as approved.

- (1) The Site Plan shall contain the following information:

- a. The location and dimensions of all existing and proposed traffic controls, trash disposal areas and enclosures, electric transformers, landscaping materials shown at mature sizes and the maintenance system for landscaping.

- b. A complete listing of all landscaping materials, including scientific and common names, quantity, size at planting, size at maturity and a symbol or label to identify materials on the site plan.

- c. A description of all structures to be built on the site, including size, quantity, use and the number of units per structure.

- d. Buildings, including amount of floor space for each floor.

- e. Parking.

- f. Private drives.

- g. Public streets.

- h. Sidewalks and pathways.

- i. Open space.

- j. Easements

## City of Fort Lupton Administrative Site Plan Checklist

**PROJECT NAME:** \_\_\_\_\_

**APPLICATION CHECKLIST (check as completed):**

<i>Applicant</i>		<i>City</i>
	<i>Preliminary meeting with staff. (Planning Department to fill in all items noted with **.) Date: _____</i>	
	<i>Proposed project meets all eligibility criteria for an Administrative Site Plan..</i>	
	<i>Comments from preliminary meeting returned to applicant.      Date: _____</i>	
	<i>One copy of Application package submitted for review.</i>	
	<i>Applicant notified of adequacy of Application package, and of the number of copies of Application materials to be submitted.      Date: _____</i>	

**SUBMITTAL REQUIREMENTS:**

	<i>Application Fee: \$ _____ **</i>	
	<i>Fee Deposit: \$ _____ **</i>	
	<i>Site Plan Map: 1. _____ paper copies of full-size map. ** 2. Two signed mylars with revisions. 3. One copy of map, reduced to 8½" x 11".</i>	
	<i>Development reports(Check all that apply**) (refer to Subdivision Regulations for specifications): ___ 1. Architectural elevations and specifications of signs and lighting. ___ 2. Architectural elevations of the site as it is to be developed. ___ 3. Permits from the State Highway Department. ___ 4. A survey of the lot lines if they are not the same as originally platted. ___ 5. Dedication statement for any public land not designated on the plat. ___ 6. If nonresidential, the number of employees and the type of activity shall be specified. ___ 7. If residential, the type of units and the number of each unit to be built shall be specified. ___ 8. A statement explaining the phasing of the development. ___ 9. A complete set of construction plans. Development reports, continued: ___ 10. Evidence of current ownership, acceptable to the City Attorney, such as a copy of the an updated title policy or commitment, current within thirty (30) days. ___ 11. Drainage plan in a form specified by the City Engineer.</i>	

**REVIEW PROCESS:**

	<i>Staff review of Administrative Site Plan submittal. Date: _____</i>	
	<i>Referral Packets and Summaries mailed to agencies. Date: _____</i>	
	<i>City Engineer and department review of Application. Date: _____</i>	
	<i>Meeting with Applicant to review referral comments. Date: _____</i>	
	<i>Revisions to Application and two signed mylars received from Applicant. Date: _____</i>	
	<i>Mylars signed by City Engineer and City Administrator. Date: _____</i>	
	<i>Site Plan recorded with County Clerk. Date: _____</i>	
	<i>Site Plan information recorded in official zoning records. Date: _____</i>	

**COMMENTS:**