

City of Fort Lupton

**Fort Lupton Development Code
Application Manual | 2022**

Fort Lupton Development Code Application Manual | 2022

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1. Introduction to the Development Code

This manual is a guide to the Fort Lupton Development Code, and helps applicants prepare clear and complete applications. Following the recommendations and requirements of this manual may also help reduce review time or the number of resubmittals.

The Fort Lupton Development Code is used to ensure that new development projects meet all applicable city standards, and it guides long-term growth and redevelopment towards the vision, goals, and policies of the City’s comprehensive plan. To accomplish this, the Fort Lupton Development Code balances private rights and public objectives, while promoting investment that contributes to the larger and greater whole – of the block, the neighborhood, the district, and the City.

The Fort Lupton Development Code is organized in the following Articles:



Article 1. General Provisions
Legal foundations and technical elements of the code, including purposes, interpretation, jurisdiction, and authority under the code. This article is useful for those who use the code daily, or when questions on general applicability of the development standards arise.



Article 2. Applications & Procedures
Applicability, process, criteria, and effects of all decisions made under the development code. This article is useful for anyone who may become involved in a development application, including applicants, city staff, public officials, or interested residents, property owners, and stakeholders.



Article 3. Subdivision Standards
Coordinates development across different areas and between projects over time; ensures that all lots and blocks fit into the bigger picture development patterns and are served by public services; and promotes civic design of streets, open spaces, utilities, and community facilities. This article is useful to anyone considering dividing land, development professionals responsible for design and construction of large-scale projects, and city staff and public officials charged with implementing civic design policies.



Article 4. Zoning Districts & Uses
Standards for the use of land and buildings in specific locations or districts; addresses compatibility through the scale, format, and types of uses; and organizes the community into distinct areas and corresponding to long-range land use categories in the comprehensive plan. This article is useful to landowners and developers pursuing individual projects, and to city staff and public officials reviewing projects for conformity with long range plans or potential impacts on adjacent areas.



Article 5. Residential Development Standards
Standards for the design and construction of residential development, including lot and building standards for a range of residential building types and design standards to allow buildings to contribute to common characteristics of neighborhoods, such as streetscape and frontage design, building design, and open space design. This article is useful to anyone considering improvements to residential property, and particularly designers who deal with details of how a project complements its surroundings.

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Article 6. Nonresidential Development Standards

Standards for the design and construction of nonresidential development, including lot and building standards for nonresidential districts and design standards that focus on how projects relate to their specific district, block, and site, such as streetscape and frontage design, building design, and open space design. It is useful to anyone considering improvements to nonresidential property, and specifically designers who deal with details of how a project complements its surroundings.

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Article 7. Access & Parking

Standards to improve access for various modes of transportation, including pedestrian, bicycle, and vehicles; balance potential competing interests associated with streetscape design, access (curb-cuts and driveways, sidewalks, or other paths / trails), parking, and internal circulation and mobility; and reduce negative impacts of these areas on streetscapes and adjacent property. This article is most useful to designers who deal with details of how a project fits into its surroundings or engineers who are responsible for site layout, function, and mitigating impacts of development and accessory facilities.

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Article 8. Landscape & Site Design

Standards for the design of unbuilt portions of sites, addressing living landscape and aesthetic hardscape; arranging sites into distinct components including streetscapes, frontages, parking areas, buffers, open space, and other unbuilt portions of the site; and establishing different standards for each area to promote better relationships of projects to its surroundings. It is most useful to designers who deal with details of how a project fits into its context or landscape architects who are responsible for site design, installation specifications, and the performance and survival of landscape areas.

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Article 9. Signs

Standards for any sign on property that is potentially visible from the right-of-way, public areas, or adjacent sites, and categorizing signs into a few general sign types with basic standards for each type (size, quantity, location) and specific design standards for some sign types. It is most useful for business owners considering how to manage their property and identity, or to anyone considering posting a message on their property.

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Article 10. Supplemental Standards

Topic-specific standards that apply city-wide regardless of the zone district applicable to the property, which often have more complex or issue-specific regulations and/or procedures and do not integrate well with the other generally applicable districts, standards, or procedures. This article is most useful to anyone considering or impacted by a project addressing one of these specific topics.

[Note: as of adoption in 2022, this article only includes the Floodplain Regulations, but other sections are reserved for standards on other related topics to be incorporated.]

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Article 11. Definitions & Terms

An aid to interpret all articles in this code, organized under defined terms (terms of art with a specific given meaning); description of uses (descriptions of the type, scale, and nature of general land uses); and a glossary of architecture and design terms (used to interpret and apply the discretionary or design-oriented standards). It is useful for anyone considering how to interpret a specific provision in the development code.

2. Overview: Common Questions

Before beginning a development application, some preliminary questions will help orient applicants and stakeholders to the necessary procedures and standards in the Fort Lupton Development Code. The City conducts the following general types of review and approvals under the Development Code:

- Permits.** Routine internal review to check if submitted plans meet all applicable standards, where no zone changes are requested, and no property boundaries are significantly changing.
- Development Code Compliance.** Comprehensive internal review to coordinate the application and interpretation of a variety of interrelated standards to a development proposal, where no zone changes are requested, and no property boundaries are significantly changing.
- Public review.** A review for development code compliance, where significant changes could impact other property or the community, and where the decision should be made in an open public setting, despite no zone changes being requested and no property boundaries significantly changing.
- Public hearings.** A comprehensive public review where affected property owners receive notice and have an opportunity to comment before the public body makes a decision, typically associated with a zone change request, special use, or significant development activity that alters property boundaries or development patterns.

The amount of time and level of information to make a decision depends on which and how many of the above types of review are applicable to the project. The following common questions can help determine which type of review and approval is applicable to your project.

1. Does the property need to be platted?

- Is the property already platted? <https://gishub.weldgov.com/pages/interactive-maps>
Metes and bounds legal descriptions indicate that the property has not been platted. Subdivided property is denoted by a lot number and a subdivision name.
- Are you changing property boundaries?
- Do you have access to public services and facilities, or require coordination with any other outside entities for these services and facilities?

If the property has not been platted or you are changing property boundaries, you will likely be required to plat the property. Adjustments to public easement or rights-of-way, or the need to construct public facilities to serve the project may also require plats or amendments to existing plats. [See Article 3, Subdivision Standards and the options for different platting procedures in Article 2, Applications & Procedures, Section 2.02 of the Fort Lupton Development Code.]

2. Is the proposed use allowed in the applicable zoning district?

- Check the current zoning of the property. <https://www.fortlupton.org/405/Zoning>
- Is the proposed use listed in the use table and permitted in the current zoning district? [See Table 4-2: Allowed Uses, Article 4 – Zoning Districts & Uses.]
- Does the proposed use require any special use permit review process? [Uses noted “S” in the table; consult the special use process in Section 2.08, Fort Lupton Development Code.]
- Does the proposed use require any specific additional standards? [See Section 4.04 Use-Specific Standards, Fort Lupton Development Code.]
- Will your conceptual plan or the anticipated development layout match the development standards applicable to the lot and site? [See Table 5-1: Residential Building & Lot

Standards and 6-1: Nonresidential District Lot & Building Standards, Fort Lupton Development Code.]

Uses that are not allowed in the applicable zoning district require a change of zone. This is a discretionary review process requiring public hearings, with a recommendation by Planning Commission and a decision by the City Council to determine if rezoning is advisable under the comprehensive plan and other criteria in the development code. [See Section 2.03, Change of Zone, Fort Lupton Development Code]

If the project does not need a zone change, applicants will be required to follow other development review procedures based on the level of development, or scale of the project [See Article 2, Applications & Procedures, Fort Lupton Development Code].

3. What if anticipated plans do not meet certain standards?

The Fort Lupton Development Code is intended to be a flexible document. However, flexibility is limited to meeting specific criteria, and it is limited by the extent and type of deviation that is requested on a particular application. There are three general types of flexibility in the Development Code:

- ❑ **Alternative Compliance.** Alternative compliance is an administrative process where the Planning Director can approve alternatives to what the development code would ordinarily require. It only applies to specific circumstances, and criteria guide how alternatives are reviewed and approved. This is essentially an “equal or better” process. It does not allow the Director to waive or change the standards, but it may allow for different solutions when the intent or design objective can be equally or better met by a design that was not anticipated by the standard. [See Section 2.07 Alternative Compliance, Fort Lupton Development Code.]
- ❑ **Planned Development.** Projects of a certain scale can benefit from more advanced planning and may also be granted flexibility through “planned zoning.” This is not a way to waive or alter the standards on a specific site or development project; rather, planned zoning applications allow the Planning Commission and City Council to view projects in a broader context, based on plans to integrate projects better with large-scale and long-term planning and design strategies. Planned development applications start with the base zoning districts and development standards as the default, but can allow deviations, additions, or subtractions from the otherwise applicable standards where the plan demonstrates broader public benefits. This is a type of rezoning and requires public hearings and formal review to establish the parameters for any particular area or project. [See Section 2.04 Planned Unit Development, Fort Lupton Development Code,
- ❑ **Variiances.** Variiances are a type of property-specific relief from the standards of the code. Variiances are not a tool for flexibility in the standards; rather, they provide relief from the standards for unique circumstances not anticipated or addressed by the code, and where no other alternative exists. Applicants have the burden of proof and must demonstrate that their site is unique from other similarly zoned or situated sites, AND the applicant must establish that they meet **all** criteria required for a variance to be granted. The Board of Adjustments is the determining body of all variance requests. [See Section 2.09 Variance, Fort Lupton Development Code.]

4. How is a proposed project reviewed?

The development code provides for two basic types of review:

- ❑ **Administrative Review.** This applies to proposals that are generally allowed “by right” under applicable regulations and standards. Essentially the property has been platted and the proper zoning is in place, but zoning and development review is still required to make sure the application meets the standards of the development code. Decisions are made by administrative staff, and discretion is limited to determining if the application meets the standards, if changes are needed so that it better meets approval criteria, or if it meets any specific criteria for administrative flexibility included in the standards.
- ❑ **Public Review.** This applies the larger-scale projects that have a broader impact on surrounding property, or projects that otherwise require a public hearings. Often these projects involve a change in laws applicable to the property (zone change) or change the boundaries, ownership, or development patterns (platting). Public hearings are often required by state statutes and may require notice to specific property owners and give the public the right to testify. The testimony in public hearings can become part of the record upon which a decision should be made. Where public hearings are not required, public comment is not part of the record but may still be allowed during the public review at the discretion of the chair of the meeting, and to the extent it provides information relevant to the applicable decision criteria.

[See Table 2-1: Procedure Summary, Fort Lupton Development Code for a summary of application procedures and Article 2, Applications & Procedures for details on each application.]

5. What is shown on a typical application?

Most applications will require a site plan. A site plan typically applies to any development activity that proposes a change to the building or site, or activity that may otherwise alter the relationship of the site to the streetscape or adjacent property. The level of information on each application may depend on the extent of changes proposed, but essentially plans must demonstrate the following information to show that all applicable standards will be met *[See Section 4, Minimum Submittal Requirements for more information on each application]:*

- ❑ **Site Plan.** A general but comprehensive site-level view of all proposed changes.
 - What are the dimensions of lot and building footprint, and do they meet the lot and building coverage, scale, or size thresholds?
 - Is site access properly located in relation to the streetscape?
 - Is the building properly located on the site, meeting the height, setback, and frontage design requirements?
 - Is parking meeting requirements of quantity, location, design, and landscape?
 - Do any streetscape improvements or upgrades need to be done?
 - Are there pedestrian connections from the street to the site, and is internal pedestrian circulation logically laid out?
 - What open spaces are included on the site or within the project (quantity, types, dimensions, lot %, and design)?
- ❑ **Building elevations.** A specific design proposal for the building and how it will appear from various perspectives near the project.
 - Dimensioned façade massing – height, width, and depth of walls relative to the building footprint, establishing the overall volume of the proposed building.
 - Window and door location & percentages – dimensions of all openings and the percentage of the building elevation they occupy.
 - Architectural details - the type, material, and location of building features related to massing components and design details of the building.
 - Materials list - the type, color, and extent application of all primary, secondary and accent materials.
 - Illustrative / perspective renderings (optional) – a perspective of what the building is likely to look like upon construction.

- ❑ **Landscape Plan.** A specific design plan for unbuilt portions of the site, and how they relate to the buildings, open spaces on the lot, streetscapes, or public or common open spaces in the vicinity.
 - Existing conditions - if any existing landscape is to be retained to meet requirements; if so then a protection plan is required showing the size, type, and condition of the preserved plant, and how it will be protected through construction;
 - Open space quantities and types –frontage design, civic spaces (usable space), parking area landscape, and other impervious, stormwater, buffers, or unbuilt landscape areas,
 - Screening – planting plans for either perimeter landscape design to prevent any incompatible situations, or site-level screening to hide high impact or visually unappealing elements of the project.
 - Overall plant requirements (number, species, location, and size) allocated to specific open spaces on the site;
 - Plant specifications - installation details, maintenance, irrigation, etc, including the formal obligation to maintain all plants as specified on the approved landscape plan.

Note: Other engineering and construction plans related to the above plans will be required by other permitting agencies. These are used to show that all stormwater, grading, utility, and building code requirements and specifications are met.

6. **Is the project at a significant scale and scope where advanced planning specific to the project may be needed?**

The following questions on the scale and scope of a project can determine if conceptual plans, master planning, or other advanced plans are necessary or helpful for approval of the project.

- ❑ Are multiple zoning districts existing or proposed within the project?
- ❑ Does the project affect street networks and open space systems, whether on the perimeter or internal to the project?
- ❑ Does the project propose different “frontages” (the relation of building and sites to the street) at different locations, and would planning and coordinating transitions to different frontages be advantageous to the design and character of different components of the project?
- ❑ Is the project site already subject to an area plan or some other smaller scale plan that is gives more specific guidance than offered from the comprehensive plan?
- ❑ Does the project propose flexibility offered through planned zoning applications?

The more of these circumstances that exist, the greater the need may be for conceptual plans or master planning of the project.

7. **What happens after a project is approved?**

- ❑ After approval, applicants are required to submit detailed plans and construction documents for required permits that may be impacted by other codes and standards. This further level of technical review can often refine projects further within the parameters of previous approvals. This “behind the scenes” review may take additional time before a project is ultimately built. *[these items may be submitted during the project at the discretion of the reviewing entities.]*
- ❑ Projects that are denied, may have options for appeals of the decision.
- ❑ If construction documents and permit plans are not submitted or completed, or if a decision is not appealed, some approvals lapse after prolonged inactivity on the project, and may require a new application to be submitted prior to any development.

3. Development Procedures

The path for approval of a development project, the submittal requirements, and specific procedures are determined by 3 main factors:

1. The scale and complexity of the project.
2. Whether the proposed location has been platted into developable lots.
3. Whether the proposed location is zoned for the use and building type.

A small-scale or simple project on property that has been platted and is appropriately zoned will take few steps and have basic submittal requirements; a large-scale or complex project, where land needs to be subdivided or infrastructure needs to be built, and where rezoning must occur may take several steps and require detailed, technical, and comprehensive submittal requirements. These same factors usually dictate the type of notice, extent of public review, and who can make the final decision. A pre-application conference with staff can help make final determinations on procedures and submittal requirements.

[See Table 2-1, Procedure Summary, Fort Lupton Development Code for a summary of these factors and procedures, and Article 2, Applications & Procedures for detailed provisions.]

A. Application Steps.

Step 1 – Due Diligence: *Preliminary Research and Questions*

- General code review – conduct a review the development code for any impacts on your specific concept, including the zoning districts/ allowed uses, basic development parameters, site layout, or any special approvals.
- Property due diligence - review property for relationship to the comprehensive plan, current zoning, platting status, and other opportunities and constraints.
- Contact staff - Contact city planning staff with preliminary questions regarding the property, interpretation or applicability of the standards, or other questions to assist with your due diligence on particular property.

Step 2 - Idea Discussion (Optional): *Schedule a Conceptual or Exploratory Meeting*

- Schedule concept review meeting with city staff
- Prior to meeting, submit:
 - Project description, property address, and questions
 - Rough concept plan or sketch plan - begin to scale things to property such as proposed building footprints, parking and circulation, open space, and other landscape areas
 - Existing conditions - analyze property for opportunities and constraints, and potential relationships to adjacent areas
- Present concepts to staff:
 - Discuss options for project area
 - Allow staff to identify preliminary questions, opportunities, or constraints
 - Collaborate on ways to comply with standards and/or improve the project and its relationship to surrounding areas

Step 3 - Pre-application (Required): *Prepare & Discuss Draft Plans*

- [Schedule pre-application meeting with staff](#)
- Prior to the meeting submit:
 - Project description, property address, and specific questions on code requirements
 - Existing conditions - opportunities and constraints on the site, any structures or landscape to remain, and any sensitive adjacencies.
 - Concept plan and scaled drawings of the site and proposed project improvements – access and circulation, open spaces, buildable areas, building concepts, parking and utilities, etc.

- Meeting content:
 - Overview of general code requirements
 - Overview of building, fire and public works requirements
- Follow up (*city staff will send an email following the meeting, may take up to 2 weeks*):
 - Meeting notes & next steps
 - Summary of review process & schedule (notice, review meetings, etc.)
 - Submittals checklists
 - Fee information

Step 4 - Formal Application: *Submit Completed Plans*

- Follow submittal checklist requirements – either standard checklists or any revised checklists resulting from the pre-application meeting.
- Review application for completeness [see *Section 4. Minimum Submittal Requirements*]
- Fees [see *Schedule of Fees*]
- Technical studies & reports (if necessary) [see *list of potential studies in Section 4.A., Required Forms and Plan Sheets*]
- Schedule and conduct neighborhood meeting (if required; or if coordinated with formal review process in Step 6)

Step 5 - Technical Review: *Coordinate with City and Other Review Agencies*

- Staff confirmation of complete submittal
- Technical internal review by city departments
- Referral agencies review and comment (where applicable)
- Requested changes / recommendations (if any)
- Resubmittal (if necessary)
- Formal scheduling & public notice (if required; otherwise formal decision for administrative decisions)

Complete applications that have addressed all comments, completed any necessary resubmittals or additional information, or have not been withdrawn by the applicant or due to inactivity proceed to Step 6.

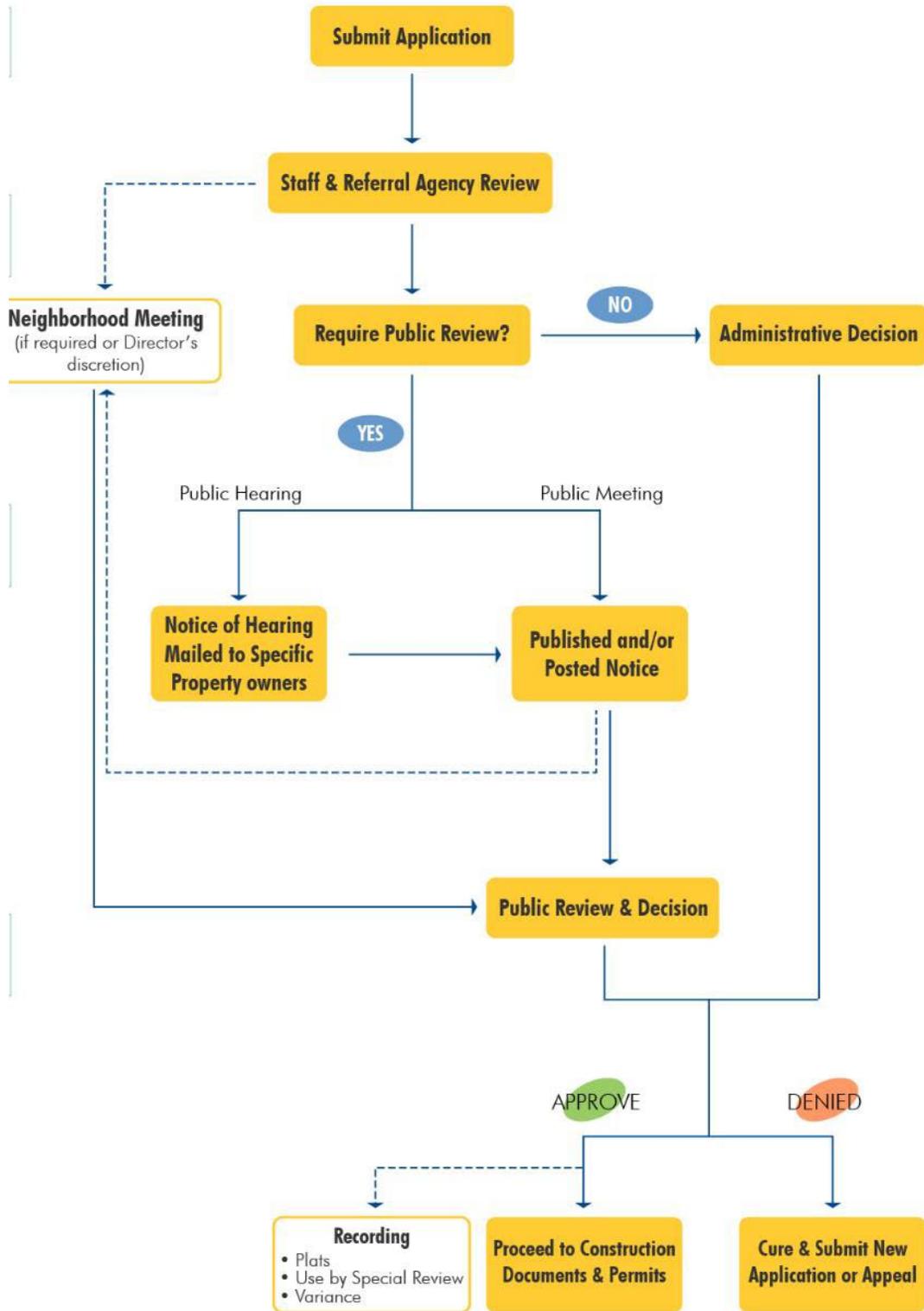
Step 6 - Formal Review & Decision: *Public Hearings, Public Meetings, or Administrative Review & Decisions*

[Step 6 is the formal review and decision process. This is dependent on the particular application. See Article 2, Applications & Procedures of the Fort Lupton Development Code.]

Step 7 - Post-Decision Actions: *Construction Documents, Permitting & Inspections*

- Appeal of denied decision
- Waiting period for eligible protests (if applicable)
- Resubmit addressing compliance with any conditions of approval (if necessary)
- Routing approved plans for signatures
- Recording (if required)
- Construction documents & pre-construction meetings for public improvements
- Improvement or development agreements, or other assurances and financial guarantees for public improvements (if required)
- Technical permit submittals: right-of-way permits, grading permits, building permits, sign permits, etc. *[Consult planning staff for list of potential permits for each project]*
- Interim and post-approval inspections: preliminary inspection, final inspection, bond / security release (if applicable), certificate of occupancy.
- Lapse of approvals for inaction (if applicable)

B. Application Process Flowchart



4. Minimum Submittal Requirements

The following checklists are the minimum submittal requirements. They can be modified for specific projects through an Idea Discussion (Step 2) or Pre-application Meeting (Step 3), or additional details may be required by staff during the Technical Review (Step 5) to demonstrate compliance with the development code.

A. Required Forms & Plan Sheets

The following are plan sheets required for typical applications. Details included in each plan sheet are found on the following page.

Required Forms & Plan Sheets											
	Administrative Plat (2.02.C.)	Concept Plan (2.02)	Preliminary Plat (2.02.D)	Final Plat (2.02.C)	Change of Zone (2.03)	Planned Development (2.04)	Administrative Site Plan (2.05)	Site Plan (2.06)	Special Use Permit (2.08)	Variance (2.09)	Vacation of ROW / Easement (2.13)
Standard Forms (see information lists below)											
Cover Sheet, Application Form & Fees	x	x	x	x	x	x	x	x	x	x	x
Project Narrative	x	X	x	x	x	x	x	x	x	x	X
Notice Compliance			x		x	x		x	x	x	
Ownership Information	x	x	x	x	x	x	x	x	x	x	x
Existing conditions		x	x		x	x		x	x	x	
Project Plan Sheets (see detailed submittal contents below)											
Site Layout / Map (conceptual)		x	x		x	x		x			
Site Development Plan (detailed)							x	x	x	x	
Open Space Layout Map (conceptual)		x	x		x	x		x			
Landscape Plan / Schedule (detailed)				x		x	x	x	x	x	
Survey / Plat	x				x		x	x	x	x	x
Preliminary Plat			x			x					
Final Plat				x		x					
Street, Civic Space & Frontage Type Map(s)			x		x	x					
Streetscape Cross Section Plans				x	x	x					
Associated Reports and Technical Studies (requirement of these documents varies on a case-by-case basis, further guidance will be provided at the pre-application meeting)											
Final Drainage Report (approved by Public Works)											
Traffic Impact Analysis / Traffic Study (approved by Public Works)											
CO DOT permits											
DO DPHE construction dewatering permit											
Army Corps of Engineers 404 Permit											
CO DPHE Air Pollution Emissions Notice											
US Fish & Wildlife Service Rare Species Occurrence Survey											

B. Standard Forms

All applications - unless waived at pre-application conference or otherwise inapplicable due to circumstances or context of the project.

Cover Sheet & Application Form [Application forms can be found at <https://www.fortluptonco.gov/445>]

- Applicant Name (property owner name if different, and authorization or right to submit on owner’s behalf)
- Type of application(s)
- Property address and legal description (Word format)
- Existing zoning (and proposed zoning if different)
- Signed fee agreement, fees and method of payment
- Additional fees for public improvements, assurances, and security.
- Date of submittal, and date of any preapplication meetings

Project Narrative

- Vicinity map and property location (no greater than 1” = 1000’)
- Detailed written narrative of the proposal including physical design characteristics and the nature and operation of the use(s).
- Rationale for conformance with the comprehensive plan
- Evidence of compatibility with the area
- Statement of compliance with applicable standards and criteria.

Ownership Information

- Ownership affidavit – proof of ownership or right/authorization to submit on behalf of the owner.
- Copy of warranty deed and title commitment (unless either document is waived). For applications with annexation or dedication of public lands this shall include an updated title policy or commitment within 30 days of submitting application.

Notice Compliance

- Neighborhood Meeting Notification and Meeting Minutes (when applicable)
- Affidavit of mineral notice (when applicable)

Existing Conditions (information may be added or omitted, increased in detail or generalized, based on the scale and intensity of the project, and based on the specific location of the project).

- Property lines and easements
- Public and private roads and access ways, including the condition and nature of the facilities, accommodations for multi-modal transportation, and traffic control elements.
- Buildings, structures, and utility lines and facilities
- Location of all substantial vegetation (generally anything eligible for contribution to landscape requirements under the code, if preserved, should be included in existing conditions whether you plan to retain it or not).
- Topographic or natural feature limitations or areas worthy of preservation and integration into the project
- Watercourses, wetlands, drainage ways and other hydrologic features, including floodplains.
- Soils report – conditions,
- Statement of any known hazards or other important environmental conditions
- Any similar elements with approximate dimensions within 25 to 300 feet of the project, depending on the scale of the project and intensity of the use or development activity.

C. Required Content of Plan Sheets

The specifics of each element and plan sheet may be tailored to a particular application based on the nature of the application, the context of the site, and the scale and intensity of proposed development.

Required Content of Plan Sheets									
	Site Layout Map (Conceptual)	Site Development Plan (Detailed)	Open Space Layout Map (Conceptual)	Landscape Plan & Schedule (Detailed)	Survey Plat	Preliminary Plat	Final Plat	Street, Civic Space & Frontage Type Map	Streetscape Cross Sections & Plans
Property lines, consistent with legal description	x	x	x	x	x	x	x	x	x
Project data, including total area, allocation of different land areas (open space, parking, residential, commercial) or allocation of existing and proposed zoning for change of zone or planned development applications ("Regulating Plan")	x	x				x			
Dimensions of all lots and tracts (width, depth, area), including designation of easements and rights-of-way. Note: for plats this may be broken by existing to remain and proposed (or removed if amended plat).		x			x	x	x	x	
Dimensions of all streets and ROW with centerlines and ROW widths	x	x			x	x	x	x	x
Dimensions of all blocks, including length, width, and area based on centerlines	x				x	x	x	x	x
Labeling of proposed lot, tract, block identification and street names.	x					x	x		
Dimensions of buildable areas of lots according to zoning requirements.		x			x	x	x		
Dimensions and boundaries of any phasing of the plans						x			x
Dimensions of all streetscape elements for typical streets and a map applying typical cross sections.	x						x		x
Dedications statements for all easements, rights-of-way, or other public lands					x	x	x		
Location of and dimensions of parking areas, including overall area, perimeter, location and size of any landscape areas, and number of stalls. Stalls and drive aisles may be reflected by typical dimensions and number of spaces per row or general area.	x	x	x	x					x
Dimensions of all pavement areas – existing to remain and proposed (sidewalks, streets, internal access streets, parking areas, etc.)		x		x					
Width and spacing of all vehicle access points on the perimeter of the property, and measured as a percentage of the frontage.	x	x		x	x	x	x	x	
Location and dimensions of all building footprints – existing to remain and proposed. This should include width and length of the footprint, and dimensions to property lines and other important site elements.		x							

Required Content of Plan Sheets

	Site Layout Map (Conceptual)	Site Development Plan (Detailed)	Open Space Layout Map (Conceptual)	Landscape Plan & Schedule (Detailed)	Survey Plat	Preliminary Plat	Final Plat	Street, Civic Space & Frontage Type Map	Streetscape Cross Sections & Plans
Conceptual building elevations of proposed new buildings showing general scale and character of buildings.	x		x						
Building entrances and exits and internal circulation for pedestrians, vehicles, and service / freight where applicable.	x	x							
Detailed building plans and elevations, including dimensions building volume, wall planes and details on the façade; materials; and colors. (See building elevation schedule). Residential uses shall include the floor area, number of dwellings and specific building types; nonresidential uses shall include the floor area per general land use. (May corresponded with final plans for building permits.)		x							
100-year floodplain and all watercourses, wetlands, drainage areas and detention areas within 100 to 500 feet of the property, depending on scale and intensity of the application	x	x	x	x	x	x	x		
Existing and proposed topography at intervals of up to 2' to 10', depending on the context and scale of the project, including the first floor elevation of all buildings, existing to remain and proposed. (May corresponded with final grading plan for construction documents.)		x		x	x		x		
Location and dimensions of all open spaces and labeling the specific type of open space (See Schedule of Open Spaces)	x		x					x	
Landscape plans with schedules showing the overall landscape materials and showing a breakout of landscape materials per the requirement for each site element (see Landscape Schedules).		x		x			x		
Location, type and other design features for all screening elements (i.e. buffers, trash enclosures, roof top equipment screens, etc.)		x		x					
Size, dimension, location, and conceptual plans (materials, type, application) of all signs. (May corresponded with final sign plans for sign permits.)		x							
Outdoor lighting, including proposed light fixtures (building or ground mounted), types of cutoff, dimensions form property lines or other important site elements, and relation to existing conditions on adjacent sites. Note: a detailed photometric plan may be required to demonstrate compliance with the code or where concerns of impact on adjacent property warrant.		x		x					
Existing and proposed utilities, including water mains, service lines, support structures or related facilities, indicating the type of utility; accompanied by evidence of capacity to serve the project. (May corresponded to final utility plan for construction permits.)		x				x		x	
Water rights or equivalent cash amount sufficient to serve the property	x	x				x	x	x	
Final construction plans for streets and other public improvements.		x				x		x	

5. Standard Forms and Schedules

The following forms and schedules should aid completing plan sheets, checking requirements and criteria of the Development Code, and clearly presenting the proposed project’s compliance with standards and criteria. These forms and schedules may be used as a starting point, but individual applications may alter these to best present a particular project.

Plant Schedule. List all plants on the landscape plan in a single schedule.

Plant Schedule						
Type	Symbol or Abbreviation	Quantity	Botanical Name	Common Name	Planting Size	% of Total (Diversity) of each type
Trees						
<i>Large Shade</i>	[List each type]					
<i>Ornamental</i>	[List each type]					
<i>Evergreen</i>	[List each type]					
Shrubs	[List each type]					
Perennials /Grasses	[List each type]					
Other Groundcover	[insert total square feet of area covered]					
Mulch / Non-living	[insert total square feet of area covered]					

Landscape Plan. For each site element, list the amount of space and the landscape required by the ordinance based on the area of each element; then list the # and species on the planting plan for that element and coordinate totals with the overall Plant Schedule.

Landscape Plan <small>[see Section 8.02, Table 8-1 of the Fort Lupton Development Code]</small>									
Site Element	Amount of Space	Large Trees		Evergreen and/or Ornamental Trees		Shrubs and/or Ornamental Grasses		Other: perennials . grasses groundcover, mulch	
		#	Species	#	Species	#	Species	#	Species
Streetscape	[Linear feet of frontage + linear feet of side @ 50%]				[substitute only]				
	Total Required								
Frontage / Foundation	[Lot width; depth of front setback; linear feet of building foundation]								
	Total Required								
Parking Area	[# of spaces and Linear feet of perimeter]								
	Total Required								
Buffers	[List per each buffer type; See Section 8.03; linear feet/ width]								
	Total Required								
Civic & Open Space	[list per each type of space – see 3.02; area of space]								
	Total Required								
Other Areas	[list any other site landscape]								
	TOTAL PROVIDED <i>Coordinate with Plant Schedule</i>								

[Note: Any existing landscape that will remain and count to the ordinance requirements for plantings shall be noted on the landscape plan, and protection plan shall be submitted as part of the landscape plan. Any proposed plantings that may count to more than one requirement in this table shall be specifically noted.]

Frontage Schedules. For projects with multiple sites and buildings, or projects that plan the layout of streets, blocks and lots (such as a development plan or plat), a schedule of different frontage types may be appropriate. [Designation of Frontage Types can dictate other site and building design requirements per the code]. The frontage schedules may be keyed to the site plan and filled out confirming general ranges established by the code, specify an exact standard within the ranges allowed by the code, or propose a standard outside the range based on alternative compliance procedures and criteria.

Frontage Type Schedule – Residential <i>[List typical, then designate by each lot or by block; See 5.03.A.]</i>							
Frontage Type	# of lots	Building Placement & Orientation			Garage & Driveway Limits		
		<i>Front Building Line (FBL)</i>	<i>% of Front Building Line</i>	<i>Front entry feature (type(s))</i>	<i>Driveway width / % of lot</i>	<i>Garage width / % of elevation</i>	<i>Garage placement (in relation to FBL)</i>
Terrace Frontage							
Neighborhood Frontage							
Suburban Frontage							

Projects fronting on multiple streets or platting street networks and blocks may propose specific frontage types [See Section 5.03 and Table 5-3; Frontage Types should be coordinated with specific street types in Section 3.01.C.

Frontage Type Schedule – Nonresidential <i>[List typical, then designate by each lot or by block; See 6.03.A.]</i>								
Frontage Type	# of lots	Building Placement & Orientation			Parking & Access Limits			
		<i>Front Building Line (FBL)</i>	<i>% of Front Building Line</i>	<i>Front entry feature (spacing)</i>	<i>Access width / % of lot</i>	<i>Access spacing</i>	<i>Parking Setback</i>	<i>Extent of Parking (linear feet and % of lot width)</i>
A								
B								
C								
D								
Other – any proposed								

Projects fronting on multiple streets, platting street networks and blocks, or organized around internal access streets may propose specific frontage types [See Section 6.03.A and Table 6-3; Frontage Types should be coordinated with specific street types in Section 3.01.C.

Building Design. For each building (or each type of distinct building or model in multi-building projects), elevations and materials should be indicated as provided in the following design and material schedules.

Building Design - Residential										
Related Sections	Height	Total Area	Main Mass/Wall Plane		Secondary Masses/Planes		Windows % Doors		Garage	
	Table 5-1		5.03.B.3 and 4. and Table 5-5				5.03.B.5 and Table 5-5		5.03.A.5 / Table 5-3	
		s.f	s.f	linear feet	s.f	linear feet	s.f.	% of elevation	s.f.	Linear feet
Elevation 1 Front						[List each]		[List each type and label] with quantity and % total]		[front only; linear & % of elevation]
Elevation 2 Rear										
Elevation 3 Side 1										
Elevation 4 Side 2										
Frontage Type			[list type – see Frontage Type Schedule]							
Entry Feature			[list type – see 5.03.A.3 and Table 5-4]							

Dimensions for each element in this table shall be labeled on scaled elevations and confirmed with this table. All options and variations should be included with a statement of how options will be selected and implemented. [see Variations Section 5.03.B.7]

Building Design – Nonresidential										
Related Sections	Height	Total Area	Main Mass/Wall Plane		Secondary Masses/Planes		Windows % Doors			
	Table 6-1		6.03.B.3 and Table 6-4				6.03.B.5 and Table 6-4.			
		s.f	s.f	linear feet	s.f	linear feet	s.f.	% of elevation		
Elevation 1 Front						[List each]		[List each type & label] with quantity and total]		
Elevation 2 Rear										
Elevation 3 Side 1										
Elevation 4 Side 2										
Frontage Type 6.03.A and Table 6-3			[A-D, or "other" – See Frontage Type Schedule]							
Front Entry 6.03.B.4 and Table 6-4			Spacing / feet							

Dimensions for each element in this table shall be labeled on scaled elevations and confirmed with this table.

Building Materials <i>[see 5.03.B.6 (residential) and 6.03.B.6 (nonresidential)]</i>						
	Primary Materials		Secondary Materials		Accent Materials	
	%	type	%	type	%	type
Elevation 1 Front		[List each by type and color]		[List each by type and color]		[List each by type and color]
Elevation 2 Rear						
Elevation 3 Side 1						
Elevation 4 Side 2						

Alternative Compliance. For any requirement in these tables or plan sheets not meeting the ordinance requirement, alternative compliance may be proposed, provided it meets the criteria in 2.07.B. and any specific criteria of this section. Note, this is an “equal or better” option, so be sure to review the criteria and the intent and design objectives for the specific section for which an alternative is proposed. Use the space below to explain and justify any proposed alternatives. Staff is not authorized to approve alternatives that do not meet design objectives and criteria in the Development Code.

Alternative Compliance Request			
Section #.	Requirement	Proposed Alternative <i>[list by dimension, quantity, or other comparison to requirement]</i>	Comments / Justification
[List any]			