
Submittal Standards and Requirements

The following submittal requirements shall apply to all projects submitted for review by the Planning and Zoning Commission except single family and duplex construction projects:

A. Drawing Requirement.

1. All required drawings and maps shall be clear, crisp copies of the originals and shall be submitted on one or more 24" x 36" sheets.
2. Engineering drawings shall be drawn to a scale of not less than 1"=50'.
3. Architectural drawings shall be drawn to a scale of not less than 1/8"=1'.

B. Submittal Information Required.

1. Development Schedule. Project schedule shall consist of projected dates for the beginning and completion of a project and major milestones for the project. If the project is a multi-building project and is proposed to be constructed in stages or phases, each stage shall have its own development schedule.
2. Site Plan. A site plan shall be submitted which contains the following information (drawing scale of not less than 1"=50').
 - a. Proposed name of the project.
 - b. Exact location and dimensions of all buildings. Building setbacks from all property lines shall be dimensioned.
 - c. Location and principal dimensions for all proposed public and/or private streets (including names), easements, lot lines, and areas to be reserved or dedicated for parks, bike paths, foot paths, or other public use.
 - d. Location and dimensions of all parking spaces. Each space shall be numbered.
 - e. Location and dimensions of snow storage areas. Snow storage should be calculated at 25% of street and parking area gross square footage.
 - f. Location of areas to receive landscaping.
 - g. Total acreage of the project and tabulation of acreage in buildings, parking, driveways, snow storage areas, open areas and all other uses of the land with their respective percentages of the total project area.
 - h. Date of preparation, scale and north arrow (designated as true north).

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- i. Any additional information required by the Town during project review.
 3. Road Plan / Profiles. Plan and Profile drawings shall be provided for all public and private streets, and, where applicable, private drives.
 4. Grading and Drainage Plan. A Grading and Drainage Plan shall be submitted which is prepared in accordance with Section 8-3-6 of the Subdivision Regulations.
 5. Storm Drainage Study. A Storm Drainage Study prepared in accordance with Section 8-3-6 of the Subdivision Regulations.
 6. Erosion Control and Revegetation Plan and Report. An Erosion Control and Revegetation Plan and Report prepared in accordance with Section 8-3-6 of the Subdivision Regulations.
 7. Utility Plan. A Utility Plan shall be submitted which contains:
 - a. Location and size of existing utilities and easements within, adjacent to, and abutting the development.
 - b. Size and location of all proposed sewer and water lines.
 - c. Size and location of all existing and proposed fire hydrants within the development or within 300' of the proposed development.
 - d. Location of all electrical power vaults, transformers, power lines and gas lines.
 - e. Location of cable television and telephone.
 8. Access Plans, Permits and Required Improvements

State Highways: Projects along or near U.S. Highway 40 will need to obtain an access permit from the Colorado Department of Transportation (CDOT). CDOT will make all decisions regarding ingress and egress from U.S. Highway 40 when land uses adjacent to or near the Highway are proposed to be changed. The Planning and Zoning Commission will not review a project until an access permit has been obtained from CDOT.

Town Streets: The Town will notify each applicant of the street improvements required as well as right-of-way needed through and adjacent to each proposed project. These improvements and possible right-of-way dedications shall, in most cases, be the financial responsibility of the property owner/developer. The Town will use the Town's Master Street Plan, the Zoning Ordinance, and Ordinance 168 which regulates work in the public right-of-way when reviewing projects. Traffic flow and safety are major concerns of the Town.

Access: In accordance with the Downtown Improvements Plan, access points, (curb cuts), along U.S. Highway 40 serving private property should be minimized as much as possible. When feasible, private properties should be accessed from streets other than U.S. Highway 40. When this is not possible, accesses should be combined or shared with adjoining properties to minimize the number of curb cuts provided along U.S. Highway 40. CDOT and the Town will carefully review all proposed highway and street access locations that serve a development project.

9. Landscaping and Revegetation Plan. A landscaping and revegetation plan shall consist of a plan of the site showing all natural and man-made features. Proposed and existing landscaping features will be identified as to location, common name, botanical name, existing size or proposed size of planting. All vegetative ground covers will be identified as to name and location while non-vegetative ground covers (rock, etc.) will be identified as to type, size and location. The term “natural landscaping” shall not be used in lieu of specific landscaping details. Criteria for evaluation of the landscaping and revegetation plan are:
 - a. Consistency and compatibility with existing landscape features.
 - b. Resistance of vegetative materials to environmental factors such as drought, wind, pollution, pests, snow removal, etc.
 - c. Adequate provisions for maintenance. Any landscaping required by the Town Code, the *Design Regulations and Guidelines*, or by the Planning and Zoning Commission shall be maintained in an acceptable and healthy condition. The replacement of any vegetative materials that die or are in an unhealthy condition shall be required. The use of vegetation which requires little or no watering is encouraged.
 - d. Conformance with the erosion control plan prepared for subject project.
10. Building Plans. Building plans shall be submitted which are drawn to a scale of not less than 1/8"=1'. The Building Plans submitted should contain the following information:
 - a. Floor plans including the roof plan and description of snow management strategy.
 - b. All exterior elevations and a color rendering of the front elevation. Exterior elevation drawings must accurately depict finished grade around the building at each elevation.
 - c. Samples of primary exterior materials and colors, including roofing material.
 - d. A site section showing site profile, building outline (including overall height dimensions), bulk plane limits, sidewalks and street. (Drawing scale of not less than 1"=50' is acceptable.)

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- e. Any additional information required by the Town during project review which might include three dimensional representation of the building such as models (in site context), exterior perspectives, or axonometric views.
- C. Single-family and single lot duplex development shall be required to submit the following information for Design Review :
- 1. Site Plan. Site plan drawn to scale and dimensional to include:
 - a. Building footprints.
 - b. Driveways.
 - c. Parking areas.
 - 2. Grading Plan. Grading plan drawn to scale which includes:
 - a. Two foot contours of existing grades.
 - b. Two foot contours of proposed grades.
 - c. Drainage channels and method of erosion control.
 - 3. Landscaping and Revegetation Plan. A plan which clearly shows revegetation of areas disturbed by construction including:
 - a. Size and type of trees and shrubs to be planted.
 - b. Areas of grass and wildflower revegetation.
 - c. A statement regarding the method to be used to assure survival of vegetation.
 - 4. Building Elevation Plans. Plans drawn to scale which include:
 - a. All building elevations.
 - b. Exterior siding materials and colors.
 - c. Exterior door and window trim colors and materials.
 - d. Roof covering materials and colors.
 - e. Accurate elevation of existing grade surrounding each proposed building.