



Submittal Checklist: Specific Development Plan (SDP)

Project Name: _____

Project Location: _____

Application Contents:

The specific development plan (SDP) is a site plan for property that is zoned planned development. The SDP must be approved with or after an outline development plan and before right-of-way or building permit applications may be submitted. The SDP illustrates a site layout and building elevations for one or more phases of development and demonstrates feasibility through preliminary or final engineering.

- ___ 1. Completed, notarized land use application form
- ___ 2. Application fee
- ___ 3. Signed submittal checklist (this document)
- ___ 4. Proof of ownership—e.g. deed
- ___ 5. Written authorization from property owner(s) if an agent acts on behalf of the owner(s)
- ___ 6. Mineral rights certification form
- ___ 7. Approved legal description on the Current City Datum with proper section and PHAC ties per City Geodetic Requirements, in Microsoft Word format
- ___ 8. SDP document—see form and content requirements below
 - ___ Two (2) full size paper copies (24" x 36")
 - ___ One (1) reduced size paper copy (11" x 17")
 - ___ AutoCAD .dwg file format—confirm acceptable version with city staff
- ___ 9. One (1) color reduction of building elevations
- ___ 10. Civil documents, if required
- ___ 11. Written request and description of the proposal
 - ___ Include a response to the SDP review criteria—these are found in Section 26-305.D of the municipal code
- ___ 12. Electronic (Adobe .pdf) files of all submittal documents—these may be provided via email, CD, DVD, or USB flash drive

Form and content of Specific Development Plan:

Note: SDP *amendments* may not require all items listed herein. Required content will be determined at the pre-application meeting.

Project information

- ___ 1. Title of document – centered at top of page in the following format:
 [Name] Planned [Commercial/Residential/Industrial...] Development
 An Outline Development Plan in the City of Wheat Ridge, Colorado
 A Part of the ___ 1/4 Section, Township 3 South ...
- ___ 2. Vicinity map
- ___ 3. Scale and north arrow—scale not to exceed 1"=100'
- ___ 4. Date of plan preparation and name/address of who prepared the plan
- ___ 5. Legal description
- ___ 6. Appropriate signature blocks – see cover sheet handout
- ___ 7. Signed surveyor's certification

- ___ 8. Case history with applicable land use case numbers
- ___ 9. Ownership/unified control statement, if applicable
- ___ 10. Name/Address/Phone number(s) of architect, engineer, or surveyor associated with the project
- ___ 11. Character of development – summarize in paragraph form the character of the project
- ___ 12. Description of amendment, if applicable
- ___ 13. Site data in tabular form (numeric and percentage), including the following:
 - ___ a. Total area of property, gross and net
 - ___ b. Building coverage
 - ___ c. Amount of open space required and provided—include breakdown of usable open space, hardscaped open space, and landscaped open space
 - ___ d. Number of parking spaces required and provided
 - ___ e. Gross floor area by use
 - ___ f. Number of residential units and density
- ___ 14. Justification of provided parking ratio, especially where shared parking is proposed

Sample Site Data Table

[more or less information may be required depending on the development proposal]

Existing zoning	
Proposed land use	

Total area	[acres/sq ft] gross	[acres/sq ft] net
Lot #	[acres/sq ft]	
Lot #	[acres/sq ft]	

Floor area by use		
[Use]	sq ft	
[Use]	sq ft	

	Required/Allowed	Proposed
Lot size	sq ft	sq ft
Building coverage	% max / sq ft max	% / sq ft
Open space/landscaping	% min / sq ft min	% / sq ft
Useable	% min / sq ft min	% / sq ft
Sod	% max / sq ft max	% / sq ft
Hardscape	% max / sq ft max	% / sq ft
Parking		
Standard	#	#
Accessible	#	#
Bicycle	#	#

Site plan

- ___ 1. Legend
- ___ 2. Scale and north arrow (scale not to exceed 1"=100')
- ___ 3. Property lines and dimensions
- ___ 4. Adjoining property lines, buildings, access, and parking
- ___ 5. Location of improvements that are proposed and those that are existing and will remain:
 - ___ a. Buildings—identify floor area, setback dimensions, proposed land use
 - ___ b. Parking and loading areas—identify handicap parking
 - ___ c. Open space/landscaping—identify size (sq ft) and type (eg living, sod, hardscape)
 - ___ d. Fences, walls, or hedges—identify height and material
 - ___ e. Exterior lighting
 - ___ f. Signs—identify type and height

- ___g. Trash containers or storage area—identify height and material of screen walls
- ___h. Areas for outside storage/display—identify height and material of screen walls
- ___6. Easements, utilities, or other encumbrances that may impact development
- ___7. Drainage ways, pond areas, ditches, irrigation canals, lakes and streams—if applicable
- ___8. Streets and rights-of-way both adjacent and within the site—include names, widths, location of centerlines
- ___9. 100-year floodplain—if applicable

Landscape Plan

- ___1. Title of document (centered at top of page)
- ___2. Scale and north arrow (scale not to exceed 1"=100')
- ___3. Legend
- ___4. Property lines and dimensions
- ___5. Proposed buildings and parking areas
- ___6. Proposed open space/landscape areas—identify dimensions/square footage
- ___7. Proposed materials for all landscape and hardscape areas—identify type of ground cover, pavers, and plant material
- ___8. Schedule of proposed plantings, including:
 - ___a. Amount of open space required and provided—include breakdown of usable open space, hardscaped open space, landscaped open space, required and provided shrubs, required and provided trees, required and provided street trees
 - ___b. Species name—common and botanical
 - ___c. Quantity of each species
 - ___d. Size of plants/trees—gallon size of container, caliper or height of trees
 - ___e. Type of ground cover
 - ___f. Quantity of ground cover—identify total size in square feet and as a percentage of total open space
 - ___g. Supplementary notes—regarding irrigation, size of plant container, balled and burlapped, depth of non-living material/rock/bark, etc

Sample Landscape/Plant Schedule

[more or less information may be required depending on the development proposal]

	Required	Proposed
Open space/landscaping	% min / sq ft min	% / sq ft
Useable	% min / sq ft min	% / sq ft
Sod	% max / sq ft max	% / sq ft
Hardscape	% max / sq ft max	% / sq ft
On-site trees	#	#
On-site shrubs	#	#
Street trees	#	#

Trees	Qty	Botanical Name	Common Name
...			
Shrubs	Qty	Botanical Name	Common Name
...			
Street Trees	Qty	Botanical Name	Common Name
...			

Building Elevations

- ___ 1. Title of document (centered at top of page)
- ___ 2. Detailed elevations for each façade
- ___ 3. Detailed elevations for accessory structures
- ___ 4. Detailed elevations for trash enclosures/screen walls
- ___ 5. Material and color information
- ___ 6. Structure dimensions—overall building height, overall building width, floor-to-floor heights
- ___ 7. Summary table of materials and transparency by façade—where material or transparency standards apply, include a table identifying required and proposed materials

Sample Building Materials Summary

[more or less information may be required depending on the development proposal]

	Required	Proposed
Ground floor transparency		
Façade A	% min / sq ft min	% / sq ft
Façade B	% min / sq ft min	% / sq ft
Secondary material (EIFS/CMU/metal panels/siding...)		
Façade A	% max / sq ft max	% / sq ft
Façade B	% max / sq ft max	% / sq ft

Streetscape Plan

It may be possible to combine this sheet with the Landscape Plan as long as public street trees are disaggregated in the plant schedule. Refer to the Wheat Ridge Streetscape Design Manual for streetscape design requirements.

- ___ 1. Title of document (centered at top of page)
- ___ 2. Scale and north arrow (scale not to exceed 1"= 100')
- ___ 3. Location of all existing and proposed streetscape elements/furnishings, including:
 - ___ a. Sidewalk and amenity zones—location, dimensions, materials
 - ___ b. Street trees—identify spacing dimensions
 - ___ c. Street lights
 - ___ d. Pedestrian lights
 - ___ e. Street furniture—benches, trash cans, etc
 - ___ f. Bus stops
 - ___ g. Signs
 - ___ h. Irrigation system
 - ___ i. Utilities and utility boxes
 - ___ j. Curbs and ADA ramps
- ___ 4. Schedule of proposed plantings, including:
 - ___ a. Species name—common and botanical
 - ___ b. Quantity of each species
 - ___ c. Size of plants/trees—gallon size of container, caliper or height of trees
 - ___ d. Type of ground cover
 - ___ e. Quantity of ground cover—identify total size in square feet and as a percentage of total open space
 - ___ f. Supplementary notes—regarding irrigation, size of plant container, balled and burlapped, depth of non-living material/rock/bark, etc
- ___ 7. Schedule of proposed streetscape furnishings, including:
 - ___ a. Manufacturer
 - ___ b. Product number
 - ___ c. Color
 - ___ d. Quantity

Photometric Plan

- ___1. Title of document (centered at top of page)
- ___2. Scale and north arrow (scale not to exceed 1"= 100')
- ___3. Site plan showing the location of all exterior lights and a numerical grid of lighting levels in foot candles or as isoilluminance curves
- ___4. A fixture schedule that includes all luminaries shown on the plan and specs for each fixture:
 - ___a. Manufacturer and model
 - ___a. Fixture type and wattage
 - ___b. Mounting height of all fixtures
- ___5. Cut sheets showing the design and finishes of all fixtures, including designation of cutoff fixtures (these may be provided separately from the plan sheet, if appropriate)

Aerial Perspective – if required

- ___1. Title of document (centered at top of page)
- ___2. A blackline aerial perspective or "birds'-eye-view" image of the project shall illustrate building location, layout, bulk, and height in three dimensions.

Additional information which may be required:

Depending on the size, scope, and complexity of the request additional documents may be required. The submission of these documents will be discussed during the pre-application meeting. This includes, but is not limited to, the following documents (*one paper copy plus Adobe .pdf file is required*):

- ___1. Trip generation letter or traffic study
- ___2. Drainage report and plan
- ___3. Civil construction plans
- ___4. Stormwater management plan (SWMP)
- ___5. Stormwater operations and maintenance manual (O&M Manual)

As applicant for this project, I hereby ensure that all of the above requirements have been included with this submittal. I fully understand that if any one of the items listed on this checklist has been excluded, the documents will NOT be distributed for City review. In addition, I understand that in the event any revisions need to be made after the second (2nd) full review, I will be subject to the applicable resubmittal fee.

Signature: _____

Date: _____

Name (please print): _____

Phone: _____