



Submittal Checklist: Site Plan

Project Name: _____

Project Location: _____

Application Contents:

The site plan is used to confirm that new development, redevelopment, or significant façade improvements meet all applicable zoning or design standards. The following items represent a complete site plan application.

- ___ 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. Written request and description of the proposal
- ___ 7. Plan set—one PDF including sheets for site plan, landscape and/or streetscape plan, building elevations, photometric (in 24 x 36 inch format)
- ___ 8. One (1) color reduction of building elevations
- ___ 9. Civil documents, if required (*typically provided at second submittal*)
- ___ 10. Electronic (Adobe .pdf) files of all submittal documents—these may be provided via email or Dropbox/Drive link

Form and content of Plan Set:

Site Plan

Project information

- ___ 1. Title of document—centered at top of page
- ___ 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 (will be provided by staff)
- ___ 9. Statement of proposed uses and compliance with zoning
- ___ 10. 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
- ___ 11. Justification of provided parking ratio, especially where shared parking is proposed

Note: Depending on the size of the site, it may be necessary to provide one overall site plan and additional pages to show the location of all buildings, fences, signs, parking, etc.

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	Proposed
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	#	#

Graphical information

- ___ 12. Legend
- ___ 13. Property lines and dimensions
- ___ 14. Adjoining property lines, buildings, access, and parking
- ___ 15. 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 accessible 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
- ___ 16. Easements, utilities, or other encumbrances that may impact development
- ___ 17. Accessible routes from public sidewalk(s) into site connecting all accessible buildings, facilities, elements, and parking spaces
- ___ 18. Drainage ways, pond areas, ditches, irrigation canals, lakes and streams—if applicable
- ___ 19. Streets and rights-of-way both adjacent and within the site—include names, widths, location of centerlines
- ___ 20. 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
...			

Architectural 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

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 (*Adobe .pdf file is required*):

- ___ 1. Trip generation letter or traffic study
- ___ 2. Drainage report and plan
- ___ 3. Soils report
- ___ 4. Erosion control plan
- ___ 5. Stormwater management plan (SWMP)

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: _____