

## DEVELOPMENT APPLICATION CHECKLIST

**Name of Development** Checklist only

**Project Manager** Carol Ibanez

**Project Number** PA2022-0101

In order for your application to be considered complete, all items below must be included with your first submittal and individually bookmarked in the submittal pdf. If the submitted application does not include a required item, it will not be accepted. Several items have links to additional resources. For all referenced checklists (indicated by capital letters), please visit the [ARVADA.ORG/DEVELOPMENT-APPLICATION-CHECKLISTS](http://ARVADA.ORG/DEVELOPMENT-APPLICATION-CHECKLISTS) website. On that page, you will also find a detailed [ARVADAPERMITS.ORG](http://ARVADAPERMITS.ORG) submittal guide that includes the application submittal process.

The most recent Land Development Code (LDC) can be found at this link: [ARVADA.ORG/LDC-2020](http://ARVADA.ORG/LDC-2020)  
The most recent City of Arvada Engineering Code of Standards and Specifications for the Design and Construction of Public Improvements can be found at this link: [ARVADA.ORG/ENGINEERING-CODE](http://ARVADA.ORG/ENGINEERING-CODE)

The City of Arvada Development Team has assembled these guides and checklists as a courtesy to assist applicants with compiling a complete application to expedite the review process. However, it is the responsibility of every applicant to be familiar with the requirements of the LDC and Engineering Code and to clearly show how the application meets those requirements.

When uploading documents to your development case through the eTRAKiT portal, a single large document may take some time to load depending on your network configuration or internet connection speed. If you have difficulties, please check these items and retry the upload. If you've made multiple attempts to upload your document, the network and internet connections have been checked, and you still have not had success, please contact the Planning Department administrative staff at 720-898-7435 for troubleshooting and assistance.

### **Naming Convention for documents in [arvadapermits.org](http://arvadapermits.org):**

When attaching documents to [www.arvadapermits.org](http://www.arvadapermits.org) please add descriptions in the following format: Documents submitted by the applicant will be titled as Review Iteration\_Submittal Documents and Review Iteration\_Applicant Response. Documents returned from staff will be Review Iteration\_Comments\_date.

Example:

1st Submittal Documents  
2nd Submittal Documents  
2nd Submittal Applicant Response

City of Arvada staff review comments will be named in a similar fashion as Review Iteration\_Staff Review Comments\_Date Due to Applicant.

Staff Comment Examples:

1st Review\_Staff Review Comments\_3\_22\_2018  
2nd Review\_Staff Review Comments\_5\_22\_2018

**Items for submittal:**

1.	<b>PROJECT OVERVIEW LETTER</b>
	<i>One-page narrative summary with reference image. The summary must discuss the proposed use(s), the zone district, comprehensive plan designation, and construction activities that will occur as a part of the project. An image that represents the project must also be included on a separate page. This must be the first two pages of the application.</i>
2.	<b>SITE PLAN</b>
	<i>Plans drawn to scale illustrating the physical layout of a subject property, including infrastructure, development and architectural standards, parking and loading, landscaping, lighting, major structure footprints, and building footprints. Plans must clearly demonstrate compliance with the Land Development Code, including: Chapter 2 - Zoning Districts, Chapter 3 Use Regulations, Chapter 4 Environmental and Site Design, and Chapter 5 Building Design.\r\r\r\r\r</i> <i>The cover sheet must include a legal description including the lot, block, subdivision name, and reception number (if the subject property is defined by a plat). Otherwise, provide a metes and bounds description of the development area boundary. The legal description shall close to within 1:10,000.\r\r\r\r\r</i> <i>For detailed submittal requirements, see SITE PLAN CHECKLIST</i>
3.	<b>LANDSCAPE PLAN</b>
	<i>Plans to be signed and sealed by a Colorado Registered Landscape Architect illustrating all proposed landscape improvements and details, including existing landscaping that will remain. A detail sheet with standard notes, species information, and quantities must be included. Plan must clearly demonstrate compliance with the Land Development Code, including: Article 4-6 Landscaping and Buffering. For detailed submittal requirements, see SITE PLAN CHECKLIST / LANDSCAPE PLAN &amp; DETAILS section</i>
4.	<b>ARCHITECTURAL ELEVATIONS</b>
	<i>Elevations for all facades of proposed structures and/or elevations of proposed changes for existing structures. Elevations must be in color and all materials used must be indicated. Details and calculations demonstrating compliance with all applicable standards must be included. Plans must clearly demonstrate compliance with the Land Development Code, including: Chapter 5 Building Design.\r\r\r</i> <i>For detailed submittal requirements, see SITE PLAN CHECKLIST / ARCHITECTURAL ELEVATIONS &amp; DETAILS section</i>
5.	<b>TITLE REPORT</b>
	<i>A title report that is current within 6 months of the application. If the application is not completed within 6 months, a new title report may be required prior to final approval. Only include the following schedule information: property details, exceptions, requirements, and additional disclosure items; these are typically identified as some variation of Schedules A, B, C, and D. Title reports shall include hyperlinks to referenced recorded documents. Please ensure all hyperlinks are functional prior to submitting the report, otherwise it may cause a delay in reviewing the application.</i>
6.	<b>GRADING PLAN</b>

Detailed plan that includes, at a minimum:\r\r

1. Existing and proposed contours. \r\r
2. Existing elevations at all tie in points. \r\r
3. Building footprints. \r\r
4. FFEs. \r\r
5. Corner spot elevations for buildings and property lines. \r\r
6. Slope arrows with noted slopes. \r\r
7. Slopes of sidewalks (cross sectional & longitudinal). \r\r
8. Clearly labeled High Points and Low Points. \r\r
9. Maximum slopes of 4:1 on landscaped areas to be maintained or mowed. \r\r
10. Clearly labeled retaining walls (max. 4' with TOW/BOW clearly labeled).

7. **EROSION CONTROL PLAN**

Plan that includes, at a minimum:\r\r

1. Erosion Control Notes (City of Arvada Engineering Code of Standards and Specifications section 95.7.5). \r\r
  2. BMP details, perimeter control (silt fence, dirt berms, etc.). \r\r
  3. Clearly labeled limits of construction (LOC). \r\r
  4. Access control (VTC, curb socks, rock socks, etc.). \r\r
  5. Drainage way protection (inlet and outlet protection, sediment control post construction). \r\r
  6. Materials management (concrete washout area, employee parking, staging area) and stabilization (landscape plans, blanketed slopes, etc.). \r\r
- If the site is greater than 5 acres, phasing plans will be required.

8. **UTILITY PLAN**

Detailed site plan that clearly labels all utilities (wet and dry). \r\r\r\r\r\r

1. All underground wet utilities need to be labeled with the type of utility, size of line, and type of pipe. \r\r\r\r\r\r
  2. Underground wet utilities must have a minimum 10 foot separation from one another. \r\r\r\r\r\r
  3. Meter pits must be located in landscaped areas; min 3 feet of clearance from shrubs and trees. \r\r\r\r\r\r
  4. Utility main plans and profiles must be included. \r\r\r\r\r\r
  5. Construction plans showing public improvements must comply with Colorados 811 regulations per C.R.S. 9-1.5. \r\r\r\r\r\r
- When providing plans, ensure a note is added to each page depicting utilities at their achieved quality level. This should meet or exceed ASCE 38 Quality Level B for all utilities and Quality Level A at gravity feed conflicts or document reasons they cannot be met.

9. **SOILS REPORT / GEOTECHNICAL STUDY**

A report that includes, at a minimum:\r\r\r\r\r\r

1. Subsurface Conditions. \r\r\r\r\r\r
2. Geological Hazards. \r\r\r\r\r\r
3. Building Construction Considerations. \r\r\r\r\r\r
4. Site Development (include soil recommendations, slopes and distance foundation for proposed landscape and irrigation improvements and determine any necessary soil amendments).