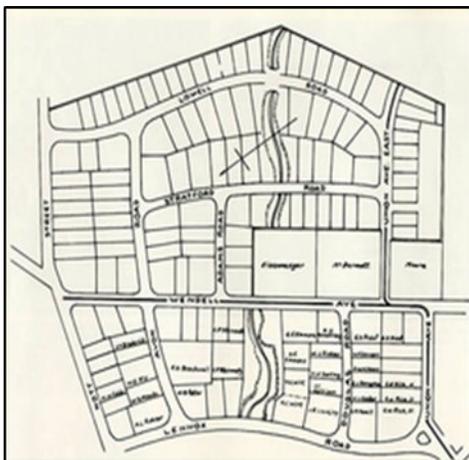




ARAPAHOE COUNTY, COLORADO Development Application Manual

July 23, 2025



- Common Requirements and Procedures for All Development Applications
- Submittal Requirements by Type of Application
- Requirements for Applications in Natural Resource and Geologic Hazard Areas
- Standard Notes and Certifications
- Mylar Standards
- Requirements for Parking, Landscape and Lighting Plans
- Public Notice Signs and Mailings



Development Application Manual

A Supplement to the Arapahoe County Land Development Code

November 12, 2024



ARAPAHOE COUNTY
COLORADO'S FIRST

Table of Contents

Table of Contents.....	i
Introduction	1
Part 1: Common Procedures and Requirements for All Applications	3
1-1 Overview of Land Development Process	3
1-2 Step 1 - Presubmittal Meeting	4
1-2.1 Presubmittal Application Requirements	5
1-3 Step 2 - Land Development Application Submittal	5
1-3.1 Application Intake Meeting	5
1-3.2 Application Fees	6
1-4 Step 3 - Staff Review and Referrals.....	7
1-4.1 Staff and Referral Agency Review	7
1-4.2 Resubmittal and Review	8
1-4.3 Case File Inactivity	8
1-5 Step 4 - Notification of Surface Development to Mineral Estate Owners.....	9
1-6 Step 5 - Public Notification.....	10
1-7 Step 6 - Decision by Decision-Making Body.....	11
1-8 Step 7 - Post Decision Procedures	11
1-8.1 Denial or Withdrawal and Reapplication	11
1-8.2 Final Review.....	12
1-8.3 Submittal of Final DOCUMENTS	12
1-8.4 Recording Requirements and Procedures.....	13
1-8.5 Lapse of Approval Through Inaction	14
1-8.6 Extensions.....	14
1-9 Step 8 - Engineering and Building Permit Requirements.....	14
1-9.1 Engineering Permits	14
1-9.2 Building Permits.....	15
Part 2: Submittal Requirements.....	17
Zoning Applications.....	17
2-1 Rezoning (Zoning Map Amendment / Conventional Zone District).....	17
2-2 Planned Unit Development.....	22
2-2.1 General Development Plan (GDP)	23

2-2.2	Specific Development Plan (SDP) – 2 Step Process	28
2-2.3	Specific Development Plan (SDP) – 3 Step Process	34
2-2.4	Administrative Site Plan (ASP) - PUD.....	39
2-3	Small Lot Residential Development Supplemental Information.....	46
2-4	Use by Special Review	47
2-5	Use by Special Review (USR) – Energy Facilities	53
2-5.1	Administrative Use by Special Review – Energy Facilities.....	53
2-5.2	Non-Administrative Use by Special REview – Energy Facilities.....	57
2-6	Use by Special Review (USR) – Mining, Quarry, Earth Extraction.....	58
2-7	Type B Group Homes	64
2-8	Commercial Mobile Radio Service (CMRS)	64
2-8.1	CMRS Facilities on Private Property	64
2-8.2	CMRS Facilities in Public Right-of-Way.....	66
Site Development Applications.....		69
2-9	Administrative Site Plan (ASP) (Non-PUD)	69
2-10	Planned Sign Program	76
Exceptions Applications		80
2-11	Special Exception Use	80
2-12	Temporary Structure and Temporary Use Permit	82
2-12.1	Temporary Structure	82
2-12.2	Temporary Use	83
2-13	Zoning Variance and Interpretation.....	85
2-13.1	Zoning Variance	85
2-13.2	Appeal of Zoning Administrator Decision	86
2-14	Airport Influence Area Waiver	87
Subdivision Applications		89
2-15	Preliminary Plat.....	89
2-16	Final Plat or Minor Subdivision	95
2-17	Replat	106
2-17.1	Administrative Replat.....	106
2-17.2	Full Replat.....	114
2-18	Vacation of Right-of-Way, Plat or Easement	115
2-18.1	Vacation of Right-of-Way	115

2-18.2 Vacation of Plat or Easement	116
2-19 Correction to Recorded Plat	118
2-19.1 Affidavit of Correction	118
2-19.2 Correction Plat.....	119
2-20 Subdivision Exemption Plat.....	120
2-21 Rural Cluster Subdivision	123
2-21.1 Preliminary Cluster Subdivision Site Analysis.....	124
2-21.2 Formal Cluster Subdivision Submittal	126
2-22 Street Name Change	129
Miscellaneous Applications	130
2-23 Amendment to Existing Approval	130
2-23.1 Administrative Amendment	131
2-23.2 Major Amendment.....	135
2-24 Comprehensive Plan or Subarea Plan Amendment.....	137
2-25 Vested Rights / Development Agreement	138
2-25.1 Vested Rights – Site Specific Development Plan	138
2-25.2 Development Agreement.....	139
2-26 Location and Extent	140
2-27 1041 Permit (Areas and Activities of State Interest)	144
2-28 Certificate of Designation	144
2-29 Title 32 Special or Metropolitan District.....	146
2-30 Title 30 District.....	146
2-31 Voided / De-annexed / Disconnected Land	147
Part 3: Development in Mineral Resource and Geologic Hazard Areas	149
3-1 Development In Mineral Resource Areas	149
3-2 Development in Geologic Hazard Areas	150
Part 4: Standard Notes and Certifications	151
4-1 Standard Notes	156
4-2 Specific Notes.....	159
4-3 Standard Certifications	162
4-4 Specific Certifications.....	164

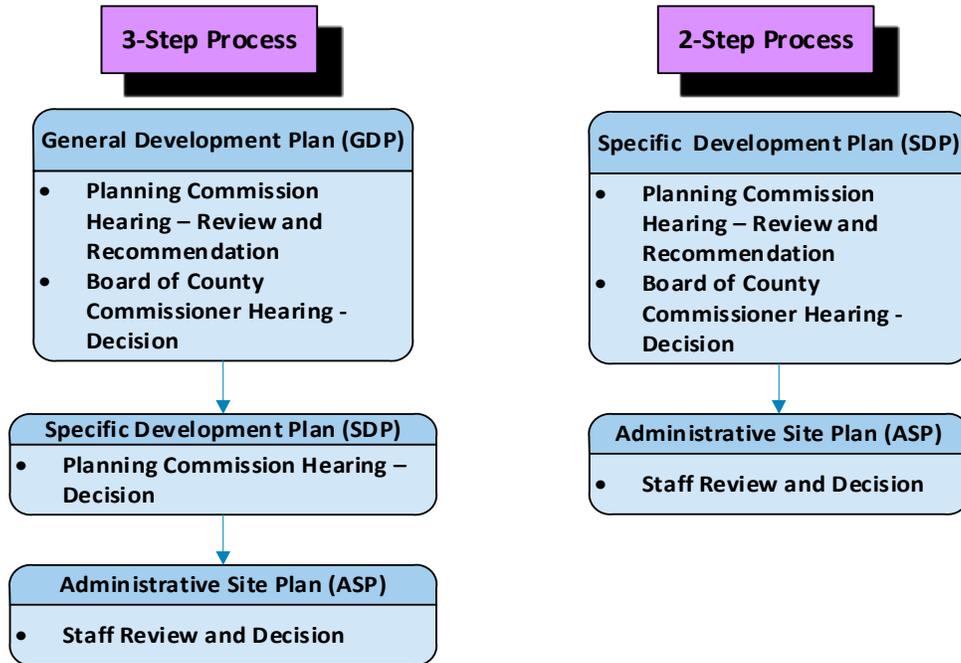
4-5	Airport Influence Area Disclosures	166
4-5.1	Sample Noise Disclosure Forms (Centennial, DIA and Buckley Airports).....	166
4-5.2	Noise Disclosure for Residences within Airport Influence Zone (Front Range Airport)..	167
4-5.3	Sample Noise Disclosure to Buyers Form (Front Range Airport)	167
4-5.4	Aircraft Activity Covenant with Disclosure (Front Range Airport)	168
4-6	Tree Survey Certificate	168
4-7	Landscape Certification.....	169
4-8	Irrigation Certification.....	169
4-9	Irrigation Audit Certificate	170
Part 5: Charts		171
5-1	Tree Inventory.....	171
5-2	Plant Schedule.....	171
5-3	Planting Requirements.....	172
5-4	Plant Diversity	172
Part 6: Forms and Agreements		173
6-1	Landscape and Irrigation.....	173
6-2	Landscaping Agreement and Collateral	173
Part 7: Plant List.....		177
Part 8: Final Document Standards.....		179
Part 9: Public Notice Signs and Mailings.....		181
9-1	Public Notice Signs	181
9-1.1	Signs for a Public Hearing Before the Planning Commission or Board of County Commissioners	181
9-1.2	Signs for a Public Hearing Before the Board of Adjustment	182
9-1.3	Certification of Sign Posting	183
9-2	Public Notice Mailings.....	186
9-2.1	Sample Letter for Public Notice Mailing.....	186
9-2.2	Certificate of Mailing.....	187

- b. PWD staff will work with applicants to finalize all Rezoning Plans until all revisions, modifications and additions (if any) are finalized in accordance with any conditions or stipulations required by the Board of County Commissioners. Once all revisions have been made, the Planning Case Manager will direct the applicant to prepare final documents.
3. Submittal of Final Documents and Engineering Reports
- a. Approval of the final plans and engineering reports for the approved Rezoning Plan and any associated exhibits and documents shall occur within 90 days after approval by the Board of County Commissioners or the approval shall be voidable (See Section 5-2.1.G.1 of the Land Development Code and **Sections 1-8.3 and 1-8.5** of this Manual.) An extension may be granted in writing by the Planning Division Manager pursuant to Section 5-2.1.H of the LDC and **Section 1-8.6** of this Manual.
 - b. Final plans and final engineering reports must be submitted within 60 days of approval of the Rezoning Plan by the Board of County Commissioners, unless stated otherwise in such approval. Final plans shall be prepared in accordance with the standards of Error! Reference source not found. of this Manual, ready for approval except for the signatures of County officials.
 - c. Within 30 days of receipt of the plan or plat and associated exhibits and documents, staff shall obtain the signatures of the applicable County officials.
 - d. Prior to the County signing the Rezoning Plan, the Applicant shall provide ownership information, current within 30 days of the final plans submittal, that includes the following:
 - i. Owner information.
 - ii. Property legal description.
 - iii. Effective date of document (to confirm it meets the 30-day requirement).
 - iv. Encumbrances/Schedule B items.
 - v. Hyperlinked connections to documents referenced in the report.
 - vi. The ownership information must include all land to be dedicated to the County.
 - e. Applicants must also submit a complete, scanned copy of the signed final plans and final engineering reports along with a hard copy of the signature pages. The scanned copy shall be submitted via ACA portal and hard copies delivered to the Planning Division.

2-2 Planned Unit Development

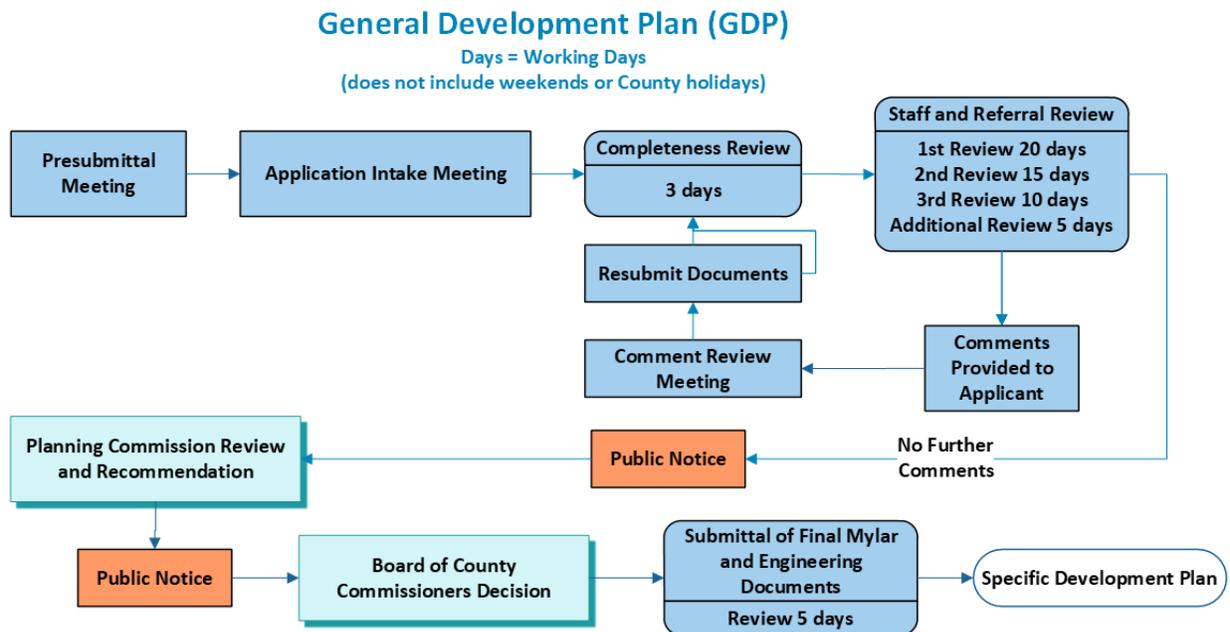
The Planned Unit Development (PUD) zone district allows greater flexibility in development standards and the ability to incorporate new design concepts for land development that could not be achieved by strict adherence to the standards of conventional zone districts. The PUD is used to create high quality residential, mixed-use or commercial developments and employment centers. PUDs may be established through a 3-Step or 2-Step process, as summarized in the following flowcharts and as outlined in Section 5-3.3 of the Land Development Code.

Planned Unit Development (PUD)



2-2.1 GENERAL DEVELOPMENT PLAN (GDP)

The GDP approval process is summarized in the accompanying flowchart and is described in more detail in Section 5-3.3.E.4.b of the Land Development Code.



A. SUBMITTAL MATERIALS

1. Completed Land Development Application:
2. https://files.arapahoeco.gov/Public%20Works_Development/planning_land%20development/Application%20Process%20and%20Forms/Land%20Development%20Application.pdf
3. Presubmittal Meeting notes with Submittal Checklist.
4. Submittal fee(s).
5. A Letter of Intent that explains, justifies and validates what is proposed on the plans submitted as part of the application. State all facts relied upon and provide documentation where possible. Address all approval criteria in Sections 5-3.3.F.1 and 5-3.3.F.2 of the LDC.
6. If the applicant is not the landowner, a notarized letter of authorization from the landowner permitting a representative to process the application.
7. Ownership information, current within 30 days of the application submittal, that includes the following:
 - a. Owner information.
 - b. Property legal description.
 - c. Effective date of document (to confirm it meets the 30-day requirement).
 - d. Encumbrances/Schedule B items.
 - e. Hyperlinked connections to documents referenced in the report.
8. Notification of surface development to mineral estate owners in accordance with **Section 1-5** of this Manual and C.R.S. 24-65.5-103, if the General Development Plan involves subdivision of the land that will change or create lot lines in anticipation of new surface development.
9. Technical Reports as required by the Engineering Services Division:
 - a. Phase I Drainage Report as defined in the Stormwater Management Manual.
 - b. A Traffic Impact Study conforming to the Arapahoe County Guidelines for Traffic Impact Studies, unless waived by the Engineering Services Division.
10. Evidence that required infrastructure and drainage will be provided by and is within the infrastructure and capacity of the applicable service provider(s), which evidence may be in the form of “will-serve” letters from service provider(s) (civil construction engineering not required). This information shall include:
 - a. Proof of public water supply. (Office of State Engineer Form GWS-76 will meet this requirement.)
 - b. Proof of availability of public sewage disposal.
11. Geotechnical Report to include evidence showing that all areas proposed for development which may involve soil or topographic conditions presenting hazards or requiring special precautions have been identified and that the proposed uses are compatible with such conditions.
12. Other information that may be required by the Planning Division, Engineering Services Division or Mapping Section in order to fully evaluate the General Development Plan based on the unique circumstances of the proposal, its location, or characteristics of the land subject to the

application. Information required above may be waived by the Planning or Engineering Services Division Manager or Mapping Section Manager, or designee, if it is deemed to be immaterial to the request.

13. Plan Set exhibit(s) per Section B below.

B. GENERAL DEVELOPMENT PLAN SET

A General Development Plan (GDP) plan set shall be prepared in accordance with the standards established below with the information indicated:

1. GENERAL GRAPHIC STANDARDS

- a. All plans shall be prepared on 24" x 36" sheets.
- b. All lettering and numbering shall be in upper case sans serif with a minimum 12-point font unless otherwise approved by the Planning Division Manager or designee. Font size shall be readable when reduced to 11" x 17" size.
- c. No plan shall include copyright restrictions.
- d. All maps shall show a true north arrow, section corners and the appropriate land grid, the name of the person who prepared the map, and the date the map was prepared.
- e. All sheets will be numerically ordered. All graphic representations, notes, charts, tables and other types of categorized information will be accompanied by common drafting information such as, but not limited to, the following:
 - i. A logical system of ordering the different graphic elements of the plan such as numbered details; and
 - ii. Expository titles for charts, tables, and other categories of information.
- f. Maps showing topography shall have a contour interval of two feet (2') or less on a NAVD88 datum. All contours, spot elevations and design elevations shall be to the benchmark shown on the plan for the NAVD 88 datum.
- g. The minimum scale of the drawing shall be one (1) inch to one hundred (100) feet. Enough sheets shall be used to accomplish this end. Acceptable larger scales are one (1) inch to twenty (20) feet, thirty (30) feet, forty (40) feet, fifty (50) feet and sixty (60) feet.

2. ALL SHEETS OF THE PLAN SET

- a. A title shall be located at the top of each sheet containing the following information: project name, type of application (Name of Project General Development Plan), and amendment number if applicable. In smaller lettering: the ¼ section(s), section, township and range in which the project or subdivision is located, followed by 6th Principal Meridian, County of Arapahoe, State of Colorado. In addition, if located in a subdivision, the subdivision name, block and lot number(s) shall be identified.
- b. A blank rectangular space will be left in the upper left hand corner of each sheet measuring 2"(h) x 4"(w) for staff use.
- c. A legend with line types and symbols used.

- d. Each sheet shall have the case number in the bottom left hand corner that reads, "Arapahoe County Case No. XX-XXX."
- e. Sheet Number and count (lower right, e.g., Sheet 1 of 10).
- f. North Arrow, Graphic Scale, and Numeric Scale.
- g. The sheet number and the relation of each adjoining sheet shall be clearly shown by a small key map on each sheet.

3. COVER SHEET

- a. Legal Description (full written lot and block or metes and bounds legal description per ownership information).
- b. All Standard Notes, applicable Specific Notes, and Certificates required by County staff shall be included on the cover sheet as described in **Part 4:** of this Manual.
- c. Signature Blocks (Owner(s), Planning Commission Recommendation, BOCC Approval).
- d. A Revisions Block updated as needed.
- e. Names and Addresses of the owner(s), plan preparer(s), landscape architect, engineer, surveyor, and date of the survey.
- f. Vicinity Map (scale of 1"=2,000' preferred) showing the subject property in relation to section lines and existing or proposed major roadway network and drainageways within one (1) mile, with Scale and North Arrow.
- g. Index of Sheets identifying the title of each sheet. All sheets shall be titled as they are listed in the index.

4. SITE PLAN SHEET(S)

- a. Land Area for Each Type of Use, shown as bubbles (label on drawing and provide table).
- b. Allowed Uses (uses must be listed in Land Development Code).
- c. General Layout/Location/Area of Land Uses, Including Maximum Allowed Development (Label residential areas and number of units, density, commercial areas and square footage, open space areas, maximum building heights, etc. Summarize uses and maximum allowed development in a Land Use Table, indicating acreage and percentage of site of each use.)
- d. The maximum building heights on different portions of the site.
- e. Existing adjacent land uses and zoning.
- f. Existing adjacent arterial and collector streets.
- g. Existing Topography/Contours at 2' intervals or less on a NAVD88 datum. All contours, spot elevations and design elevations shall be to the benchmark shown on the plan for the NAVD 88 datum.
- h. Drainageways and Floodplains (include source of floodplain information).
- i. General methods for buffering and screening of dissimilar uses within and adjacent to the GDP site (label, show minimum dimensions, and describe character through written and graphic means, as appropriate).
- j. Circulation System:
 - i. Connections to Surrounding Street Network/Conceptual Access Points to Right-of-Way.

- ii. General Layout of internal Collector/Arterial Streets.
- k. Design standards or guidelines accompanied by diagrams or illustrations intended to establish the character and architectural and planning concepts to be implemented in the development.
- l. Other items that deviate from adopted County standards or requirements, e.g., road sections, sign requirements, etc.

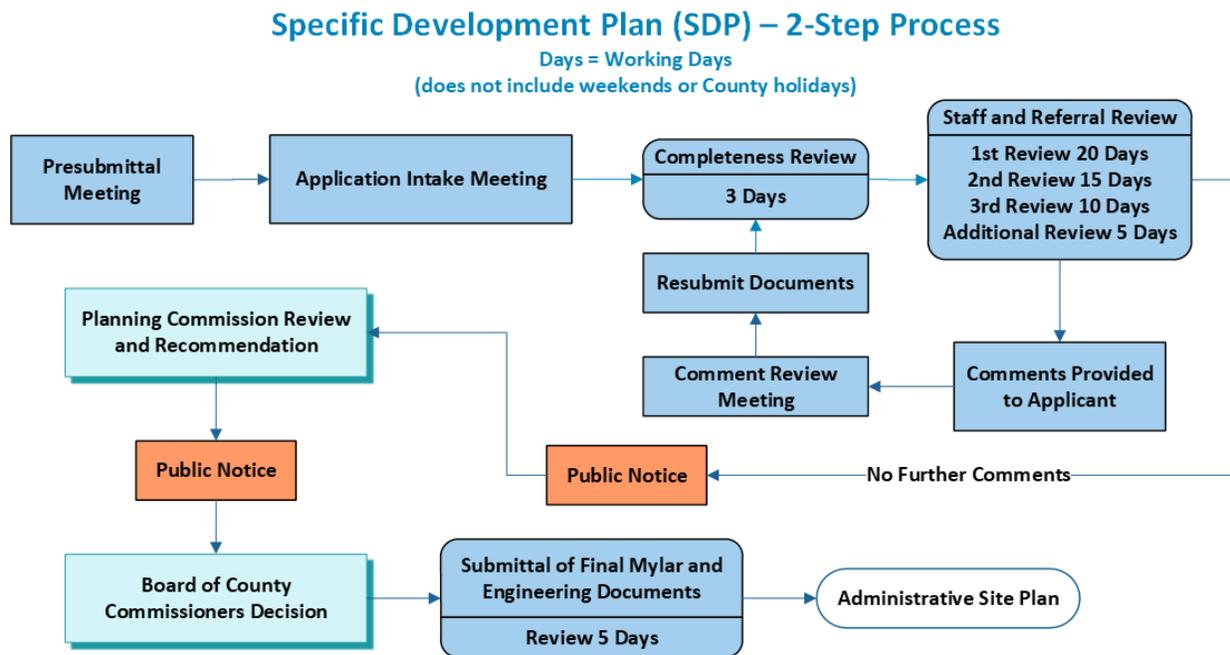
C. POST DECISION PROCEDURES

1. Denial or Withdrawal of a GDP shall be subject to the provisions of Section 5-2.1.F of the LDC and **Section 1-8.1** of this Manual.
2. Final Review
 - a. All General Development Plans (GDPs) shall be considered approved only after all final documents have been submitted and signed by the Chair of the Board of County Commissioners. All GDPs submitted for final approval shall be prepared in accordance with the standards established in this Manual.
 - b. PWD staff will work with applicants to finalize all GDPs and engineering reports until all revisions, modifications and additions (if any) are finalized in accordance with any conditions or stipulations required by the Board of County Commissioners. Once all revisions have been made, the Planning Case Manager will direct the applicant to prepare final plans.
3. Submittal of Final Plans and Engineering Reports
 - a. Approval of the final plan set and engineering reports for the approved GDP and any associated exhibits and documents shall occur within 90 days after approval by the Board of County Commissioners or the approval shall be voidable (See Section 5-2.1.G.1 of the Land Development Code and **Sections 1-8.3** and **1-8.5** of this Manual.) An extension may be granted in writing by the Planning Division Manager pursuant to Section 5-2.1.H of the LDC and **Section 1-8.6** of this Manual.
 - b. Final plans must be submitted by the applicant within 60 days of approval of the GDP, unless stated otherwise in such approval. Final plans shall be prepared in accordance with the standards of **Part 8:** of this Manual, ready for approval except for the signatures of County officials.
 - c. Within 30 days of receipt of the plan and associated exhibits and documents, staff shall obtain the signatures of the applicable County officials.
 - d. Prior to the County signing the GDP, the Applicant shall provide ownership information, current within 30 days of the final plans submittal, that includes the following:
 - i. Owner information.
 - ii. Property legal description.
 - iii. Effective date of document (to confirm it meets the 30-day requirement).
 - iv. Encumbrances/Schedule B items.
 - v. Hyperlinked connections to documents referenced in the report.

- vi. The ownership information must include all land to be dedicated to the County.
- e. Applicants must also submit a complete, scanned copy of the signed plans and engineering reports along with hard copies of all signature pages in each. The scanned copy can be submitted via ACA portal and hard copies delivered to the Planning Division.

2-2.2 SPECIFIC DEVELOPMENT PLAN (SDP) – 2 STEP PROCESS

The approval process for a 2-Step SDP is summarized in the accompanying flowchart and is described in more detail in Section 5-3.3.E.3.b of the Land Development Code.



A. APPLICATION MATERIALS

1. Completed Land Development Application:
2. https://files.arapahoeco.gov/Public%20Works_Development/planning_land%20development/Application%20Process%20and%20Forms/Land%20Development%20Application.pdf
3. Presubmittal Meeting notes with Application Checklist.
4. Submittal fees.
5. A Letter of Intent that explains, justifies and validates what is proposed on the plans submitted as part of the application. State all facts relied upon and provide documentation where possible. Address all approval criteria in Sections 5-3.3.F.1 and 5-3.3.F.3 of the LDC.
6. If the applicant is not the landowner, a notarized letter of authorization from the landowner permitting a representative to process the application.
7. Ownership information, current within 30 days of the application submittal, that includes the following:

- a. Owner information.
 - b. Property legal description.
 - c. Effective date of document (to confirm it meets the 30-day requirement).
 - d. Encumbrances/Schedule B items.
 - e. Hyperlinked connections to documents referenced in the report.
8. Notification to mineral estate owners in accordance with **Section 1-5** of this Manual and C.R.S. 24-65.5-103, if the Specific Development Plan involves subdivision of the land that will change or create lot lines in anticipation of new surface development.
 9. Subdivision Plat (if new lots are being created or existing lots are being reconfigured or combined).
 10. Preliminary technical reports as required by the Engineering Services Division (civil construction engineering not required):
 - a. Traffic Impact Study conforming to the Arapahoe County Guidelines for Traffic Impact Studies, unless waived by the Engineering Services Division.
 - b. Phase II Drainage Report as defined in the Stormwater Management Manual.
 11. Preliminary technical reports at conceptual level (civil construction engineering not required):
 - a. Water source and service capacity.
 - b. Sewage treatment and service capacity.
 - c. Other utility and public safety provider district requirements.
 - d. Backbone Infrastructure (Location, layout, system connections for water, wastewater, and stormwater).
 12. Natural hazard mitigation and resource protection report.
 13. Copies of any special covenants, conditions and restrictions.
 14. Development agreement, if applicable.
 15. Other information that may be required by the Planning Division, Engineering Services Division or Mapping Section in order to fully evaluate the Specific Development Plan based on the unique circumstances of the proposal, its location, or characteristics of the land subject to the application. Information required above may be waived by the Planning or Engineering Services Division Manager or Mapping Section Manager, or designee, if it is deemed to be immaterial to the request.
 16. Plan Set exhibit(s) per Section B below.

B. SPECIFIC DEVELOPMENT PLAN SET

The Specific Development Plan (SDP) plan set shall be prepared in accordance with the requirements established below with the information as indicated:

1. GENERAL GRAPHIC STANDARDS

- a. All plans shall be prepared on 24" x 36" sheets.

- b. All lettering and numbering shall be in upper case sans serif with a minimum 12-point font unless otherwise approved by the Planning Division Manager or designee. Font size shall be readable when reduced to 11" x 17" size.
- c. No plan shall include copyright restrictions.
- d. All maps shall show a true north arrow, section corners and the appropriate land grid, the name of the person who prepared the map, and the date the map was prepared.
- e. All sheets will be numerically ordered. All graphic representations, notes, charts, tables and other types of categorized information will be accompanied by common drafting information such as, but not limited to, the following:
 - i. A logical system of ordering the different graphic elements of the plan such as numbered details; and
 - ii. Expository titles for charts, tables, and other categories of information.
- f. Maps showing topography shall have a contour interval of two feet (2') or less on a NAVD88 datum. All contours, spot elevations and design elevations shall be to the benchmark shown on the plan for the NAVD 88 datum.
- g. The minimum scale of the drawing shall be one (1) inch to one hundred (100) feet. Enough sheets shall be used to accomplish this end. Acceptable larger scales are one (1) inch to twenty (20) feet, thirty (30) feet, forty (40) feet, fifty (50) feet and sixty (60) feet.

2. ALL SHEETS OF THE PLAN SET

- a. A title shall be located at the top of each sheet containing the following information: project name, type of application (Name of Project Specific Development Plan), and amendment number if applicable. In smaller lettering: the ¼ section(s), section, township and range in which the project or subdivision is located, followed by 6th Principal Meridian, County of Arapahoe, State of Colorado. In addition, if located in a subdivision, the subdivision name, block and lot number(s) shall be identified.
- b. A blank rectangular space will be left in the upper left hand corner of each sheet measuring 2"(h) x 4"(w) for staff use.
- c. A legend with line types and symbols used.
- d. Each sheet shall have the case number in the bottom left hand corner that reads, "Arapahoe County Case No. XX-XXX."
- e. Sheet Number and count (lower right, e.g., Sheet 1 of 10).
- f. North Arrow, Graphic Scale, and Numeric Scale.
- g. The sheet number and the relation of each adjoining sheet shall be clearly shown by a small key map on each sheet.

3. COVER SHEET

- a. Legal Description (full written lot and block or metes and bounds legal description per ownership information).
- b. All Standard Notes, applicable Specific Notes, and Certificates required by County staff shall be included on the cover sheet as described in **Part 4:** of this Manual.

- c. Signature Blocks (Owner(s), Planning Commission Approval, BOCC Approval).
- d. A Revisions Block updated as needed.
- e. Names and Addresses of the owner(s), plan preparer(s), landscape architect, engineer, surveyor, and date of the survey.
- f. Vicinity Map (scale of 1"=2,000' preferred) showing the subject property in relation to section lines and existing or proposed major roadway network and drainageways within one (1) mile, with Scale and North Arrow.
- g. Index of Sheets identifying the title of each sheet. All sheets shall be titled as they are listed in the index.

4. SITE PLAN SHEET(S)

- a. Land Area for Each Type of Use (label on drawing and provide a Table of Uses comparing the GDP-approved uses, acreages, units, square footages and other pertinent information with those proposed with the SDP).
- b. Proposed Uses.
- c. Specific Location for Each Use:
 - i. Density (maximum du/ac) and Unit Type(s) for Residential.
 - ii. Size, Floor Area, and Building Type for Non-Residential.
- d. Location, size and access for parking areas for non-residential and multi-family residential uses.
- e. Location, Size, and Type of Dedicated or Common Open Space and Public Use Areas (e.g., schools, parks, plazas, playgrounds).
- f. Circulation System:
 - i. Internal Roadways and Access Points.
 - ii. Conceptual Pedestrian System (e.g., sidewalks, bike paths, trails, and pedestrian ways).
- g. Snow Storage Areas. Areas without trees, shrubs, ornamental grasses, and perennials.
- h. Development phasing plan, if applicable.
- i. **Electric Vehicle Charging Stations and/or Chargers, if applicable.**

5. TREE SURVEY SHEET

- a. A site plan locating each tree and recommending trees intended for preservation in place, transplanting, or replacement.
- b. Species, size (caliper and height), and condition or health shall be noted.
- c. Recommendation for removal of all trees that are in a condition hazardous to the proposed development.
- d. Tree Inventory Chart. See **Section 5-1** this Manual.
- e. Tree Survey Certification. See **Section 4-6** of this Manual.
- f. Total caliper of trees removed and replaced.

6. LANDSCAPE SHEET

- a. Location of Buffer Areas.

- b. Conceptual Planting Plan:
 - i. Location of Existing Vegetation (and which areas will be preserved).
 - ii. General location and Type of Proposed Planting Areas (evergreen trees, deciduous trees, shrubs).
 - iii. Special/Additional Planting Requirements or Landscape Features.
 - iv. General note indicating irrigated and non-irrigated areas.

7. DEVELOPMENT STANDARDS/CHARACTER SHEET(S)

- a. Development standards for all uses and development areas contained within the SDP, including:
 - i. A table indicating:
 - 1) Maximum densities, number of units, square footages
 - 2) Setbacks and other dimensional standards.
 - 3) Landscaping requirements.
 - 4) Parking ratios to be used if different from LDC.
 - ii. Illustrations, typicals and notes that establish or indicate standards for the following:
 - 1) Signs (type, location, conceptual elevations, note indicating compliance with or deviations from the Land Development Code).
 - 2) Fences and walls (location, height, materials, etc.).
 - 3) Architectural Design Guidelines.
 - 4) Site planning and building orientation guidelines or requirements.
 - 5) Noise attenuation methods, if any.
 - 6) Historic preservation requirements, if any.
 - 7) General character of the development and all proposed uses:
 - (i) Materials Palette.
 - (ii) Building Design Features.
 - (iii) Conceptual Building Elevations.
 - 8) Lighting (location, conceptual elevations, note indicating compliance with or deviations from the Land Development Code).
 - 9) Other applicable standards.
- b. A note indicating all design details to be further defined with the Administrative Site Plan.

C. POST DECISION PROCEDURES

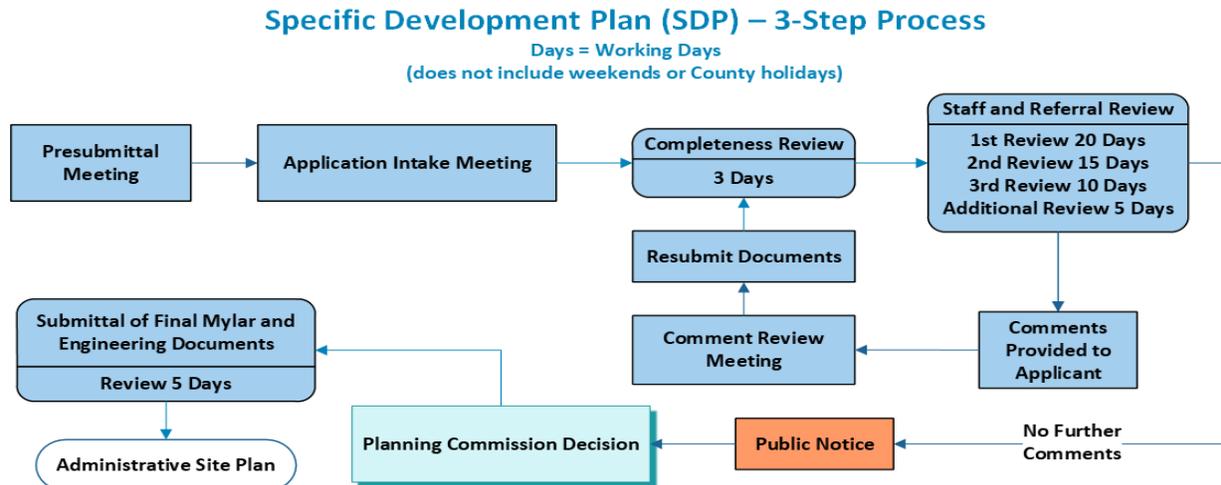
- 1. Denial or Withdrawal of an SDP shall be subject to the provisions of Section 5-2.1.F of the LDC and **Section 1-8.1** of this Manual.
- 2. Final Review
 - a. All SDPs (2 Step) shall be considered approved only after all final documents have been submitted and signed by the Chair of the Board of County Commissioners. All SDPs

submitted for final approval shall be prepared in accordance with the standards established in this Manual.

- b. PWD staff will work with applicants to finalize all SDPs and engineering reports until all revisions, modifications, and additions (if any) are finalized in accordance with any conditions or stipulations required by the Board of County Commissioners. Once all revisions have been made, the Planning Case Manager will direct the applicant to prepare final plans.
3. Submittal of Final Plans and Engineering Reports
- a. Approval of the final plans and engineering reports for the approved SDP and any associated exhibits and documents shall occur within 90 days after approval by the Board of County Commissioners or the approval shall be voidable (See Section 5-2.1.G.1 of the Land Development Code and **Sections 1-8.3** and **1-8.5** of this Manual.) An extension may be granted in writing by the Planning Division Manager pursuant to Section 5-2.1.H of the LDC and **Section 1-8.6** of this Manual.
 - b. Final plans must be submitted by the applicant within 60 days of approval of the SDP, unless stated otherwise in such approval. Final plans shall be prepared in accordance with the standards of **Part 8:** of this Manual, ready for approval except for the signatures of County officials.
 - c. Within 30 days of receipt of the SDP and associated exhibits and documents, staff shall obtain the signatures of the applicable County officials.
 - d. Prior to the County signing the SDP, the Applicant shall provide ownership information, current within 30 days of the final plan submittal, that includes the following:
 - i. Owner information.
 - ii. Property legal description.
 - iii. Effective date of document (to confirm it meets the 30-day requirement).
 - iv. Encumbrances/Schedule B items.
 - v. Hyperlinked connections to documents referenced in the report.
 - vi. The ownership information must include all land to be dedicated to the County.
 - e. Applicants must also submit a complete, scanned copy of the signed final plan and engineering reports along with hard copies. The scanned copy can be submitted via ACA portal or by delivery of a disc/USB drive.

2-2.3 SPECIFIC DEVELOPMENT PLAN (SDP) – 3 STEP PROCESS

The approval process for a 3-Step SDP is summarized in the accompanying flowchart and is described in more detail in Section 5-3.3.E.4.c of the Land Development Code.



A. APPLICATION MATERIALS

1. Completed Land Development Application:
2. https://files.arapahoeco.gov/Public%20Works_Development/planning_land%20development/application%20Process%20and%20Forms/Land%20Development%20Application.pdf
3. Presubmittal Meeting notes with Application Checklist.
4. Submittal fees.
5. A Letter of Intent that explains, justifies and validates what is proposed on the plans submitted as part of the application. State all facts relied upon and provide documentation where possible. Address all approval criteria in Sections 5-3.3.F.1 and 5-3.3.F.3 of the LDC.
6. If the applicant is not the landowner, a notarized letter of authorization from the landowner permitting a representative to process the application.
7. Ownership information, current within 30 days of the application submittal, that includes the following:
 - a. Owner information.
 - b. Property legal description.
 - c. Effective date of document (to confirm it meets the 30-day requirement).
 - d. Encumbrances/Schedule B items.
 - e. Hyperlinked connections to documents referenced in the report.
8. Subdivision Plat (if new lots are being created or existing lots are being reconfigured or combined).
9. All other materials required of a SDP under the 2-Step Process (See **Section 2-2.2** of this Manual), with the following exceptions:

- a. If the SDP application is made within one year of the date of approval of the GDP, any information and exhibits submitted for the General Development Plan do not need to be re-submitted unless there has been a change in condition on the PUD site.
 - b. Letters from all off-site service providers stating that there has been no change in the service provider's ability to serve the site and proposed development.
10. Other information that may be required by the Planning Division, Engineering Services Division or Mapping Section in order to fully evaluate the Specific Development Plan based on the unique circumstances of the proposal, its location, or characteristics of the land subject to the application. Information required above may be waived by the Planning or Engineering Services Division Manager or Mapping Section Manager, or designees, if it is deemed to be immaterial to the request.
11. Plan Set exhibit(s) per Section B below.

B. SPECIFIC DEVELOPMENT PLAN SET

The Specific Development Plan (SDP) plan set shall be prepared in accordance with the requirements established below with the information as indicated:

1. GENERAL GRAPHIC STANDARDS

- a. All plans shall be prepared on 24" x 36" sheets.
- b. All lettering and numbering shall be in upper case sans serif with a minimum 12-point font unless otherwise approved by the Planning Division Manager or designee. Font size shall be readable when reduced to 11" x 17" size.
- c. No plan shall include copyright restrictions.
- d. All maps shall show a true north arrow, section corners and the appropriate land grid, the name of the person who prepared the map, and the date the map was prepared.
- e. All sheets will be numerically ordered. All graphic representations, notes, charts, tables and other types of categorized information will be accompanied by common drafting information such as, but not limited to, the following:
 - i. A logical system of ordering the different graphic elements of the plan such as numbered details; and
 - ii. Expository titles for charts, tables, and other categories of information.
- f. Maps showing topography shall have a contour interval of two feet (2') or less on a NAVD88 datum. All contours, spot elevations and design elevations shall be to the benchmark shown on the plan for the NAVD 88 datum.
- g. The minimum scale of the drawing shall be one (1) inch to one hundred (100) feet. Enough sheets shall be used to accomplish this end. Acceptable larger scales are one (1) inch to twenty (20) feet, thirty (30) feet, forty (40) feet, fifty (50) feet and sixty (60) feet.

2. ALL SHEETS OF THE PLAN SET

- a. A title shall be located at the top of each sheet containing the following information: project name, type of application (Name of Project Specific Development Plan), and

amendment number if applicable. In smaller lettering: the ¼ section(s), section, township and range in which the project or subdivision is located, followed by 6th Principal Meridian, County of Arapahoe, State of Colorado. In addition, if located in a subdivision, the subdivision name, block and lot number(s) shall be identified.

- b. A blank rectangular space will be left in the upper left hand corner of each sheet measuring 2”(h) x 4”(w) for staff use.
- c. A legend with line types and symbols used.
- d. Each sheet shall have the case number in the bottom left hand corner that reads, “Arapahoe County Case No. XX-XXX.”
- e. Sheet Number and count (lower right, e.g., Sheet 1 of 10).
- f. North Arrow, Graphic Scale, and Numeric Scale.
- g. The sheet number and the relation of each adjoining sheet shall be clearly shown by a small key map on each sheet.

3. COVER SHEET

- a. Legal Description (full written lot and block or metes and bounds legal description per ownership information).
- b. All Standard Notes, applicable Specific Notes, and Certificates required by County staff shall be included on the cover sheet as described in **Part 4:** of this Manual.
- c. Signature Blocks (Owner(s), Planning Commission Approval, BOCC Approval).
- d. A Revisions Block updated as needed.
- e. Names and Addresses of the owner(s), plan preparer(s), landscape architect, engineer, surveyor, and date of the survey.
- f. Vicinity Map (scale of 1”=2,000’ preferred) showing the subject property in relation to section lines and existing or proposed major roadway network and drainageways within one (1) mile, with Scale and North Arrow.
- g. Index of Sheets identifying the title of each sheet. All sheets shall be titled as they are listed in the index.

4. SITE PLAN SHEET(S)

- a. Land Area for Each Type of Use (label on drawing and provide a Table of Uses comparing the GDP-approved uses, acreages, units, square footages and other pertinent information with those proposed with the SDP).
- b. Proposed Uses.
- c. Specific Location for Each Use:
 - i. Density (maximum du/ac) and Unit Type(s) for Residential.
 - ii. Size, Floor Area, and Building Type for Non-Residential.
- d. Location, size and access for parking areas for non-residential and multi-family residential uses.
- e. Location, Size, and Type of Dedicated or Common Open Space and Public Use Areas (e.g., schools, parks, plazas, playgrounds).

- f. Circulation System:
 - i. Internal Roadways and Access Points.
 - ii. Conceptual Pedestrian System (e.g., sidewalks, bike paths, trails, and pedestrian ways).
- g. Snow Storage Areas. Areas without trees, shrubs, ornamental grasses, and perennials.
- h. Development phasing plan, if applicable.
- i. **Electric Vehicle Charging Stations and/or Chargers, if applicable.**

5. TREE SURVEY SHEET

- a. A site plan locating each tree and recommending trees intended for preservation in place, transplanting, or replacement.
- b. Species, size (caliper and height), and condition or health shall be noted.
- c. Recommendation for removal of all trees that are in a condition hazardous to the proposed development.
- d. Tree Inventory Chart. See **Section 5-1** of this Manual.
- e. Tree Survey Certification. See **Section 4-6** of this Manual.
- f. Total caliper of trees removed and replaced.

6. LANDSCAPE SHEET (THIS INFORMATION MAY BE INCLUDED ON THE SITE PLAN SHEET.)

- a. Location of Buffer Areas.
- b. Conceptual Planting Plan.
 - i. Location of Existing Vegetation (and which areas will be preserved).
 - ii. General location and Type of Proposed Planting Areas (evergreen trees, deciduous trees, shrubs).
 - iii. Special/Additional Planting Requirements or Landscape Features.
 - iv. General note indicating irrigated and non-irrigated areas.

7. DEVELOPMENT STANDARDS/CHARACTER SHEET(S)

- a. Development standards for all uses and development areas contained within the SDP, including:
 - i. A table indicating:
 - 1) Maximum densities, number of units, square footages
 - 2) Setbacks and other dimensional standards.
 - 3) Landscaping requirements.
 - 4) Parking ratios to be used if different from LDC.
 - ii. Illustrations, typicals and notes that establish or indicate standards for the following:

- 1) Signs (type, location, conceptual elevations, note indicating compliance with or deviations from the Land Development Code).
 - 2) Fences and walls (location, height, materials, etc.).
 - 3) Architectural Design Guidelines.
 - 4) Site planning and building orientation guidelines or requirements.
 - 5) Noise attenuation methods, if any.
 - 6) Historic preservation requirements, if any.
 - 7) General character of the development and all proposed uses:
 - (i) Materials Palette.
 - (ii) Building Design Features.
 - (iii) Conceptual Building Elevations.
 - 8) Lighting (location, conceptual elevations, note indicating compliance with or deviations from the Land Development Code).
 - 9) Other applicable standards.
- b. A note indicating all design details to be further defined with the Administrative Site Plan.

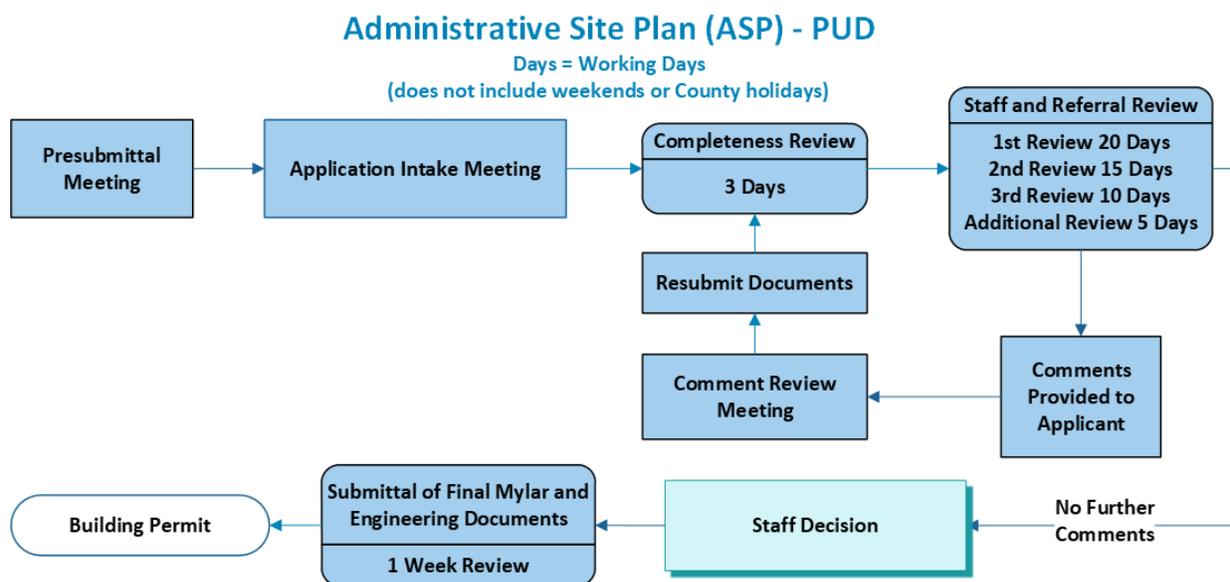
C. POST DECISION PROCEDURES

1. Denial or Withdrawal of an SDP shall be subject to the provisions of Section 5-2.1.F of the LDC and **Section 1-8.1** of this Manual.
2. Final Review
 - a. All SDPs (3-Step) shall be considered approved only after all final documents have been submitted and signed by the Chair of the Planning Commission. All SDPs submitted for final approval shall be prepared in accordance with the requirements established in this Manual.
 - b. PWD staff will work with applicants to finalize all SDPs and engineering reports until all revisions, modifications and additions (if any) are finalized in accordance with any conditions or stipulations required by the Planning Commission. Once all revisions have been made, the Planning Case Manager will direct the applicant to prepare final plans.
3. Submittal of Final Plans and Engineering Reports
 - a. Approval of the final plans and engineering reports of the approved SDP and any associated exhibits and documents shall occur within 90 days after approval by the Planning Commission or the approval shall be voidable (See Section 5-2.1.G.1 of the Land Development Code and **Sections 1-8.3** and **1-8.5** of this Manual.) An extension may be granted in writing by the Planning Division Manager pursuant to Section 5-2.1.H of the LDC and **Section 1-8.6** of this Manual.
 - b. Final plans must be submitted by the applicant within 60 days of approval of the SDP, unless stated otherwise in such approval. Final plans shall be prepared in accordance with the standards of Error! Reference source not found. of this Manual, ready for approval except for the signatures of County officials.

- c. Within 30 days of receipt of the plan and associated exhibits and documents, staff shall obtain the signatures of the applicable County officials.
- d. Prior to the County signing the SDP, the Applicant shall provide ownership information, current within 30 days of the final plan submittal, that includes the following:
 - i. Owner information.
 - ii. Property legal description.
 - iii. Effective date of document (to confirm it meets the 30-day requirement).
 - iv. Encumbrances/Schedule B items.
 - v. Hyperlinked connections to documents referenced in the report.
 - vi. The ownership information must include all land to be dedicated to the County.
- e. Applicants must also submit a complete, scanned copy of the signed plans and engineering reports along with hard copies of all signature pages in each. The scanned copy can be submitted via ACA portal and hard copies delivered to the Planning Division.

2-2.4 ADMINISTRATIVE SITE PLAN (ASP) - PUD

An Administrative Site Plan (ASP) is required in order to specify site development on vacant land governed by PUD zoning. However, administrative site plans are not required for single-family detached development on individual lots, single-family lots within a minor subdivision, any single family detached development where lots are greater than or equal to 40,000 square feet, or for lots containing 2-family residential structures. The approval process for an ASP is the same in both the 2-Step and 3-Step PUD Processes. The process is summarized in the accompanying flowchart and is described in more detail in Section 5-3.3.E.3.c of the Land Development Code for a 2-Step ASP and in Section 5-3.3.E.4.d for a 3-Step ASP.



A. APPLICATION MATERIALS

1. Completed Land Development Application Form:
https://files.arapahoeco.gov/Public%20Works_Development/planning_land%20development/Application%20Process%20and%20Forms/Land%20Development%20Application.pdf
2. Copies of the Presubmittal Meeting notes with Submittal Checklist.
3. Submittal fees.
4. A Letter of Intent that explains, justifies and validates what is proposed on the plans submitted as part of the application. Address all approval criteria in Section 5-4.1.B of the LDC. State all facts relied upon and provide documentation where possible.
5. If the applicant is not the landowner, a notarized letter of authorization from the landowner permitting a representative to process the application.
6. Ownership information, current within 30 days of the application submittal, that includes the following:
 - a. Owner information.
 - b. Property legal description.
 - c. Effective date of document (to confirm it meets the 30-day requirement).
 - d. Encumbrances/Schedule B items.
 - e. Hyperlinked connections to documents referenced in the report.
7. Technical Reports as required by the Engineering Services Division:
 - a. Phase III Drainage Report conforming to the Stormwater Management Manual.
 - b. Grading, Erosion and Sediment Control (GESC) Report/Plans.
 - c. Construction Plans for the proposed development's public improvements included within County easements and right-of-way (street plan and profile sheets, storm drainage improvements plans and other improvements).
 - d. Operation and Maintenance Site Plan for stormwater facilities.
 - e. Preliminary Pavement Design Report prepared in accordance with the Infrastructure Design and Construction Standards, if roadways or private drives are proposed.
 - f. A Traffic Impact Study conforming to the Arapahoe County Guidelines for Traffic Impact Studies, unless waived by the Engineering Services Division.
8. Other information as required by the Engineering Services Division:
 - a. Cost Estimate for GESC.
 - b. Cost estimate for public improvements.
 - c. Collateral letter of intent for GESC and public improvements.
 - d. Legal descriptions and exhibits for all proposed County easements.
9. Geotechnical Report to include evidence showing that all areas proposed for development which may involve soil or topographic conditions presenting hazards or requiring special precautions have been identified and that the proposed uses are compatible with such conditions.

10. Other information that may be required by the Planning Division, Engineering Services Division or Mapping Section in order to fully evaluate the Administrative Site Plan based on the unique circumstances of the proposal, its location, or characteristics of the land subject to the application. Information required above may be waived by the Planning or Engineering Services Division Manager, or designees, if it is deemed to be immaterial to the request.
11. Plan Set exhibit per Section B below.

B. ADMINISTRATIVE SITE PLAN SET

1. GENERAL GRAPHIC STANDARDS

- a. All plans shall be prepared on 24" x 36" sheets.
- b. All lettering and numbering shall be in upper case sans serif with a minimum 12-point font unless otherwise approved by the Planning Division Manager or designee. Font size shall be readable when reduced to 11" x 17" size.
- c. No plan shall include copyright restrictions.
- d. All maps shall show a true north arrow, section corners and the appropriate land grid, the name of the person who prepared the map, and the date the map was prepared.
- e. All sheets will be numerically ordered. All graphic representations, notes, charts, tables and other types of categorized information will be accompanied by common drafting information such as, but not limited to, the following:
 - i. A logical system of ordering the different graphic elements of the plan such as numbered details; and
 - ii. Expository titles for charts, tables, and other categories of information.
- f. Maps showing topography shall have a contour interval of two feet (2') or less on a NAVD88 datum. All contours, spot elevations and design elevations shall be to the benchmark shown on the plan for the NAVD 88 datum.
- g. The minimum scale of the drawing shall be one (1) inch to one hundred (100) feet. Enough sheets shall be used to accomplish this end. Acceptable larger scales are one (1) inch to twenty (20) feet, thirty (30) feet, forty (40) feet, fifty (50) feet and sixty (60) feet.

2. ALL SHEETS OF THE PLAN SET

- a. A title shall be located at the top of each sheet containing the following information: project name, type of application (Name of Project Administrative Site Plan), and amendment number if applicable. In smaller lettering: the ¼ section(s), section, township and range in which the project or subdivision is located, followed by 6th Principal Meridian, County of Arapahoe, State of Colorado. In addition, if located in a subdivision, the subdivision name, block and lot number(s) shall be identified.
- b. A blank rectangular space will be left in the upper left hand corner of each sheet measuring 2"(h) x 4"(w) for staff use.
- c. A legend with line types and symbols used.

- d. Each sheet shall have the case number in the bottom left hand corner that reads, "Arapahoe County Case No. XX-XXX."
- e. Sheet Number and count (lower right, e.g., Sheet 1 of 10).
- f. North Arrow, Graphic Scale, and Numeric Scale.
- g. The sheet number and the relation of each adjoining sheet shall be clearly shown by a small key map on each sheet.

3. COVER SHEET

- a. Legal Description (full written lot and block or metes and bounds legal description per ownership information).
- b. All Standard Notes, applicable Specific Notes, and Certificates required by County staff shall be included on the cover sheet as described in **Part 4:** of this Manual.
- c. Signature Blocks (Owner(s), Planning Commission Approval, BOCC Approval).
- d. A Revisions Block updated as needed.
- e. Names and Addresses of the owner(s), plan preparer(s), landscape architect, engineer, surveyor, and date of the survey.
- f. Vicinity Map (scale of 1"=2,000' preferred) showing the subject property in relation to section lines and existing or proposed major roadway network and drainageways within one (1) mile, with Scale and North Arrow.
- g. Index of Sheets identifying the title of each sheet. All sheets shall be titled as they are listed in the index.

4. SITE PLAN SHEET(S)

- a. Geographic location, dimensions, maximum heights and gross floor area of all existing and proposed structure(s), the use(s) to be contained within and location of entrances and loading points/service areas.
- b. Land Use Table comparing the regulations and requirements of the approved underlying uses and zoning approved in the SDP to the improvements proposed in the ASP. The Table should include:
 - i. Allowed uses;
 - ii. Maximum building heights;
 - iii. Density (maximum du/ac) and Unit Type(s) for residential;
 - iv. Size, floor area, and building type for non-residential;
 - v. Setbacks; and,
 - vi. Open space.
- c. Site Yield data chart/table showing land uses and expected traffic generation compared to maximums approved and projected with the GDP or SDP traffic study.
- d. Show and label or dimension the following:
 - i. Any existing and proposed public and/or private roadways;
 - ii. All proposed points of access to adjacent and/or external roadways;
 - iii. All existing access points on adjacent properties and across adjacent roadways;

- iv. All proposed curb cuts;
 - v. All off-street parking areas;
 - vi. All proposed and existing surface materials (i.e., asphalt, concrete, gravel, etc.);
 - vii. Pedestrian systems (sidewalks, trails);
 - viii. Location of outdoor trash receptacle systems;
 - ix. Provision of emergency access;
 - x. All existing and proposed easements; and
 - xi. Location of project signage (i.e., monument signs).
- e. Information pertaining to drainage easements, including:
- i. Location;
 - ii. Dimensions; and
 - iii. Reception number or recording information for easements.
- f. Provide a parking utilization table that compares the total number of proposed parking spaces or areas to the parking required by the SDP or Land Development Code, as applicable. Specify the type of and intended use of all parking spaces indicated (full size, accessible, loading areas, etc.)
- g. **Electric Vehicle Charging Stations and/or Chargers, if applicable.**
- h. All walks, open space and recreation areas with a description of these improvements.
- 5. SNOW STORAGE AREAS. AREAS WITHOUT TREES, SHRUBS, ORNAMENTAL GRASSES, AND PERENNIALS TREE SURVEY SHEET**
- a. A site plan locating each tree and recommending trees intended for preservation in place, transplanting, or replacement.
 - b. Species, size (caliper and height), and condition or health shall be noted.
 - c. Recommendation for removal of all trees that are in a condition hazardous to the proposed development.
 - d. Tree Inventory Chart. See **Section 5-1** of this Manual.
 - e. Tree Survey Certification. See **Section 4-6** of this Manual.
 - f. Total caliper of trees removed and replaced.
- 6. UTILITIES PLAN SHEET (THIS INFORMATION MAY BE PROVIDED ON THE GRADING PLAN SHEET PROVIDED IT IS LEGIBLE.)**
- a. All public and private utility service lines and/or main lines with appurtenances and location(s) and dimension(s) of all existing and proposed easements.
- 7. GRADING PLAN SHEET**
- a. Existing and proposed finished grade topography at 2-foot contours or less on a NAVD88 datum. All contours, spot elevations and design elevations shall be to the benchmark shown on the plan for the NAVD 88 datum.
 - b. Information pertaining to stormwater and water quality facilities, including (This information may be placed on the Site Plan Sheet):

- i. Location;
- ii. Dimensions;
- iii. Water surface elevation at each storm event;
- iv. Surface treatment;
- v. Volume capacity; and
- vi. Size of the outlet restrictor.

8. BUILDING ELEVATIONS SHEET(S)

Representative architectural elevations of all sides of proposed structures which show building heights, colors, and general textures of materials to be used on the exterior of the proposed buildings. Building mounted lighting and signage location and size must be shown. No interior improvements to be shown.

9. LANDSCAPE PLAN SHEET(S)

See Section 4.14 of the Land Development Code for Landscaping and Screening requirements.

- a. Show and dimension all easements, pedestrian walkways, pedestrian-oriented areas (existing and proposed), and types of surface materials.
- b. Delineate existing and proposed grades with one-foot contours on a NAVD88 datum. All contours, spot elevations and design elevations shall be to the benchmark shown on the plan for the NAVD 88 datum.
- c. Delineate the total gross square footage of all planting areas, including those areas to be maintained in a natural state (undeveloped) and/or established with native seed.
- d. Plant species should be drawn at three-fourths of mature size.
- e. Show and label the following landscape features:
 - i. All proposed landscape plantings.
 - ii. The location, type, and size of existing plants to be retained.
 - iii. The type of mulch or other surface materials proposed.
 - iv. The location and dimensions of all landscape elements including fences, walls, border edge treatments, berms, water features, bike racks, trash enclosures, street furniture and recreational facilities, as applicable.
 - v. Details of landscape features or structures may be required on the landscape plan as determined by the Planning Division.
- f. Include Plant Schedule chart. See Section 5-2 of this Manual.
- g. Include Plant Requirement chart. See Section 5-3 of this Manual.
- h. Include Plant Diversity chart. See Section 5-4 of this Manual.
- i. Include Landscape Architect Certificate. See Section 4-7.
- j. In order to preserve significant natural vegetative areas, trees, wildlife habitat, and landscape features, the landscape plan shall locate and identify and when necessary, dimension these natural features in accordance with Planning Division requirements. A tree preservation plan with specific construction limits and protective fencing and mulching may be required.

- k. Show planting details, including typical methods of planting.
- l. Landscaping shall comply with the requirements for sight distance triangles in accordance with Arapahoe County Streetscape Guidelines, Section 4-2.9.B of the Land Development Code.
- m. All landscaping within the County rights-of-way or landscaping shall comply with the Arapahoe County Roadway Design and Construction Standards and the Arapahoe County Storm Drainage Design and Technical Criteria Manual.

10. IRRIGATION PLAN SHEET(S)

- a. Show existing and proposed structures, sidewalks, paving, and landscape areas.
- b. Show and label locations or proposed (low, moderate, high) hydrozones.
- c. Show and label locations to be irrigated with potable and non-potable water.
- d. Identify head layout, drip layout, service line locations and size, irrigation meter location and size, backflow prevention assembly location and size, master shut off valve, irrigation time clock controller location, and automatic rain shutoff device.
- e. Legend detailing the type and size of all components used in the irrigation system.
- f. Irrigation Design Certification. (See Section 4-8 of this Manual.)

11. LIGHTING PLAN SHEET(S)

Include photometric and lighting fixture details. (See Section 4-1.5 of the Land Development Code for lighting requirements)

12. DETAILS SHEET(S)

- a. Signage Plan or Sign Detail describing and illustrating the appearance, size, location, type, color, material, and illumination of all non-regulatory signs. Proposed signs must be designed in accordance with Section 4-1.6, Signs, of the Land Development Code.
- b. Additional details:
 - i. Fencing;
 - ii. Community facilities to include benches, trash receptacles, mail kiosks, picnic shelters, etc.
 - iii. Trash enclosures; and
 - iv. Other site details as necessary.

C. POST DECISION PROCEDURES

1. Denial or Withdrawal of an SDP shall be subject to the provisions of Section 5-2.1.F of the LDC and **Section 1-8.1** of this Manual.
2. Final Review
 - a. All ASPs shall be considered approved only after all final documents have been submitted and approved by staff and signed by the Planning Division Manager. All ASPs submitted for final approval shall be prepared in accordance with the standards established in this Manual.

- b. PWD staff will work with applicants to finalize all ASPs and engineering reports until all revisions, modifications and additions (if any) are finalized in accordance with any conditions or stipulations required by staff. Once all revisions have been made, the Planning Case Manager will direct the applicant to prepare final plans.
3. Submittal of Final Plans and Engineering Reports
- a. Approval of the final plans and Engineering Reports of the approved ASP and any associated exhibits and documents shall occur within 90 days after the Planning Case Manager determines the ASP is approvable, or the ASP shall be voidable (See Section 5-2.1.G.1 of the Land Development Code and **Sections 1-8.3** and **1-8.5** of this Manual.) An extension may be granted in writing by the Planning Division Manager pursuant to Section 5-2.1.H of the LDC and **Section 1-8.6** of this Manual.
 - b. Final plans must be submitted by the applicant within 60 days of staff determining the ASP is approvable, unless otherwise agreed to by the Planning Division Manager. Final plans shall be prepared in accordance with the standards of **Part 8:** this Manual.
 - c. Within 30 days of receipt of the plan or plat and associated exhibits and documents, staff shall obtain the signatures of the applicable County officials.
 - d. Prior to the County signing the ASP, the Applicant shall provide ownership information, current within 30 days of the final documents submittal, that includes the following:
 - i. Owner information.
 - ii. Property legal description.
 - iii. Effective date of document (to confirm it meets the 30-day requirement).
 - iv. Encumbrances/Schedule B items.
 - v. Hyperlinked connections to documents referenced in the report.
 - vi. The ownership information must include all land to be dedicated to the County.
 - e. The Applicant shall provide proof to the Public Works and Development Department that adequate security has been provided to cover the improvement costs (if applicable) in accordance with the requirements of the Arapahoe County Roadway Design and Construction Standards, or letter of credit as required.
 - f. The Applicant shall provide a warranty deed for on-site and off-site County land dedication required as a condition of approval of the ASP (if applicable).
 - g. Applicants must also submit a complete, scanned copy of the signed plans and engineering reports along with hard copies of all signature pages in each. The scanned copy can be submitted via ACA portal and hard copies delivered to the Planning Division.

2-3 Small Lot Residential Development Supplemental Information

The following information is required in addition to the submittal information and plan exhibits required for a General or Specific Development Plan or a Conventional Rezoning as applicable. Small lots are those with lot sizes less than 5,000 square feet.

A. SUPPLEMENTAL MATERIALS

A typical plan for developer/builder installed front yard landscaping.

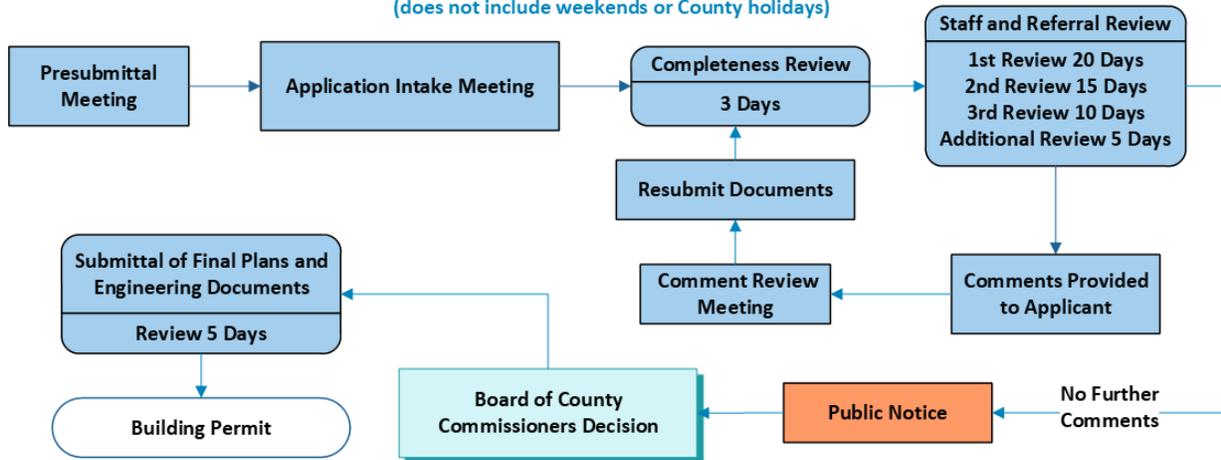
1. Documentation of the number of lots of this size in the overall development; if application is an in-fill site, documentation of the lot size mix within the surrounding neighborhood. Small lot developments may be a departure from the surrounding densities. The overall design shall be considered in a determination of compatibility, not just density.
2. Documentation of variation in garage placement, demonstrating how this variety has been achieved.
3. A narrative description of the proposed project including overall design concept and target market.
4. An enlarged and fully dimensioned illustration of a typical cluster, car court, or area of lots that clearly delineates:
 - a. Lot configuration;
 - b. Building footprints;
 - c. House-to-house relationships;
 - d. Outdoor living and landscape areas; and
 - e. Pedestrian and vehicular access including walks, driveways, streets, and proposed open or greenbelt area.
5. Architectural elevations illustrating:
 - a. Character;
 - b. Colors;
 - c. Materials;
 - d. Street scene; and
 - e. A conceptual landscape plan for developer/builder installed landscaping.
6. An overall land plan showing location and relationship of proposed project to adjacent land uses and/or existing surrounding neighborhoods.
7. Graphically illustrate the relationship between the street, parking, sidewalk placement, front porch/ front entrance and the garage placement.
8. Other items as determined necessary by the Planning Division.

2-4 Use by Special Review

Uses by Special Review (USR) are uses permitted in a zone district or Planned Unit Development (PUD), but only after approval by the Board of County Commissioners. The Land Development Code enables the County to approve the use with conditions that are intended to mitigate the impacts such uses may have on surrounding areas and roadways. The process is summarized in the flowchart below and is explained in more detail in Section 5-3.4 of the Land Development Code.

Use by Special Review

Days = Working Days
(does not include weekends or County holidays)



A. SUBMITTAL MATERIALS

1. Completed Land Development Application:
https://files.arapahoeco.gov/Public%20Works_Development/planning_land%20development/Application%20Process%20and%20Forms/Land%20Development%20Application.pdf
2. Submittal fees.
3. Presubmittal Meeting notes with Submittal Checklist.
4. A Letter of Intent that explains, justifies and validates what is proposed on the plans submitted as part of the application. State all facts relied upon and provide documentation where possible. Address all approval criteria in Section 5-3.4.B of the LDC. The Letter of Intent must also include the following language:

“I / (We) hereby affirm that this application meets the requirements of the Arapahoe County Land Development Code or includes proper requests for variance, waiver or exception from provisions that it does not meet. I understand that if it does not meet these Regulation’s requirements or if proper requests for variance, waiver or exception are not included, this application may be rejected and the Board of County Commissioner’s hearing dates may be postponed.”
5. Ownership information, current within 30 days of the application submittal, that includes the following:
 - a. Owner information.
 - b. Property legal description.
 - c. Effective date of document (to confirm it meets the 30-day requirement).
 - d. Encumbrances/Schedule B items.
 - e. Hyperlinked connections to documents referenced in the report.
6. Notarized Letter of Authorization. (Letter from landowner if the landowner is not the applicant, authorizing a representative to process the application.)

7. Notification of surface development to mineral estate owners in accordance with **Section 1-5** of this Manual and C.R.S. 24-65.5-103, if the Use by Special Review involves subdivision of the land that will change or create lot lines in anticipation of new surface development.
8. Technical Reports as required by the Engineering Services Division:
 - a. Phase III Drainage Report conforming to the Stormwater Management Manual, if required.
 - b. Traffic Impact Study conforming to the requirements of the Arapahoe County Guidelines for Traffic Impact Studies, unless waived by the Engineering services Division.
 - c. Cost estimate of public improvements such as sidewalks, roadway and/or drainage improvements, etc., if required.
9. Letter from the appropriate water and sanitation districts stating the ability to serve the proposal.
10. Letter from the appropriate fire district stating the ability to serve the proposal.
11. Other information that may be required by the Planning Division, Engineering Services Division or Mapping Section in order to fully evaluate the Use by Special Review based on the unique circumstances of the proposal, its location, or characteristics of the land subject to the application. Information required above may be waived by the Planning or Engineering Services Division Manager or Mapping Section Manager, or designees, if it is deemed to be immaterial to the request.
12. Plan Set exhibit(s) per Section B below.

B. USE BY SPECIAL REVIEW PLAN SET

The Use by Special Review Plan shall be prepared in accordance with the standards established below with the information indicated:

1. GENERAL GRAPHIC STANDARDS

- a. All plans shall be prepared on 24" x 36" sheets.
- b. All lettering and numbering shall be in upper case sans serif with a minimum 12-point font unless otherwise approved by the Planning Division Manager or designee. Font size shall be readable when reduced to 11" x 17" size.
- c. No plan shall include copyright restrictions.
- d. All maps shall show a true north arrow, section corners and the appropriate land grid, the name of the person who prepared the map, and the date the map was prepared.
- e. All sheets will be numerically ordered. All graphic representations, notes, charts, tables and other types of categorized information will be accompanied by common drafting information such as, but not limited to, the following:
 - i. A logical system of ordering the different graphic elements of the plan such as numbered details; and
 - ii. Expository titles for charts, tables, and other categories of information.

- f. Maps showing topography shall have a contour interval of two feet (2') or less on a NAVD88 datum. All contours, spot elevations and design elevations shall be to the benchmark shown on the plan for the NAVD 88 datum.
- g. The minimum scale of the drawing shall be one (1) inch to one hundred (100) feet. Enough sheets shall be used to accomplish this end. Acceptable larger scales are one (1) inch to twenty (20) feet, thirty (30) feet, forty (40) feet, fifty (50) feet and sixty (60) feet.

2. ALL SHEETS OF THE PLAN SET

- a. A title shall be located at the top of each sheet containing the following information: project name, type of application (Name of Project Use by Special Review), and amendment number if applicable. In smaller lettering: the ¼ section(s), section, township and range in which the project or subdivision is located, followed by 6th Principal Meridian, County of Arapahoe, State of Colorado. In addition, if located in a subdivision, the subdivision name, block and lot number(s) shall be identified.
- b. A blank rectangular space will be left in the upper left hand corner of each sheet measuring 2”(h) x 4”(w) for staff use.
- c. A legend with line types and symbols used.
- d. Each sheet shall have the case number in the bottom left hand corner that reads, “Arapahoe County Case No. XX-XXX.”
- e. Sheet Number and count (lower right, e.g., Sheet 1 of 10).
- f. North Arrow, Graphic Scale, and Numeric Scale.
- g. The sheet number and the relation of each adjoining sheet shall be clearly shown by a small key map on each sheet.

3. COVER SHEET

- a. Legal Description (full written lot and block or metes and bounds legal description per ownership information).
- b. All Standard Notes, applicable Specific Notes, and Certificates required by County staff shall be included on the cover sheet as described in **Part 4:** of this Manual.
- c. Signature Blocks (Owner(s), Planning Commission Approval, BOCC Approval).
- d. A Revisions Block updated as needed.
- e. Names and Addresses of the owner(s), plan preparer(s), landscape architect, engineer, surveyor, and date of the survey.
- f. Vicinity Map (scale of 1”=2,000’ preferred) showing the subject property in relation to section lines and existing or proposed major roadway network and drainageways within one (1) mile, with Scale and North Arrow.
- g. Index of Sheets identifying the title of each sheet. All sheets shall be titled as they are listed in the index.

4. SITE PLAN SHEET(S)

- a. The existing zoning of the property, as well as the zoning and residential density of all adjacent properties.

- b. The graphic location, dimensions, maximum heights and gross floor area of all existing and proposed structure(s), the use(s) to be contained within, and the location of entrances and loading points.
- c. Chart comparing all of the regulations and requirements of the proposed Use By Special Review Plan with those of the zoning district criteria regarding the proposed use(s), building heights, minimum lot area, gross floor area, gross floor area ratios, setbacks, open space, etc.
- d. Existing and proposed finished grade topography at two foot (2') contours or less on a NAVD88 datum. All contours, spot elevations and design elevations shall be to the benchmark shown on the plan for the NAVD 88 datum.
- e. All proposed curb cut and driveway locations and dimensions, off-street parking locations, dimensions and total numbers by type (full size, compact, handicap, etc.), and types of surfacing, such as asphalt paving, gravel, etc.
- f. Public and private utility service lines and/or main lines with appurtenances.
- g. All walks, open and recreation areas, with a description of these improvements.
- h. Location of outdoor trash receptacle systems.
- i. Provision for access by emergency vehicles.
- j. Location and dimensions of all existing access points on immediately adjacent properties.
- k. Other information as may be required by the Planning Division, Engineering Services Division or Mapping Section.
- l. Location and dimension and surface treatment of drainage easements, volume capacity of all drainage ponds, and the size of the outlet restrictor(s).
- m. Snow Storage Areas. Areas without trees, shrubs, ornamental grasses, and perennials.
- n. **Electric Vehicle Charging Stations and/or Chargers, if applicable.**

5. TREE SURVEY SHEET

- a. A site plan locating each tree and recommending trees intended for preservation in place, transplanting, or replacement.
- b. Species, size (caliper and height), and condition or health shall be noted.
- c. Recommendation for removal of all trees that are in a condition hazardous to the proposed development.
- d. Tree Inventory Chart. See **Section 5-1** of this Manual.
- e. Tree Survey Certification. See **Section 4-6** of this Manual.
- f. Total caliper of trees removed and replaced.

6. OTHER REQUIRED SHEETS

- a. The Planning Division Manager will determine whether conceptual or detailed landscape and irrigation plans will be required.
- b. If a conceptual landscape plan is required, the plan will need to show the locations and general types of all proposed landscaping materials, including fences, walls, planters, and any other landscaping features.

- c. If detailed landscape and irrigation plans are required, follow Sections 2-2.4.B.9 and 2-2.4.B.10 of this Manual to create these plans.
- d. A Signage Plan describing and illustrating the size, location, type and material of all signs.
- e. Location, type and height of lighting devices.
- f. Representative architectural elevation plans of all sides of proposed structures which show building heights, colors and general textures of materials to be used on the exterior of the proposed buildings.

C. MAJOR ELECTRICAL, NATURAL GAS, AND PETROLEUM-DERIVATIVE FACILITIES OF A PRIVATE COMPANY

In addition to the above submittal requirements for a Use By Special Review application, the applicant for a Use by Special Review for a Major Electrical, Natural Gas, and Petroleum-Derivative Facilities of a Private Company shall comply with all of the submittal requirements for a 1041 Permit for “Major Electrical, Natural Gas, and Petroleum-Derivative Facilities of a Public Utility” as set forth in the Regulations Governing Areas and Activities of State Interest in Arapahoe County (1041 Regulations).

D. AFTER APPROVAL

1. Approval of a Use by Special Review (USR) request shall be, and may be, subject to stipulations and/or conditions precedent which the applicant is deemed to accept by preparing reproducible final plan for signature by the Chairman of the Board of County Commissioners within sixty (60) days from the date of approval. If no final plan is submitted, the Planning Division will recommend the Board of County Commissioners rescind approval of the request. An extension may be granted in writing by the Planning Division Manager.
2. Denial or Withdrawal of a USR shall be subject to the provisions of Section 5-2.1.F of the LDC and **Section 1-8.1** of this Manual.

E. AMENDMENTS

1. Approved Uses by Special Review may be amended in accordance with the criteria in Section 5-2.3.B of the Land Development Code for determining if amendments are administrative or major. Submittal requirements are found in **Section 2-23.1**, Administrative Amendment, or **Section 2-23.2**, Major Amendment, of this Manual.
2. An amended Use by Special Review Plan shall contain all the original information, plus the items which are being changed. When possible, the development standards should appear in a chart format comparing the approved and proposed standards. An Amendment History also must be added to the document. (See Amendment History Certification in **Section 4-3**.)

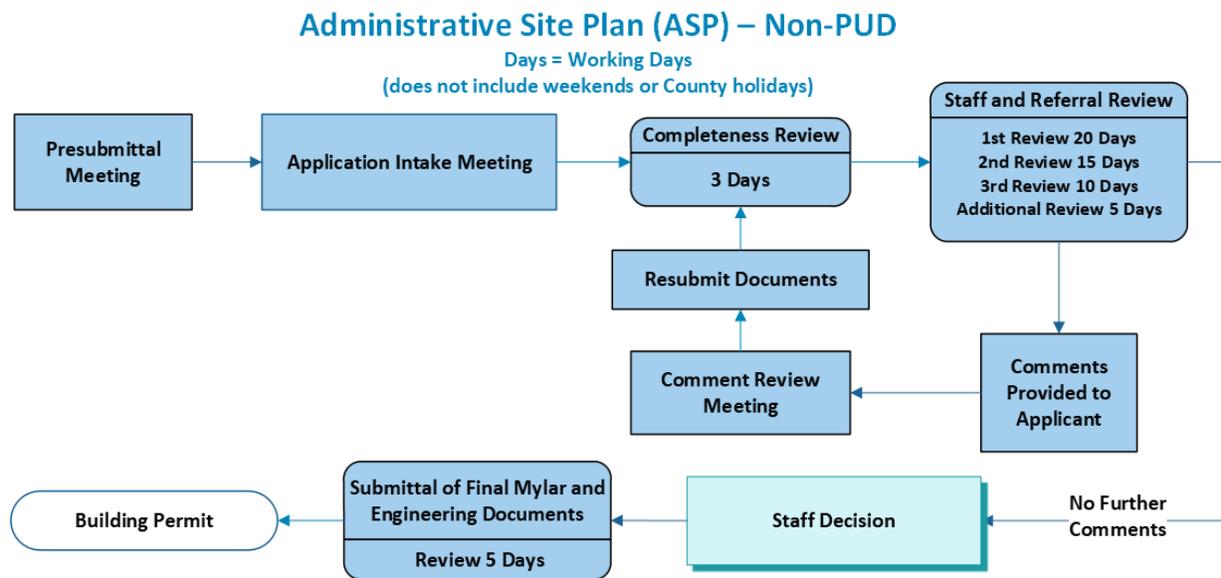
Site Development Applications

Applications included in this section:

- 2-9: Administrative Site Plan (Non PUD)
- 2-10: Planned Sign Program

2-9 Administrative Site Plan (ASP) (Non-PUD)

An Administrative Site Plan (ASP) is required in order to specify site development on vacant land governed by conventional zoning. However, administrative site plans are not required for single-family detached development on individual lots, single-family lots within a minor subdivision, any single family detached development where lots are greater than or equal to 40,000 square feet, or for lots containing two-family residential structures. Certain applications such as Use by Special Review, Location and Extent, Temporary Use, and Special Exception Use require an exhibit similar to an administrative site plan and a separate administrative site plan submittal is not required. Please refer to those sections for submittal requirements. The approval process for an administrative Site Plan is summarized in the flowchart below and is described in more detail in Section 5-4.1 of the Land Development Code.



A. APPLICATION MATERIALS

1. Completed Land Development Application Form:
https://files.arapahoeco.gov/Public%20Works_Development/planning_land%20development/Application%20Process%20and%20Forms/Land%20Development%20Application.pdf
2. Presubmittal Meeting notes with Submittal Checklist.

3. Submittal fees.
4. A Letter of Intent that explains, justifies and validates what is proposed on the plans submitted as part of the application. Address all approval criteria in Section 5-4.1.B of the LDC. State all facts relied upon and provide documentation where possible.
5. If the applicant is not the landowner, a notarized letter of authorization from the landowner permitting a representative to process the application.
6. Ownership information, current with 30 days of application submittal, that includes the following:
 - a. Owner information.
 - b. Property legal description.
 - c. Effective date of document (to confirm it meets the 30-day requirement).
 - d. Encumbrances/Schedule B items.
 - e. Hyperlinked connections to documents referenced in the report.
7. Certificate of Taxes Due.
8. Technical Reports as required by the Engineering Services Division:
 - a. Phase III Drainage Report conforming to the Stormwater Management Manual.
 - b. Grading, Erosion and Sediment Control (GESC) Report/Plans.
 - c. Construction Plans for the proposed development's public improvements included within County easements and right-of-way (street plan and profile sheets, storm drainage improvements plans and other improvements).
 - d. Landscaping and irrigation plans for landscaping and irrigation within County right-of-way.
 - e. Operation and Maintenance Site Plan for stormwater facilities.
 - f. Preliminary Pavement Design Report prepared in accordance with the Infrastructure Design and Construction Standards, if roadways or private drives are proposed.
 - g. A Traffic Impact Study conforming to the Arapahoe County Guidelines for Traffic Impact Studies, unless waived by the Engineering Services Division.
9. Other information as required by the Engineering Services Division:
 - a. Cost Estimate for GESC.
 - b. Cost estimate for public improvements.
 - c. Collateral letter of intent for GESC and public improvements.
 - d. Legal descriptions and exhibits for all proposed County easements.
10. Geotechnical Report to include evidence showing that all areas proposed for development which may involve soil or topographic conditions presenting hazards or requiring special precautions have been identified and that the proposed uses are compatible with such conditions.
11. Other information that may be required by the Planning Division, Engineering Services Division or Mapping Section in order to fully evaluate the Administrative Site Plan based on the unique circumstances of the proposal, its location, or characteristics of the land subject to the application. Information required above may be waived by the Planning or Engineering Services Division Manager, or designees, if it is deemed to be immaterial to the request.

12. Plan Set exhibit(s) per Section B below.

B. ADMINISTRATIVE SITE PLAN SET

1. GENERAL GRAPHIC STANDARDS

- a. All plans shall be prepared on 24" x 36" sheets.
- b. All lettering and numbering shall be in upper case sans serif with a minimum 12-point font unless otherwise approved by the Planning Division Manager or designee. Font size shall be readable when reduced to 11" x 17" size.
- c. No plan shall include copyright restrictions.
- d. All maps shall show a true north arrow, section corners and the appropriate land grid, the name of the person who prepared the map, and the date the map was prepared.
- e. All sheets will be numerically ordered. All graphic representations, notes, charts, tables and other types of categorized information will be accompanied by common drafting information such as, but not limited to, the following:
 - i. A logical system of ordering the different graphic elements of the plan such as numbered details; and
 - ii. Expository titles for charts, tables, and other categories of information.
- f. Maps showing topography shall have a contour interval of two feet (2') or less on a NAVD88 datum. All contours, spot elevations and design elevations shall be to the benchmark shown on the plan for the NAVD 88 datum.
- g. The minimum scale of the drawing shall be one (1) inch to one hundred (100) feet. Enough sheets shall be used to accomplish this end. Acceptable larger scales are one (1) inch to twenty (20) feet, thirty (30) feet, forty (40) feet, fifty (50) feet and sixty (60) feet.

2. ALL SHEETS OF THE PLAN SET

- a. A title shall be located at the top of each sheet containing the following information: project name, type of application (Name of Project Administrative Site Plan), and amendment number if applicable. In smaller lettering: the ¼ section(s), section, township and range in which the project or subdivision is located, followed by 6th Principal Meridian, County of Arapahoe, State of Colorado. In addition, if located in a subdivision, the subdivision name, block and lot number(s) shall be identified.
- b. A blank rectangular space will be left in the upper left hand corner of each sheet measuring 2"(h) x 4"(w) for staff use.
- c. A legend with line types and symbols used.
- d. Each sheet shall have the case number in the bottom left hand corner that reads, "Arapahoe County Case No. XX-XXX."
- e. Sheet Number and count (lower right, e.g., Sheet 1 of 10).
- f. North Arrow, Graphic Scale, and Numeric Scale.
- g. The sheet number and the relation of each adjoining sheet shall be clearly shown by a small key map on each sheet.

3. COVER SHEET

- a. Legal Description (full written lot and block or metes and bounds legal description per ownership information).
- b. All Standard Notes, applicable Specific Notes, and Certificates required by County staff shall be included on the cover sheet as described in **Part 4:** of this Manual.
- c. Signature Blocks (Owner(s), Planning Commission Approval, BOCC Approval).
- d. A Revisions Block updated as needed.
- e. Names and Addresses of the owner(s), plan preparer(s), landscape architect, engineer, surveyor, and date of the survey.
- f. Vicinity Map (scale of 1"=2,000' preferred) showing the subject property in relation to section lines and existing or proposed major roadway network and drainageways within one (1) mile, with Scale and North Arrow.
- g. Index of Sheets identifying the title of each sheet. All sheets shall be titled as they are listed in the index.

4. SITE PLAN SHEET(S)

- a. Geographic location, dimensions, maximum heights and gross floor area of all existing and proposed structure(s), the use(s) to be contained within and location of entrances and loading points/service areas.
- b. Land Use Table comparing the regulations and requirements of the approved underlying uses and zoning approved in the SDP to the improvements proposed in ASP. The Table should include:
 - i. Allowed uses;
 - ii. Maximum building heights;
 - iii. Density (maximum du/ac) and Unit Type(s) for residential;
 - iv. Size, floor area, and building type for non-residential;
 - v. Setbacks; and,
 - vi. Open space.
- c. Site Yield data chart/table showing land uses and expected traffic generation compared to maximums approved and projected with the GDP or SDP traffic study.
- d. Show and label or dimension the following:
 - i. Any existing and proposed public and/or private roadways;
 - ii. All proposed points of access to adjacent and/or external roadways;
 - iii. All existing access points on adjacent properties and across adjacent roadways;
 - iv. All proposed curb cuts;
 - v. All off-street parking areas;
 - vi. All proposed and existing surface materials (i.e., asphalt, concrete, gravel, etc.);
 - vii. Pedestrian systems (sidewalks, trails);
 - viii. Location of outdoor trash receptacle systems;

- ix. Provision of emergency access;
 - x. All existing and proposed easements; and
 - xi. Location of project signage (i.e., monument signs).
- e. Information pertaining to drainage easements, including:
- i. Location;
 - ii. Dimensions; and
 - iii. Reception number or recording information for easements.
- f. Provide a parking utilization table that compares the total number of proposed parking spaces or areas to the parking required by the SDP or Land Development Code, as applicable. Specify the type of and intended use of all parking spaces indicated (full size, accessible and loading areas, etc.)
- g. Electric Vehicle Charging Stations and/or Chargers, if applicable.**
- h. All walks, open space and recreation areas with a description of these improvements.
- i. Snow Storage Areas. Areas without trees, shrubs, ornamental grasses, and perennials.

5. TREE SURVEY SHEET

- a. A site plan locating each tree and recommending trees intended for preservation in place, transplanting, or replacement.
- b. Species, size (caliper and height), and condition or health shall be noted.
- c. Recommendation for removal of all trees that are in a condition hazardous to the proposed development.
- d. Tree Inventory Chart. See **Section 5-1** of this Manual.
- e. Tree Survey Certification. See **Section 4-6** of this Manual.
- f. Total caliper of trees removed and replaced.

6. UTILITIES PLAN SHEET (THIS INFORMATION MAY BE PROVIDED ON THE GRADING PLAN SHEET PROVIDED IT IS LEGIBLE.)

- a. All public and private utility service lines and/or main lines with appurtenances and location(s) and dimension(s) of all existing and proposed easements.

7. GRADING PLAN SHEET

- a. Existing and proposed finished grade topography at 2-foot contours or on a NAVD88 datum. All contours, spot elevations and design elevations shall be to the benchmark shown on the plan for the NAVD 88 datum.
- b. Information pertaining to stormwater and water quality facilities, including (This information may be placed on the Site Plan Sheet):
 - i. Location;
 - ii. Dimensions;
 - iii. Water surface elevation at each storm event;
 - iv. Surface treatment;
 - v. Volume capacity; and

vi. Size of the outlet restrictor.

8. BUILDING ELEVATIONS SHEET(S)

- a. Representative architectural elevations of all sides of proposed structures which show building heights, colors, and general textures of materials to be used on the exterior of the proposed buildings. Building mounted lighting and signage location and size must be shown. No interior improvements to be shown.

9. LANDSCAPE PLAN SHEET(S)

SEE SECTION 4-1.4 OF THE LAND DEVELOPMENT CODE FOR LANDSCAPING AND SCREENING REQUIREMENTS

- a. Show and dimension all easements, pedestrian walkways, pedestrian-oriented areas (existing and proposed), and types of surface materials.
- b. Delineate existing and proposed grades with one-foot contours on a NAVD88 datum. All contours, spot elevations and design elevations shall be to the benchmark shown on the plan for the NAVD 88 datum.
- c. Delineate the total gross square footage of all planting areas, including those areas to be maintained in a natural state (undeveloped) and/or established with native seed.
- d. Plant species should be drawn at three-fourths of mature size.
- e. Show and label the following landscape features:
- i. All proposed landscape plantings.
 - ii. The location, type, and size of existing plants to be retained.
 - iii. The type of mulch or other surface materials proposed.
 - iv. The location and dimensions of all landscape elements including fences, walls, border edge treatments, berms, water features, bike racks, trash enclosures, street furniture and recreational facilities, as applicable.
 - v. Details of landscape features or structures may be required on the landscape plan as determined by the Planning Division.
- f. Include Plant Schedule chart. See Section 5-2 of this Manual.
- g. Include Plant Requirement chart. See Section 5-3 of this Manual.
- h. Include Plant Diversity chart. See Section 5-4 of this Manual.
- i. Include Landscape Architect Certificate. See Section 4-7.
- j. In order to preserve significant natural vegetative areas, trees, wildlife habitat, and landscape features, the landscape plan shall locate and identify and when necessary, dimension these natural features in accordance with Planning Division requirements. A tree preservation plan with specific construction limits and protective fencing and mulching may be required.
- k. Show planting details, including typical methods of planting.
- l. Landscaping shall comply with the requirements for sight distance triangles in accordance with Arapahoe County Streetscape Guidelines, Section 4-2.9.B of the Land Development Code.

- m. All landscaping within the County rights-of-way or landscaping shall comply with the Arapahoe County Roadway Design and Construction Standards and the Arapahoe County Storm Drainage Design and Technical Criteria Manual.

10. IRRIGATION PLAN SHEETS(S))

- a. Show existing and proposed structures, sidewalks, paving, and landscape areas.
- b. Show and label locations or proposed (low, moderate, high) hydrozones.
- c. Show and label locations to be irrigated with potable and non-potable water.
- d. Identify head layout, drip layout, service line locations and size, irrigation meter location and size, backflow prevention assembly location and size, master shut off valve, irrigation time clock controller location, and automatic rain shutoff device.
- e. Legend detailing the type and size of all components used in the irrigation system.
- f. Irrigation Design Certification. See Section 4-8 of this Manual.

11. LIGHTING PLAN SHEET TO INCLUDE PHOTOMETRIC AND LIGHTING FIXTURE DETAILS. (SEE SECTION 4-1.6 OF THE LAND DEVELOPMENT CODE FOR LIGHTING REQUIREMENTS)

12. DETAILS SHEET(S)

- a. Signage Plan or Sign Detail describing and illustrating the appearance, size, location, type, color, material, and illumination of all non-regulatory signs. Proposed signs must be designed in accordance with Section 4-1.7, Signs, of the Land Development Code.
- b. Additional details:
 - i. Fencing; See Section 4-1.5 of the Land Development Code.
 - ii. Community facilities to include benches, trash receptacles, mail kiosks, picnic shelters, etc.
 - iii. Trash enclosures; and
 - iv. Other site details as necessary.

C. POST DECISION PROCEDURES

1. Final Review

- a. All ASPs shall be considered approved only after all final documents have been submitted, approved by staff, and signed by the Planning Division Manager. All ASPs submitted for final approval shall be prepared in accordance with the standards established in this Manual.
- b. PWD staff will work with applicants to finalize all ASPs and engineering reports until all revisions, modifications and additions (if any) are finalized in accordance with any conditions or stipulations required by staff. Once all revisions have been made, the Planning Case Manager will direct the applicant to prepare final documents.

2. Submittal of Final Plans and Engineering Reports

- a. Approval of the final plans and engineering reports of the approved ASP and any associated exhibits and documents shall occur within 90 days after the Planning Case Manager determines the ASP is approvable, or the ASP shall be voidable (See Section 5-2.1.G.1 of the Land Development Code and **Sections 1-8.3** and **1-8.5** of this Manual.) An extension may be

- granted in writing by the Planning Division Manager pursuant to Section 5-2.1.H of the LDC and **Section 1-8.6** of this Manual.
- b. Final plans must be submitted by the applicant within 60 days of approval of the ASP, unless otherwise agreed to by the Planning Division Manager. Final plans shall be prepared in accordance with the standards of this Manual.
 - c. Within 30 days of receipt of the plan or plat and associated exhibits and documents, staff shall obtain the signatures of the applicable County officials.
 - d. Prior to the County signing the ASP, the Applicant shall provide ownership information, current within 30 days of the final final document submittal, that includes the following:
 - i. Owner information.
 - ii. Property legal description.
 - iii. Effective date of document (to confirm it meets the 30-day requirement).
 - iv. Encumbrances/Schedule B items.
 - v. Hyperlinked connections to documents referenced in the report.
 - vi. The ownership information must include all land to be dedicated to the County.
 - e. The Applicant shall provide proof to the Public Works and Development Department that adequate security has been provided to cover the improvement costs (if applicable) in accordance with the requirements of the Arapahoe County Roadway Design and Construction Standards, or letter of credit as required.
 - f. The Applicant shall provide a warranty deed for on-site and off-site County land dedication required as a condition of approval of the ASP (if applicable).
 - g. Applicants must also submit a complete, scanned copy of the signed plans and engineering reports along with hard copies of all signature pages in each. The scanned copy can be submitted via ACA portal and hard copies delivered to the Planning Division..

2-10 Planned Sign Program

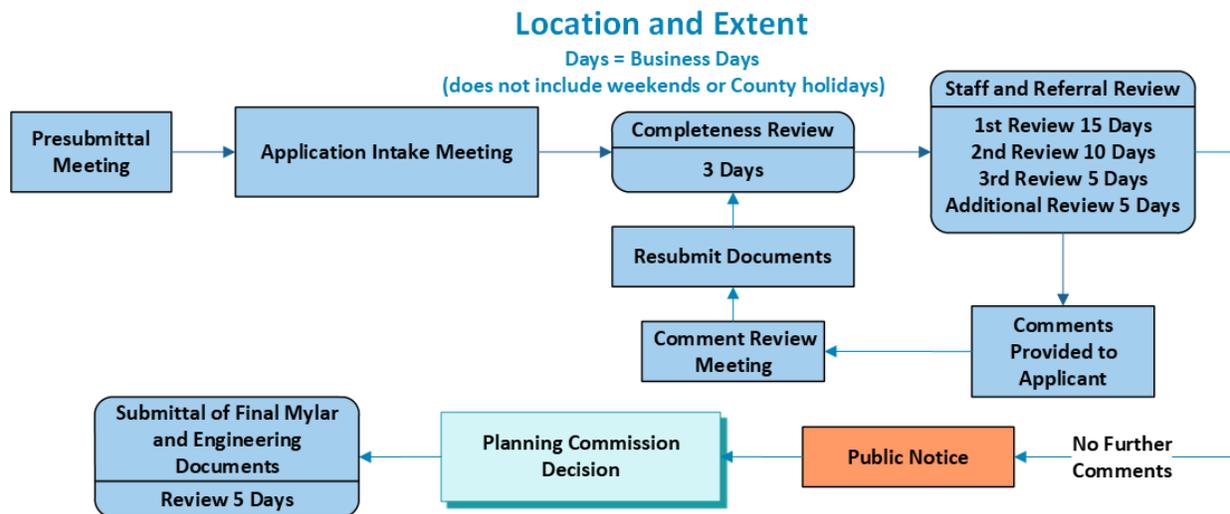
A planned sign program is intended to allow some flexibility and deviation from the County's Sign Code in the location, design, number, size, and materials of signs permitted for freestanding signage for residential and nonresidential uses, as part of a cohesive sign package as part of a comprehensive planned sign program. It is intended for business, industrial and office parks, commercial shopping centers, and residential developments, under single or multiple ownership, to create a branding or community identity program. The approval process is summarized in the following flowchart and is summarized in Section 5-4.4 of the Land Development Code.

B. SUBMITTAL REQUIREMENTS

1. Completed Land Development Application form:
https://files.arapahoeco.gov/Public%20Works_Development/planning_land%20development/Application%20Process%20and%20Forms/Land%20Development%20Application.pdf
2. Pre-submittal Meeting notes with Submittal Checklist.
3. Application fees.
4. Letter of Intent that explains the request and that addresses all criteria in Section 5-7.2.D of the LDC and describes the proposed elements of the Development Agreement.
5. Certified engineering analyses establishing that the existing and planned infrastructure serving the development is or will be sufficient, at the time development occurs, to meet the projected demand upon such infrastructure during the vested period.

2-26 Location and Extent

C.R.S. 30-28-110 requires the Planning Commission to review and approve construction of or plans for the construction of any road, park or other public away, ground or space, public building or structure, or public utility, whether publicly or privately owned. Procedures for this approval are summarized in the following flowchart and are described in more detail in Section 5-7.3 of the Land Development Code.



A. SUBMITTAL REQUIREMENTS

1. Completed Land Development Application form:
https://files.arapahoeco.gov/Public%20Works_Development/planning_land%20development/Application%20Process%20and%20Forms/Land%20Development%20Application.pdf
2. Presubmittal Meeting Notes with Submittal Checklist.
3. Submittal Fees.

4. Letter of Intent.
5. Notarized Letter(s) of Authorization. (Letter signed by property owners(s) authorizing another person to process the application.)
6. Technical Reports and Plans as required by the Engineering Services Division:
 - a. Phase III Drainage Report conforming to the Stormwater Management Manual, if required;
 - b. Traffic Impact Study conforming to the requirements of the Arapahoe County Guidelines for Traffic Impact Studies, unless waived by the Engineering Services Division;
 - c. Grading, Erosion and Sediment Control Plans and Report;
 - d. Construction Plans and engineer's cost estimate for public improvements; and
 - e. Legal descriptions and exhibits for any required right-of-way or easement dedications.
7. Letters of Intent for:
 - a. Public improvements collateral; and
 - b. Grading, erosion and sediment control collateral.
8. Additional Information may be requested by the Planning Division, Engineering Services Division or Mapping Section if deemed appropriate to the request. Information required above may be waived by the Planning Division Manager, Engineering Services Manager or Mapping Section Manager, or designees, if it is deemed to be immaterial to the request.
9. Location and Extent Plan exhibit(s) per Section B below.

B. LOCATION AND EXTENT PLAN

The Location and Extent Plan shall be prepared in accordance with the standards included below with the information indicated:

1. GENERAL GRAPHIC STANDARDS

- a. All plans shall be prepared on 24" x 36" sheets.
- b. All lettering and numbering shall be in upper case sans serif with a minimum 12-point font unless otherwise approved by the Planning Division Manager or designee. Font size shall be readable when reduced to 11" x 17" size.
- c. No plan shall include copyright restrictions.
- d. All maps shall show a true north arrow, section corners and the appropriate land grid, the name of the person who prepared the map, and the date the map was prepared.
- e. All sheets will be numerically ordered. All graphic representations, notes, charts, tables and other types of categorized information will be accompanied by common drafting information such as, but not limited to, the following:
 - i. A logical system of ordering the different graphic elements of the plan such as numbered details; and
 - ii. Expository titles for charts, tables, and other categories of information.
- f. Maps showing topography shall have a contour interval of two feet (2') or less on a NAVD88 datum. All contours, spot elevations and design elevations shall be to the benchmark shown on the plan for the NAVD 88 datum.

- g. The minimum scale of the drawing shall be one (1) inch to one hundred (100) feet. Enough sheets shall be used to accomplish this end. Acceptable larger scales are one (1) inch to twenty (20) feet, thirty (30) feet, forty (40) feet, fifty (50) feet and sixty (60) feet.

2. ALL SHEETS OF THE PLAN SET

- a. A title shall be located at the top of each sheet containing the following information: project name, type of application (Name of Project Location and Extent). In smaller lettering: the ¼ section(s), section, township and range in which the project or subdivision is located, followed by 6th Principal Meridian, County of Arapahoe, State of Colorado. In addition, if located in a subdivision, the subdivision name, block and lot number(s) shall be identified.
- b. A blank rectangular space will be left in the upper left hand corner of each sheet measuring 2”(h) x 4”(w) for staff use.
- c. A legend with line types and symbols used.
- d. Each sheet shall have the case number in the bottom left hand corner that reads, “Arapahoe County Case No. XX-XXX.”
- e. Sheet Number and count (lower right, e.g., Sheet 1 of 10).
- f. North Arrow, Graphic Scale, and Numeric Scale.
- g. The sheet number and the relation of each adjoining sheet shall be clearly shown by a small key map on each sheet.

3. COVER SHEET

- a. Legal Description (full written lot and block or metes and bounds legal description per ownership information).
- b. All Standard Notes, applicable Specific Notes, and Certificates required by County staff shall be included on the cover sheet as described in **Part 4:** of this Manual.
- c. Signature Blocks (Owner(s), Planning Commission Approval, BOCC Approval if applicable).
- d. A Revisions Block updated as needed.
- e. Names and Addresses of the owner(s), plan preparer(s), landscape architect, engineer, surveyor, and date of the survey.
- f. Vicinity Map (scale of 1”=2,000’ preferred) showing the subject property in relation to section lines and existing or proposed major roadway network and drainageways within one (1) mile, with Scale and North Arrow.
- g. Index of Sheets identifying the title of each sheet. All sheets shall be titled as they are listed in the index.

4. SITE PLAN SHEET(S)

- a. Name of proposed facility.
- b. Proposed land use for each area and its area in square feet.
- c. Existing and proposed public and private rights-of-way serving the site, types of surfacing and width of paving.

- d. The existing zoning of the property to be used, as well as the zoning and residential density of all adjacent properties.
- e. All easements and drainageways should be identified.
- f. Existing and proposed finished grade topography shown at two foot (2') contours on a NAVD88 datum. All contours, spot elevations and design elevations shall be to the benchmark shown on the plan for the NAVD 88 datum.
- g. The location(s) and dimension(s) of all existing and proposed structures, the use(s) to be located therein, the building elevations, gross floor area and locations of entrances and loading points.
- h. Location of outdoor waste disposal systems.
- i. All existing and proposed curb cuts, driveways, parking (including number of spaces) and storage areas. Also, the location(s) and dimension(s) of existing curb cuts and driveways on adjacent properties and across right-of-way.
- j. **Electric Vehicle Charging Stations and/or Chargers, if applicable.**
- k. All walks, open and recreation areas with a description of these improvements.
- l. If a conceptual landscape plan is required, the plan will need to show locations, general types and sizes of all proposed landscaping materials, fences, walls, planters and any other landscaping features.
- m. If detailed landscape and irrigation plans are required, follow Sections 2-2.4.B.9 and 2-2.4.B.10 of this Manual to create these plans.
- n. Provisions for access by emergency vehicles.
- o. Lighting and signage devices fully detailed (See Sections 4-1.5 and 4-1.6 of the LDC).
- p. Utility lines and appurtenances.
- q. Location of snow storage. This is an area or areas without trees, shrubs, ornamental grasses or perennials.
- r. Any Standard Notes, applicable Specific Notes, and Certificates required by County staff shall be included on the plan as described in **Part 4:** of this Manual.
- s. Other information that may be required by the Planning Division, Engineering Services Division or Mapping Section. Information above may be waived by the Planning Division Manager, Engineering Services Division Manager, or Mapping section Manager, or designees, if deemed immaterial to the request.

5. TREE SURVEY SHEET

- a. A site plan locating each tree and recommending trees intended for preservation in place, transplanting, or replacement.
- b. Species, size (caliper and height), and condition or health shall be noted.
- c. Recommendation for removal of all trees that are in a condition hazardous to the proposed development.
- d. Tree Inventory Chart. See **Section 5-1** of this Manual.
- e. Tree Survey Certification. See **Section 4-6** of this Manual.

- f. Total caliper of trees removed and replaced.

C. AMENDMENTS

1. Amendments to approved Location and Extent Plans may be administrative or major as determined by the Planning Division Manager according to the criteria in Section 5-2.3 of the Land Development Code, with submittal requirements following **Section 2-23.1**, Administrative Amendment, or **Section 2-23.2**, Major Amendment of this Manual, as applicable.
2. If approved as either an administrative or major amendment, the applicant shall submit a final document of the Location and Extent Plan according to the standards established in and **Section 2-23** of this Manual. The amended plan shall contain all the original information, the items which are being changed and an Amendment History.

2-27 1041 Permit (Areas and Activities of State Interest)

SEE AREAS AND ACTIVITIES OF STATE INTEREST REGULATIONS.

https://files.arapahoeco.gov/Public%20Works_Development/planning_land%20development/NID%20345%20Regulations.pdf

2-28 Certificate of Designation

Applications shall conform to all of the applicable requirements as set forth in C.R.S. § 30-20-101 et seq., and the rules and regulations promulgated thereunder, 6 C.C.R. 1007-2, Part 1, as amended, being the "Regulations pertaining to Solid Waste Disposal Sites and Facilities." Procedures for considering a Certificate of Designation are summarized in the accompanying flowchart.