

## Proposed Changes to the Development Application Manual for Location and Extent Reviews

### 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 way, 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

Before applying, it is recommended that the applicant contact the Planning Division and Engineering Services Division to establish the specific submittal requirements. The requirements will be discussed at the Pre-submittal meeting.

1. Completed Land Development Application form:

<http://www.arapahoegov.com/DocumentCenter/View/1211/Land-Development-Application?bidId=>

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, if required;

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, 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 NAVD 88 datum or another contour interval approved by staff. 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. For a large project (e.g., a 100-acre park). Staff may approve a scale appropriate for review.

### 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 the 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 an **NAVD 88** datum. (Staff may approve another contour interval.) 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 the 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. All walks, open and recreation areas with a description of these improvements.

k. An illustrative landscape plan showing locations, general types and sizes of all proposed landscaping materials, fences, walls, planters and any other landscaping features.

l. Provisions for access by emergency vehicles.

m. Lighting and signage devices fully detailed (See Sections 4-1.4 and 4-1.5 of the LDC).

n. Utility lines and appurtenances.

o. 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.

p. 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, Mapping section Manager, or designees if deemed immaterial to the request.

#### 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 mylar of the Location and Extent Plan according to the standards established in Part 5: 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.