



Site Development Plan (SDP) Checklist

Town Statement:

The Town is committed to timely plan review goals consistent with those outlined in the Town’s Development Procedures Manual. In order to meet the timelines, the Town relies upon the applicant to provide 100% complete plans that have been checked for quality by the applicant. Incomplete and substandard submittals will result in application denial, extended review periods, additional review periods and/or additional fees.

Applicant’s Statements: (Please check each box)

I understand the plan review fee is for two formal reviews. Each additional review will require a fee equal to 40% of the original review fee.

- checkbox All items have been submitted as required below unless determined not applicable by Town staff.
checkbox The submitted plans have been checked for quality.
checkbox The submitted plans represent a 100% design.
checkbox A submittal meeting must be held with the Project Manager prior to formal submittal of the project.

Engineer of Record

Date

Owner

Date

Project Name:

Submittal Meeting Date: Project Manager:

Email: Phone:

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Req'd	Subm'd	Submittal Checklist
X		Land Use Application: (completed/signed) Land Use Application
X		Property Owner Approval: Work proposed on land not owned by the applicant, requires a letter of approval from the landowner.
X		Site Development Plan Set: <i>Must include</i> a Cover Sheet, Site Plan, General Grading Plan, General Utilities Plan, General Landscape Plan and General Lighting Plan. NOTE: Building Elevations are required for non-residential projects.
X		Project Narrative (Required- Please demonstrate compliance with the following):
X		Compliance: Description of compliance with the Vision 2030, 2030 Comprehensive Master Plan, zoning codes, general design principles, technical manuals.
X		Impacts: Description of overall project benefits, impacts on surrounding properties and mitigation of those impacts.
X		Infrastructure: Demonstrate adequacy of access, roadways, water, wastewater and storm water facilities.
X		Variiances Describe each proposed deviation from criteria included in Town design manuals, approved zoning and municipal code. Explain how the intent of Town criteria will be met.
X		Mineral Rights Notice (ToCRMC Section 17.04.080) (for initial development of vacant land)
X		Auto-Turn Exhibit: Demonstrate adequate turning radii for Fire apparatus and large vehicles for non-single family development. If relevant to the usage, analyze using the design vehicle for the fronting roadway per Town's Transportation Master Plan and Transportation Design Criteria Manual.
X		Land Suitability Analysis Report (LSAR): An analysis of the site to demonstrate the suitability of the site development plan to the land to include information on slope, geologic hazard, soil types/ conditions, vegetation cover, wildlife habitat/migration and, wildfire hazards.
X		Traffic Impact Analysis: as required by Transportation Criteria Manual .
X		Photo-Simulations: Provide renderings or other illustrations, such as cross sections, to demonstrate building mass and height and site topography in relation to adjacent properties and buildings.
X		Phase II Drainage Report: Provide report consistent with Phase II Drainage Report checklist and Storm Water Manual. The report <i>and</i> report checklist are required with submittal. Submittal Checklists
X		Preliminary Utility Report: Provide report consistent with Preliminary Utility Report checklist and Water and Wastewater Manuals. The report <i>and</i> report checklist are required with submittal. Submittal Checklists
X		MS4 Permit Application: Must be completed and included with the SDP submittal Application
X		Water Quality Questionnaire: Must be completed and included with the SDP submittal. Application

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X		<p>Preliminary Floodplain Modification Study (Preliminary CLOMR if impacting regulatory floodplain): Required for projects that propose modifications, or construction in, the existing floodplain, the FEMA SFHA, or when proposals involve use of property within the floodplain limits. Provide preliminary report consistent with Section 5.6 of the Storm Drainage Criteria Manual.</p>
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Plan Formatting Requirements		
		Plan sets shall be formatted for 24" x 36" plan sets. PDF format is required for all submittals to the Town.
Req'd	Subm'd	GENERAL: TO BE SHOWN ON EACH PLAN SHEET
X		North Arrow: Orient each north arrow upward or to the right.
X		Scale: Scales for plan and profile sheets: 1" = 50' horizontal; 1" = 5' or 10' vertical; Overall Plan 1" = 100'. Show bar scale. (Other scales may be used upon Town approval.)
X		Sheet Numbers: Provide sheet numbers on all pages in the lower right corner of the page. Format as 1 of XX
X		Project Boundaries: Use a heavy dark line to indicate the property lines, show lot and block numbers, section corners and rights-of-way (ROW) with dimensions, bearings and control points.
X		Easements: Show existing and proposed easements – include type, width and recordation information.
X		Street Names: Show adjacent street names and label ROW width. Dimension the ROW width of each street at least once on each sheet.
X		Building Location: (For Non-Single Family Buildings) Existing and proposed building footprints, required setbacks and separations. On adjacent properties, footprint and location of nearest buildings. Sight analysis (where building height increase is requested).
X		Legend: Show legend on all sheets with the symbols pertaining to the sheet. Show existing items screened back, show proposed items in dark font. Include a legend on each sheet. The legend must define each symbol and line type used on the sheet. Depict existing items in light gray and proposed improvements in black.
Req'd	Subm'd	COVER SHEET
X		Title: Provide the project name, application type (Site Development Plan), and previous document name, in large font centered at the top of the page and in smaller font in the lower right hand corner of each sheet. (Please refer to the naming conventions sheets at the end of the checklist.)
X		Purpose Statement: Brief description of the project objective.
X		Sheet Index: Provide a sheet index of all sheets. Key maps must be provided where needed.
X		Vicinity Map: Include a vicinity map, including a north arrow, bar and graphic scales and nearest major roads.
X		Legal Description: Provide full written lot and block or metes and bounds legal description.
X		Benchmarks Statement and Basis of Bearings Statement: NAVD 88 required.
X		Zoning Comparison Table: A table comparing the zoning standards to the proposed site plan to include use, lot size, density (units, building coverage, floor area ratio), building height, building setbacks, minimum parking and other standards as applicable to the zone district.

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x		<p>Site Utilization Table: A table showing the breakdown by square feet and percentage of the total site utilization to include building coverage, street coverage, open space/landscape coverage, parking coverage and other coverage as applicable to the site.</p>
x		<p>Signature Blocks: The following signature blocks must be completed and appear on the cover sheet: Surveyor's Certificate, Civil Engineer Certificate, Ownership Certificate, Lienholder Subordination Certificate, Title Certification, Town Certification, Douglas County Clerk and Recorder Certificate. In addition, if public hearings are required include the following signature blocks: Planning Commission Recommendation, Town Council Approval.</p> <p>Signature Blocks</p>
x		<p>Town Standard Notes: Provide the Site Development Plan Standard Notes, Fire Notes, Landscape Notes, Lighting Notes and Utility Notes on the cover sheet.</p> <p>Site Development Plans Standard Notes</p>
Req'd	Subm'd	SITE PLAN
x		<p>Overall Site Plan: Provide an overall site plan, which shows the entirety of the site.</p>
x		<p>Phasing: Provide a phase plan if phasing of the development is proposed, show the phasing on the site plan or on a separate plan sheet.</p>
x		<p>Zoning and Land Use: Show existing zoning and existing land use for the subject property and for adjacent properties.</p>
x		<p>Streets and Rights-of-Way (ROW): Show all adjoining and/or internal streets and ROWs. Show existing and proposed streets. Indicate street names, dimension ROW widths and label each street as public or private. Show typical cross section for each proposed street type. Show access easements where necessary.</p>
x		<p>Vehicles: Show location and dimension for all existing and proposed vehicular infrastructure within 200 feet of the site boundary, including (but not limited to) streets, auxiliary lanes, driveways, trails, parking spaces and loading areas.</p>
x		<p>Pedestrian Areas: Show all pedestrian oriented areas. Provide location, dimension and material information for all existing and proposed pedestrian pathways to include ROW sidewalks, curb ramps, internal sidewalks, trails and ADA routes.</p>
x		<p>Structures: Buildings Show the location, dimension and setbacks of any proposed buildings. Show setbacks of all buildings to all property lines.</p>
TBD		<p>Retaining Walls and Fences: Show the location and height of any proposed retaining walls or fences.</p> <ul style="list-style-type: none"> • All retaining walls, regardless of height, are required to be shown on the SDP, including walls that span across property lines. • The maximum height of all retaining walls as measured from top of wall to bottom of wall (exposed wall) are required to be shown on the SDP. • Elevation and materials are required to be shown on the SDP for retaining walls with an exposed wall of 4-feet tall or greater. • Retaining walls with an exposed wall of 4-feet tall or greater may not be located in setbacks (per the current Code, this includes front, rear, and side setbacks). • Retaining walls with an exposed wall of less than 4-feet tall may be located in setbacks. • The following retaining walls will require a building permit: <ul style="list-style-type: none"> • Retaining walls 4-feet tall or greater, as measured from top of wall to bottom of footer. • Retaining walls less than 4-feet tall, which retain a surcharge as determined by an engineer. •

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		<ul style="list-style-type: none"> Multi-tiered walls, regardless of height, that retain a surcharge as determined by an engineer.
X		Other Structures: Show the location, dimension, material and color and setbacks of any other proposed structures such as trash enclosures, mail box kiosk, etc.
X		Sight Distance and Safety Triangles: Provide sight distance and safety triangles at driveways and intersections per Transportation Design Criteria Manual. Record sight distance easements on an associated plat or by separate document for platted lots.
Req'd	Subm'd	GENERAL GRADING PLAN
X		Grading: Show existing and proposed grading at one-foot contour intervals extending 100 feet beyond the property lines.
X		Floodplain: Show boundary of the existing and proposed one-hundred-year floodplain limits and elevations based on FEMA, Town approved studies and/or Preliminary Floodplain Modification Study. Demonstrate adherence to two-foot freeboard requirement and proposed lots outside of floodplain limits.
X		Drainage: Layout map showing method of moving storm water through the project and location and sizing of storm water detention or retention facilities based on storm water Manual requirements. Show preliminary drainage improvements on major and minor drainage ways.
X		Natural Features: Show drainage channels and other significant natural features and significant vegetative stands within the property boundary and 100 feet beyond the property boundary.
Req'd	Subm'd	GENERAL UTILITIES PLAN
X		Utilities: Show location and size of all existing and proposed utility (water, wastewater, storm water, gas, electric, telephone, cable) lines and facilities; existing and proposed fire hydrants.
Req'd	Subm'd	GENERAL LANDSCAPE PLAN
		Landscape and Irrigation Criteria Manual Link
X		Licensed Landscape Architect: All landscape plans must be prepared either by a Colorado Licensed Landscape Architect or by a Town registered design professional. Town registration requires attendance at a Landscapers Registration class and testing. Link
X		Utility Lines: Show location and size of all existing and proposed utility lines and easements.
X		Structures: Locate, dimension and identify structures including buildings, retaining walls, fences, trash enclosures, ground signs, mailbox kiosks, ground lighting, recreational facilities and parking areas. NOTE: Water features are prohibited in commercial projects.
X		Pedestrian Areas: Locate and dimension existing and proposed sidewalks and other pedestrian- oriented areas and identify type of surface and materials.
X		Sight Distance and Safety Triangles: Identify sight triangles at driveways and intersections.
X		Retaining Walls and Fences: Show the location of any proposed retaining walls and fences. Provide a hatched area showing the extent of any geo grid. Provide a statement describing the allowed landscaping in the hatched area.

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X		<p>Plant Material Requirements:</p> <p>The following completed landscape forms are required for all submittals. Please include the charts on the plan set and not as a separate document(s). Note: <i>Do not include the species or common names on the Site Development Plan</i></p> <ul style="list-style-type: none"> Landscape Non-Residential Site Inventory Table or Landscape Multi-Family Site Inventory Table Landscape Streetscape Table Plant Schedule Town of Castle Rock Plant List
X		<p>Trees: Show all existing and proposed trees by type: large canopy deciduous, evergreen, or ornamental. Use concentric circles to reflect tree sizes at 5-7 years after planting.</p>
X		<p>Shrubs: Show all existing and proposed planting areas for shrubs, ground cover types, and natural vegetation. Group by water requirement. For Example: high water use plants together, moderate water use together.</p>
X		<p>Irrigation:</p> <ul style="list-style-type: none"> Show general method of irrigation. <i>For Example:</i> turf areas watered with overhead sprays, rotors, or subsurface drip, perennial beds watered with dripline or point source drip emitters, trees watered with bubblers, etc. Show irrigation zones. Provide separate irrigation zones for similar plant type located in different exposure areas. Point of Connection POC(s) Clearly label all irrigation points of connection along with the proposed meter size All plant material on streetscapes is to be <i>of low to very low hydro-zones</i>.
X		<p>Buffer Area (if required)</p> <ul style="list-style-type: none"> Plan view, cross sections, and renderings to depict tree and shrubs types (deciduous and evergreen). Cross sections should depict tree and shrubs at time of planting and at maturity. Specify minimum number and planting height in relation to site topography. Show proximity to adjacent property lines. Provide berm cross section including slopes.
Req'd	Subm'd	BUILDING
X		<p>Buildings: Provide elevations of all buildings to include dimensions, color, material information and building lighting design for each elevation. Show opening locations for wall mounted vents, grills, awning, canopy and roof projection dimensions</p>
X		<p>Show opening locations for wall mounted vents, grills, awning, canopy and roof projection dimensions</p>
X		<p>Enclosures: General design of any trash enclosures or mechanical screening. Details must include dimensions, colors and materials</p>
X		<p>Retaining Walls and Fences: General design of retaining walls greater than 4-feet tall to include dimensions, color and material information.</p>
		<p>Accessible Parking: Show the location of all accessible parking spaces. Please include the location of van accessible spaces and loading areas with required stripping.</p>
X		<p>Fire Department Connection: (FDC label- on the building or on site)</p>

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X		Fire Sprinkler Riser Room: (label location)
Req'd	Subm'd	SIGNAGE
X		Please include the location, elevation, lighting and material for all monument signs. Please <i>do not</i> include marketing name signs, location or size of building signage unless requested. All signage will be reviewed with the building permit.
Req'd	Subm'd	ILLUMINATION PLAN
X		Property Lines: The boundary line of the site must be shown in a heavy solid line with dimensions, bearings and control points indicated along all exterior property lines. Building Location: Existing and proposed building footprints.
X		Forward Throw Luminaries: The following lighting types are prohibited: Forward throw luminaries (Type IV distribution), pole-mounted lights aimed at a building's façade, and unshielded wall packs are prohibited.
X		Luminary Location: The location and height above grade of all building, ground, canopy and landscape lighting. All exterior mounted luminaries including building, pedestrian and landscape lighting shall be included.
X		Photometric Plan: A computer generated lighting calculation indicating initial horizontal luminance (light loss factor LLF = 1.0) on a 10 foot by 10 foot minimum grid across the entire site and <i>a minimum of 10 feet beyond the property line</i> . The calculation grid shall also indicate the maximum to minimum uniformities for each specific area including parking, circulation areas, plazas, canopies, pedestrian areas, and other common public areas.
X		Luminary Summary Table: Please complete the lighting table. Please include the table on the plan set and not as a separate document. Link
X		Monument Sign Lighting: Sign lighting description including luminary type, mounting details, lamp lumen rating, and luminance (candela per square meter) for internally illuminated signs and exposed lamp sources including LED, and control means during pre-curfew and post-curfew hours.
X		Sports Facilities: For sports facilities, provide aiming angles and diagrams for sports lighting luminaries.
X		Illumination Plan Standard Notes- (Must be added to the Lighting Sheet) Link

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Naming Conventions

When naming documents to be submitted, please follow this guide for naming each document. The Town’s Project Manager will provide the project (XX) number at the formal submittal meeting. Submittals that do not follow the naming conventions require additional time to review and may delay accepting and routing the project.

Formal Submittal Naming Convention Examples:

1st Submittal of the CD Package	Naming Convention Examples:
Construction/Civil Plans	<i>1-CD2X-00XX Plans</i>
Cost Estimate	<i>1-CD2X-00XX Cost Est</i>
Phase III Drainage Report	<i>1-CD2X-00XX PhIII Drn Rpt</i>
Final Utility Report	<i>1-CD2X-00XX Final Util Rpt</i>
Project Narrative	<i>1-CD2X-00XX Narrative</i>
2nd Submittal of the SDP Package	Naming Convention Example
Site Development Plan	<i>2-SDP2X-00XX Plans</i>
Phase II Drainage Report	<i>2-SDP2X-00XX PhII Drn Rpt</i>
Preliminary Utility Report	<i>2-SDP2X-00XX Prelim Util Rpt</i>
Traffic Study	<i>2-SDP2X-00XX TIS</i>
Title Commitment	<i>2-SDP2X-00XX Title</i>
Town Plan Review Comments	Plan Review Redline Comment Naming Convention Example
Plan review redline comments (PDF) for each discipline will be provided using the naming convention provided.	<i>PW-CD2X-00XX Plans-Rev1 = (Public Works 1st review of CDs)</i> <i>U-CD2X-00XX Fin Util Rpt-Rev1 = (CR Water’s 1st review of Util Report),</i>
Applicant Response to Plan Review Comments	Response to Redline Comments Naming Convention Example
Resubmittals require responses to each of the redline comments returned with the previous review.	<i>2-Resp-PW-CD20-00XX Plans-Rev 1</i> <i>2-Resp-U-CD20-00XX Fin Util Rpt-Rev1</i>

Site Development Plan (SDP) Checklist

The Town uses the following prefixes and abbreviations for project submittals:

ANX	Annexation Plat Documents;
PDP	Planned Development Plan Documents
SDP	Site Development Plan Documents
CD	Construction/Civil Plan Documents
TES	Temporary Erosion Sediment Control Plan Documents
PL	Subdivision Plat or Amended Plat Documents
FCO	Field Change Order Documents

Document Type	Abbreviation for Submittal
Land Use Application	Application
Site Plans, Construction Documents and TESC	Plans
Subdivision Plat or Amended Plat	Plat
Engineer's Cost Estimate	Cost Est
Phase II Drainage Report	Ph II Drn Rpt
Phase III Drainage Report	Ph III Drn Rpt
Preliminary Utility Report	Prelim Util Rpt
Final Utility Report	Final Util Rpt
Title Commitment	Title
Project Narrative	Narrative
Proposed Haul Route Map	Haul Route
Daily Construction Traffic Map	Daily Const Map
Proposed Easement Legal & Exhibit	Easement
Construction Documents Checklist	CD Checklist
Drainage Report Checklist	Drn Rpt Checklist
Utility Report Checklist	Util Rpt Checklist
Abutter's Notice	Abutters
Mineral Rights Affidavit	Min Rights
Land Suitability Analysis Report	LSAR
Traffic Impact Study	TIS
Auto-Turn Exhibit	Auto-Turn
Plat Boundary Closure Report	Closure Rpt
TESC Engineer's Cost Estimate	TESC Cost Est
TESC Report	TESC Rpt

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SITE DEVELOPMENT PLAN NAMING EXAMPLE

Commercial Site Development Plan:

Site Development Plan

Lot 1, Milestone Filing No. 1 (*Legal Description*)

Located in the Southwest One-Quarter of Section 26, Township 7 South, Range 67 West of the 6th P.M. Town of Castle Rock, County of Douglas, State of Colorado

Commercial Site Development Plan Amendment:

Site Development Plan, Amendment No. 1 Lot 1, Milestone Filing No. 1
(*Legal Description*)

Located in the Southwest One-Quarter of Section 26, Township 7 South, Range 67 West of the 6th P.M. Town of Castle Rock, County of Douglas, State of Colorado

Residential Site Development Plan:

Site Development Plan

The Meadows Filing 16, Parcel 8 (*Subdivision Plat Name*)

Located in the Southwest One-Quarter of Section 26, Township 7 South, Range 67 West of the 6th P.M.

Town of Castle Rock, County of Douglas, State of Colorado

Residential Site Development Plan Amendment:

Site Development Plan, Amendment No. 9

The Meadows Filing 16, Parcel 8 (*Subdivision Plat Name*)

9th Amendment of The Meadows Filing 16 - Final PD Site Plan

Located in the Southwest One-Quarter of Section 26, Township 7 South, Range 67 West of the 6th P.M.

Town of Castle Rock, County of Douglas, State of Colorado