

SITE PLAN – TECHNICAL CRITERIA

PROJECT NAME:

APPLICANT:

DATE:

SITE PLAN

LAND USE APPLICATION FORM (submit original, signed form)

SITE PLAN - TECHNICAL CRITERIA FORM (submit __ copies)

APPLICATION FEE AND FEE AGREEMENT (submit check along with original, signed agreement)

SITE PLAN MAP (submit __ - 24"x36" copies and __ - 11"x17" copies)

- Title of project
- North arrow, scale (no greater than 1"=50') and date of preparation
- Vicinity map
- Address of project
- Legal description of property
- Name, address and phone number of property owner
- Name, address and phone number of person or firm responsible for plan
- Lot size (square footage)
- Bearings and distances of all lot lines
- Existing and proposed easements and rights-of-way
- Existing and proposed paved areas and sidewalks on the site and in the adjacent rights-of-way, all dimensioned, showing how pedestrians will have access to the site and buildings
- Gathering areas for people
- Existing and proposed curb cuts on the site and in the adjacent rights-of-way (on both sides of perimeter streets), all dimensioned
- Existing and proposed two (2) -foot contours
- Existing waterways on or adjacent to the site
- Finished floor elevations for all structures
- Footprint (including roof overhangs and eaves, decks, balconies, outside stairs and landings) of all proposed structures and their use with their dimensions and locations noted w/ respect to the property lines
- Existing structures and their use
- Square footage of proposed the proposed building(s) and the footprint of the proposed building(s)
- Proposed structure height
- For commercial and industrial uses, the type of activity and number of employees
- For multi-family residential, the number of residential units and the number of bedrooms per unit
- Location of proposed signs and lights
- Specifications for the signs and lights, including type, height and general conformance to the code (photometric plan required for commercial and industrial)
- Proposed traffic controls and striping for parking areas (all lanes, driveways, and parking spaces must be dimensioned)
- Trash disposal areas and enclosures including specifications for enclosures
- Location and size of existing and proposed water and sewer service connections and tap sizes (including those for irrigation systems)
- Location and size of water and sewer lines to which the service connections will be or are made
- Location and size of water meter(s)
- Location and size of backflow-prevention devices
- Indication of how and where perimeter drain will drain (if one exists)
- Location of existing electrical lines and poles on or adjacent to the site
- Location of proposed electrical service connection and meter location
- Location of electric transformer
- Location of all fire hydrants (if none on site, note distance and direction of closest hydrant)
- Location of detntion/retention areas and storm sewer infrastructure, required drainage easements
- Distance from proposed building(s)/structure(s) to adjcnt lot lines, easements and adj. structures
- Land use chart
- Certificate blocks for owner, surveyor, utility provider and Town approval

SITE PLAN	
<input type="checkbox"/>	COMMUNITY DESIGN PRINCIPLES DESCRIPTION (submit ___ copies) - provide a description demonstrating how the proposed structure is consistent with the Community Design Principles and Development Standards.
<input type="checkbox"/>	CERTIFIED DRAINAGE REPORT (submit _ copies) – provide a certified drainage report to the Town.
<input type="checkbox"/>	FINAL LANDSCAPE PLAN (submit _ - 24"x36" copies and ___ - 11"x17" copies) <ul style="list-style-type: none"> <input type="checkbox"/> Scale (not greater than 1"=50'), north arrow, site boundary <input type="checkbox"/> Existing and proposed streets <input type="checkbox"/> Existing and proposed utilities and easements <input type="checkbox"/> Existing 2' contours <input type="checkbox"/> Proposed 2' contours <input type="checkbox"/> Describe the design intention <input type="checkbox"/> Existing site features <input type="checkbox"/> Areas to be irrigated and method of irrigation <input type="checkbox"/> Proposed public and private open space with information about how it will be maintained <input type="checkbox"/> Detailed planting plan
<input type="checkbox"/>	EXTERIOR ELEVATIONS OF PROPOSED STRUCTURES/VISUAL AIDS <ul style="list-style-type: none"> <input type="checkbox"/> Complete building elevations, drawn to scale with illustrations of all colors and identifying major materials to be used in the structures. <input type="checkbox"/> Building floor plans, sectional drawings, perspective drawings, models, and/or computer visualizations (if required by the Town)
<input type="checkbox"/>	PUBLIC HEARING NOTIFICATION ENVELOPES <ul style="list-style-type: none"> <input type="checkbox"/> 2 sets of stamped, addressed envelopes with the Town's address as the return address and addressed to SPO's within 300 feet, mineral interest owners of record, mineral interest owners and lessees, ditch companies and appropriate referral agencies
<input type="checkbox"/>	MINERAL, OIL AND GAS RIGHTS DOCUMENTATION <ul style="list-style-type: none"> <input type="checkbox"/> Mineral rights affidavit, evidence that applicant has contacted all mineral rights owners and Lessees of mineral, oil and gas rights associated with the site by certified mail
<input type="checkbox"/>	LEGAL NOTICE FORM
<input type="checkbox"/>	PHOTOMETRIC PLAN (for commercial and industrial developments)
<input type="checkbox"/>	TRAFFIC STUDY (if required)

TOWN STAFF ACTION – SITE PLAN	
APPROVED:	DATE:
DISAPPROVED:	DATE:
CONDITIONALLY APPROVED:	DATE:
COMMENTS:	
SIGNATURE OF AUTHORIZED STAFF REPRESENTATIVE	

PROJECT EVALUATION WORKSHEET FOR SITE PLAN APPLICATIONS

PROJECT NAME:	
APPLICANT:	PROJECT LOCATION:
NAME OF REVIEWER:	DATE:

SITE PLAN REVIEW CRITERIA	
CRITERION	HAS CRITERION BEEN MET?
A. All of the information needed on the site plan is shown.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comments:
B. The lot size and lot dimensions are consistent with what is shown on the approved final plat.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comments:
C. No buildings or structures infringe on any easements.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comments:
D. The proposed site grading is consistent with the requirements of the Milliken Master Drainage Plan.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comments:
E. The density and dimensions shown conform to the Density and Dimensional Standards (Section 16.4.390) or the approved PUD requirements.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comments:

SITE PLAN REVIEW CRITERIA

CRITERION	HAS CRITERION BEEN MET?
<p>F. The proposed improvements conform with the Community Design Principles and Development Standards (Article 2) especially the standards addressing the following:</p> <p>Parking (Article 2 Division 3)</p> <p>Sidewalks (Article 2 Division 4)</p> <p>Easement and Utility Standards (Article 2 Division 8)</p> <p>Landscape Design/Street Trees (Article 2 Division 5)</p> <p>Storm Drainage (16-2-465)</p> <p>Buffering and Screening Techniques (16-2-480)</p> <p>Fences and Walls (16-2-485)</p> <p>Architecture (Article 2 Divisions 6 and 7)</p> <p>Lighting (16-2-810)</p> <p>Environmental Considerations (16-2-815)</p> <p>Sanitary Sewer (16-2-820)</p> <p>Potable Water (16-2-825)</p> <p>Fire Hydrants (16-2-830)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Comments:</p>

SITE PLAN REVIEW CRITERIA

CRITERION	HAS CRITERION BEEN MET?
<p>G. The project complies with the Sign Code (Article 7).</p> <p>Consider:</p> <ul style="list-style-type: none"><input type="checkbox"/> Signs are limited to number and type of sign permitted in the zoning district<input type="checkbox"/> Appropriate sign height, material and location<input type="checkbox"/> Sign does not interfere with pedestrian or vehicular safety<input type="checkbox"/> Sign does not detract from character of buildings/structures<input type="checkbox"/> Sign will not have negative impact on adjacent property<input type="checkbox"/> Sign will not detract from pedestrian quality of street or area<input type="checkbox"/> Sign does not add to an over-proliferation of signs on particular property or area	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Comments:</p>