



# Final Development Plan Requirements

Town Hall ▪ 124 E. Coal Creek Drive ▪ Superior, CO 80027  
303-499-3675 ▪ 303-499-3677(fax) ▪ www.superiorcolorado.gov

## FDP SHEET STANDARDS

*Final Development Plan sheets are required to be formatted and organized as detailed below. These requirements are intended to be comprehensive and certain aspects may not be applicable to every application.*

### PLAN FORMAT

*These standards are established to provide information pertaining to the graphic and format presentation of plans. The following is required for all plan sheets, except where otherwise noted:*

- All plans and architectural elevations shall be 22" x 34" (or 24" x 36") in size.
- All drawings—except elevations, isometric drawings, and renderings—shall be in two dimensional plan views.
- Plan view sheets are to be drawn at the same engineering scale of 1" = 20'; 30'; 40'; 50'; or 60' unless otherwise approved by the Planning Department or Development Review Team. Sheets and North arrow shall be oriented in the same direction.
  - If partial plans are used, an overall plan sheet shall be included and the division of all partial plans shall be consistent between plan sets (site plans, landscape plans, etc.)
  - Matchlines shall be employed to clarify where/how sheets align with one another.
- Architectural plans/elevations shall be drawn at an architectural scale of 3/16", 1/8", 1/4", or 3/8" = 1'.
- All text shall be clear and legible.
- Line weight and label hierarchy on all plans shall be consistent with common drafting standards and consistently applied between sheets.
- All new work shall be clearly delineated from existing conditions. (no existing improvements that will be replaced by new work shall be included on plan sheets)
- All legend symbols, line types, and abbreviations are consistent and correspond with what is shown within plan drawings.
- Multiple sheets shall be consecutively numbered (e.g. Sheet 1 of 4) and correspond with index provided on cover sheet.
- All numerical references shall be rounded up to a maximum of two decimal points.

### A. COVER SHEET

#### PROVIDED?

YES NO N/A

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Title Block containing the name of the project, legal description, and location |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Legal Description   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Certificate of Ownership Signature Block(s)                                     |

<http://superiorcolorado.gov/departments/development-standards-and-applications>

- Board of Trustees Certificate
- Planning Commission Certificate
- Town Clerk Certificate
- Vicinity Map (with north arrow and labels of municipalities, subdivisions, streets)
- Contacts- Consultant Logo Box(es) (name, address, phone number, and e-mail)
- Sheet Index
- Preparation and Revision Date Chart
- Ownership and Maintenance Table for each lot, tract, outlot, etc.
- Vesting Rights (if applicable)
- Basis of Bearing & Benchmark Data
- Site Data Table – Delineated (in a tabular format):

Zoning
Legal Description
Proposed Use & Building Data, including building construction type and occupancy
Total Site Acreage
Acreage and sq. ft. of individual Lots, Tracts, Outlots, ROWS
Acreage and sq. ft. of coverage for buildings, hard surface/paving, and landscaping
Floor area of each floor if more than one story
Ownership of each Lot, Tract, Outlot & Street (public vs. private)
Other:

- Title Band on right edge of plan sheet, containing date of preparation, project information, project title, revision index, sheet number, preparer’s info, etc.

**B. CONTEXT PLAN SHEET (Site Plan that includes relationship to adjacent parcels)**

**PROVIDED?**

**YES NO N/A**

- 1. Title Band on right edge of plan sheet, containing date of preparation, project information, project title, revision index, sheet number, preparer’s info, etc.
- 2. Scaled Context Site Plan with north arrow that includes immediately adjacent properties and reflects:
  - a. Adjacent Lots, Blocks, Subdivisions, Streets, Jurisdictions, and Ownership (labeled accordingly).
  - b. Proposed Lots, Blocks, Tracts and Outlots (labeled accordingly).
  - c. Vehicle access and circulation.
  - d. Routes connecting subject property to surrounding parcels for pedestrians, bikes, ADA access.
  - e. Existing, proposed, and potential future connections with adjacent parcels.
  - f. Defined limits of FDP boundary

- 3. Symbol Legend and Line Type Legend that reflects:
  - a. Property Lines
  - b. FDP Boundary
  - c. Easements
  - d. Ped, Bike and ADA Routes
  - e. Sidewalks
  - f. Area outside of FDP (greyed out)

**C. SITE PLAN**

**PROVIDED?**  
 YES NO N/A

- 1. Title Band on right edge of plan sheet, containing date of preparation, project information, project title, revision index, sheet number, preparer’s info, etc.
- 2. Scaled Site Plan that illustrates property acreage, locations and dimensions of property boundaries, existing and proposed structures and other improvements, easements, and setbacks from nearest property lines.
- 3. Location of existing physical features that will remain, including landscaping, detention areas, FEMA floodplains, irrigation ditches, wetlands, other natural features and fencing, clarifying whether features will remain, be relocated or removed.
- 4. Delineation and width of all streets and rights-of-way adjoining and internal to site, including all access points. Streets shall be labeled with platted names.
  - Street cross sections are also required and may be provided on Site Plan or separate Street Cross Section(s) plan sheet - to follow Site Plan Sheet(s). In addition to traditional above-grade ROW dimensions, Street Cross Section(s) shall also include utilities and required separation distances.
- 5. Delineation and dimension of curb, gutter, sidewalks, sidewalk ramps, truncated domes and/or other detectable warnings.
- 6. Location and dimensions of all pedestrian walks and bike paths within the property including immediate context of how these paths connection to surrounding area.
- 7. Location of handicapped building entrances, routes, and ramps per ADA standards.
- 8. Paved parking and access drives, including bicycle parking and racks, including the layout and dimensions of parking and loading areas, and parking islands. Delineate standard, compact, handicapped, and motorcycle parking spaces; provide counts of the total number of spaces for each row.
  - Circulation and access diagrams (including turning movements for emergency vehicles) are required and may be included on Site Plan as long as details

within Site Plan remain clear. Separate plan sheet titled Circulation and Access may be used - to follow Site Plan Sheet(s).

- Signage and striping for parking, loading areas, circulation, etc. may also be included on separate plan sheet if necessary - to follow Site Plan Sheet(s).

- 9. Location and extent of all existing and proposed public and private utilities (water, reuse water, sanitary sewer, storm sewer, gas, electric, fiber optic, etc.), including all mains, service lines, fire hydrants, and meters.
- 10. Location of trash and recycling enclosure areas (details on materials and colors may be provided on separate plan sheet – either with Building Elevations or Landscape Details).
- 11. Location of existing and proposed fences, retaining wall or other barricades, such as sound walls (Details of these features shall be included on separate plan sheet).
- 12. Location of snow storage areas.
- 13. Development Standards - Delineated (in a tabular format):

Building Setbacks for each structure in each direction (delineate both proposed setback and required standard)
Building Height for each structure (delineate both proposed height and required standard)
Total number of building stories/floors for each structure
Building footprints(s) – sq. ft.
Sq. ft. of each use proposed. Number of units if residential.
Parking (delineate proposed spaces and ratios as well as required spaces and ratios based on applicable standards; include number of ADA spaces provided)
Open Space/Landscape Summary, including: <ul style="list-style-type: none"> <li>• Required Open Space Acreage (and % relative to total site)</li> <li>• Proposed Open Space Acreage (and % relative to total site)</li> </ul>
Other:

**D. DRAINAGE PLAN**

**PROVIDED?**  
**YES NO N/A**

- 1. Title Band on right edge of plan sheet, containing date of preparation, project information, project title, revision index, sheet number, preparer’s info, etc
- 2. If Master Drainage Plan exists, Drainage Sheet shall include statement by engineer clarifying that plan is in accordance within approved Master Plan.
- 3. Scaled Site Plan that illustrates locations and dimensions of property

boundaries, existing and proposed structures and other improvements, and easements.

- Building footprints shall include grade elevations at lot corners, building top of foundation and high points.

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. The existing physical features of the property, including vegetation/ landscaping, lakes, creeks, detention areas, drainage channels, FEMA floodplains, irrigation ditches and fences, wetlands, natural features and environmentally sensitive areas, and an indication if such features will remain, be relocated or removed |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. Existing and proposed topography/contours, maximum 2-ft. contours.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. Plans detailing the design of proposed storm drainage system, including alignment and location of detention ponds, water quality features, storm sewers, drainage channels, outfalls, inlets, catch basins, manholes, ditches, slope protection, berms, energy dissipaters, and similar infrastructure.                        |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. Flowline profiles and layout elevations at a maximum of 100 ft. interval stations, and natural ground elevations shown to indicate any significant irregularities for all proposed conduits, channels and structures.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8. Cross sections of each water carrier, showing high water elevations and adjacent features which may be affected thereby.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 9. Detail existing and proposed curbs and gutters, valley gutters, driveway aprons, ditch culverts, and related features.   |

**E. UTILITY PLAN**

**PROVIDED?  
YES NO N/A**

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Title Band on right edge of plan sheet, containing date of preparation, project information, project title, revision index, sheet number, preparer's info, etc   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Scaled Site Plan that illustrates locations and dimensions of property boundaries, existing and proposed structures and other improvements, and easements.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Plans detailing existing and proposed water, sanitary sewer, storm sewer, reuse water (irrigation), natural gas, electric, fiber optic, cable, and other dry utilities. <ul style="list-style-type: none"><li>• Water lines to be located 5' north or west of street centerline or curbed median.</li><li>• Wastewater lines to be located 5' south or east of street centerline or curbed</li></ul> |

median.

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Show water mains and service lines, stub-outs, hydrants, etc. in ROW or utility easements. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. Indicate diameters of manholes and sewer pipes, including service lines.                   |

## F. BUILDING ELEVATION PLANS

### PROVIDED?

YES NO N/A

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Title Band on right edge of plan sheet, containing date of preparation, project information, project title, revision index, sheet number, preparer's info, etc   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Building elevations for all sides of the structure(s).   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Identify all exterior materials and a colors proposed for all building elements.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Identify pitch of all roof slopes.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. Identify building height measured in accordance with the Municipal Code, the height (peak) in feet above the grade plane and the number of proposed stories. Identify first floor grade and heights of all floors if structure is more than 1-story. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. All rooftop and wall mounted mechanical units and vents dashed in on the building elevations with screening materials identified.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. Elevations and heights (and materials and colors) for all fencing, trash enclosures, and screening walls or mechanisms.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8. Identify locations of all openings (doors and windows) and wall-mounted light fixtures.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 9. Identify locations and dimensions (height and width) of proposed building signage (for commercial buildings).  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 10. A material and color samples board shall be included as separate plan sheet.  |

## G. SIGNAGE PLAN (IF NOT CAPTURED ON BUILDING ELEVATION PLAN SHEETS)

### PROVIDED?

YES NO N/A

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Title Band on right edge of plan sheet, containing date of preparation, project information, project title, revision index, sheet number, preparer's info, etc. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Signage details shall include sign type, dimensions, location of sign on building (if wall sign) or locaton on property (if monument sign).                     |

- 3. If final signage plan are unknown, FDPs can be processed with sign bands for wall signs illustrated on Building Elevations, which clarify sign type, heights (from grade) and dimensions (height, width, depth). Locations, dimensions of light sources also need to be related for monument signs for signs to be approved without final design details.

**H. LIGHTING/PHOTOMETRIC PLAN(S)**

**PROVIDED?**

**YES NO N/A**

- 1. Title Band on right edge of plan sheet, containing date of preparation, project information, project title, revision index, sheet number, preparer’s info, etc.
- 2. Scaled Site Plan that illustrates locations and dimensions of property boundaries, existing and proposed structures and other improvements, and easements.
- 3. Point-by-Point Photometric Illumination Plan demonstrating all light levels (measured in foot candles) existing and proposed on the property with a light loss factor of one. (Light level readings shall extend five feet beyond property line).
- 4. Lighting and fixture schedule(s) shall be included on this plan sheet or on a separate plan sheet. These schedules shall identify symbols and labels, and clarify manufacturer, model, description, lumens, LLF, wattage, quantities and proposed height of each fixture.
- 5. Statistic table(s) shall be included on this plan sheet or on separate plan sheet. This table shall clarify average, minimum, and maximum FC readings for each lighting fixture proposed.
- 6. Manufacturer cut sheets of all exterior lighting fixtures shall be included on separate plan sheet. Specifications shall clarify light source, dimensions of fixtures and arms, etc. If more than one option is detailed on cut sheet, applicant shall clarify which fixture is proposed.
- 7. For lighting plans with pole-mounted lights, details of poles are required.

**I. LANDSCAPE PLAN(S)**

**PROVIDED?**

**YES NO N/A**

- 1. Title Band on right edge of plan sheet, containing date of preparation, project information, project title, revision index, sheet number, preparer’s info, etc.
- 2. Scaled Site Plan that illustrates locations and dimensions of property boundaries, existing and proposed structures and other improvements (including

street curb, gutter, sidewalk and accesses), and easements.

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. The location of all existing and proposed utility lines and facilities, including but not limited to vaults, transformers, and switchgear, and the location of all water meters to be used for irrigation;    |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. The location of all existing trees, the approximate caliper size and species and an indication if the trees will remain, be relocated or removed;   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. Within context of site plan, landscape details shall identify location and type of all existing and proposed trees, shrubs, grasses, perennials and groundcovers.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. Symbology of plant labels shall be consistent with information in Landscape Tables/Schedules and call-outs for plant species shall include species abbreviation and quantity of cluster included in call-out. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. Plan-specific Landscape legend that includes tree symbols and species type (deciduous, ornamental, and evergreen trees, deciduous and evergreen shrubs, ornamental grasses, perennials, groundcovers, etc.).  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8. The location of all existing and proposed easements, utility lines and meters.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 9. Delineation of all sight distance triangles.  |

## J. LANDSCAPE TABLES AND DETAILS

### PROVIDED?

YES NO N/A

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Title Band on right edge of plan sheet, containing date of preparation, project information, project title, revision index, sheet number, preparer's info, etc.                            |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. A planting schedule listing symbols, common and botanical names, mature heights, mature widths (spreads), water usage, sun tolerance, size (caliper/gallon) and condition, and quantities. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Planting details for trees, shrubs, perennials, annuals, etc.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Clarification or statements regarding installation of proposed ground cover, including seed mixes, sod types, and watering schedules.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. Landscape Tables that clarify proposal relative to specific landscape requirements/densities for open space areas, rights-of-way, foundation plantings, buffers, parking lot islands, etc. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. General landscape notes.   |

## K. IRRIGATION PLAN(S) & SCHEDULE

### PROVIDED?



<b>YES</b>	<b>NO</b>	<b>N/A</b>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Title Band on right edge of plan sheet, containing date of preparation, project information, project title, revision index, sheet number, preparer's info, etc.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Scaled Site Plan that illustrates locations and dimensions of property boundaries, existing and proposed structures and other improvements (including street curb, gutter, sidewalk and accesses), and easements.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. The location of all existing and proposed utility lines and facilities, including but not limited to vaults, transformers, and switchgear, and the location of all water meters to be used for irrigation;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Landscape details shall identify location and type of all existing and proposed trees, shrubs, grasses, perennials and groundcovers through symbology established on Landscape Tables/Schedules.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Within context of landscape plan, clarify how/where irrigation lines will be routed, where heads will be installed, what line sizes are proposed, and where connection to Town's reuse water system will occur.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Irrigation schedule shall clarify symbology, manufacturer, model of proposed fixtures, and description of fixture (e.g. pop-up spray, drip, valve, drain, etc.).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. General irrigation notes.

**10. SUBDIVISION IMPROVEMENT AGREEMENT (SIA) – DUE PRIOR TO PC MEETING**

**PROVIDED?**

<b>YES</b>	<b>NO</b>	<b>N/A</b>	
			Prior to Planning Commission meeting, Applicant must provide the following:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. A development improvement agreement binding the applicant to construct any required improvements shown in the approved development permit or final plat documents, together with collateral which is sufficient, in the judgment of the Board of Trustees, to make reasonable provision for the completion of said improvements in accordance with design and time specifications
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Other agreements or contracts setting forth the plan, method and parties responsible for the construction of any required improvements shown in the approval development permit or final plat documents which, in the judgment of the Board of Trustees, make reasonable provision for completion of said improvements; and
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. One (1) or more security arrangements, including irrevocable letters of credit, cash or other performance guarantees acceptable to the Town. Monies to be placed in escrow shall cover one hundred ten percent (110%) of the entire cost of all required improvements. Detailed cost estimates for public

improvements from qualified estimators shall be provided to support the amount of letters of credit and escrow accounts.

**11. PRELIMINARY CONSTRUCTION DRAWINGS (CDs) – DUE PRIOR TO PC MEETING**

**PROVIDED?**

**YES NO N/A**

Prior to Planning Commission meeting, Applicant must provide Preliminary Construction Drawings per requirements outlined on attached CD spreadsheet.