



Final Development Plan Checklist

Town Hall ▪ 124 E. Coal Creek Drive ▪ Superior, CO 80027
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FDP APPLICATION CHECKLIST

Applicants must submit the following information for the application to be accepted and processed. This form must be completed and submitted with the other application components outlined below. Items waived by Town staff shall be initialed by the authorizing staff member next to the N/A checkbox.

PROVIDED?

YES NO N/A

- 1. Pre-Application Meeting: Date held _____ Staff Initials _____
Applicant Received Items Below: Applicant Name _____
(FDP Application Checklist, FDP Sheet Requirements, 60% Construction Drawing Criteria, Other _____)
- 2. Filing Fee
 - a. Amount \$ _____
 - b. Make check payable to the Town of Superior
- 3. Application Checklist (THIS FORM; 2 copies + PDF)
For items waived, the Applicant must include the name of the Town representative authorizing the waiver next to the N/A checkbox.
- 4. Signed Application Form (2 copies + PDF)
- 5. Title Work (2 copies + PDF)
Proof of ownership of the subject property in the form of title policy or title commitment, including schedule of exceptions to the title, dated within sixty (60) days of the application, showing that the applicant is the fee title owner of all subject property.
- 6. Mailing Labels (2 copies + PDF)
Notice must be provided to all property owners within 1,000 feet radius of the subject property. A minimum list of the fifty (50) closest property owners must be notified. If 1,000 feet does not reach 50 people, notification radius must be expanded.
- 7. Engineering Reports (prepared by professional engineer) – Preliminary Reports are due with initial FDP submittal. Final Reports are due before PC meeting can be scheduled.
(2 copies + PDF)
 - Geotechnical
 - Traffic
 - Environmental

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- Drainage
- Structural
- Residential/Commercial Water Demand (based on AWWA Guideline M 22)

PROVIDED?

YES NO N/A

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>8. Project Narrative (6 copies + PDF)</p> <p>Provide overview of development proposal and outline each component of the proposed submittal (site, utility, landscape plans, etc.). Detail parameters of proposal that may not be reflected within FDP sheets, e.g., number of employees and hours of operation, methods of snow removal and construction phasing. Narrative shall also detail how proposal conforms to development standards of applicable PD as well as where exceptions to applicable standards are requested.</p> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>9. Final Development Plan Sheets (22" x 34" or 24" x 36") shall contain the following: (6 copies + PDF) Refer to detailed submittal checklist).</p> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>A. Cover Sheet</p> <p>(Project Title, Legal description, vicinity map, signature blocks, sheet index, applicant and development team information, etc.)</p> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>B. Context Site Plan</p> <p>(Provides neighborhood context as well as pedestrian, bicycle, and vehicular connections with the surrounding area and onsite circulation).</p> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>C. Site Plan(s) (Parking and Striping Plan, Street Cross Sections, etc.)</p> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>D. Drainage Plan (Detention, Topo/Grading, Erosion Control)</p> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>E. Utility Plan(s)</p> <p>(Water, Sewer, Reuse Water, Stormwater, Gas, Electric, Fiber Optic, etc.)</p> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>F. Building Elevations (4-sided and roof plan for screening of HVAC)</p> <ul style="list-style-type: none"> • Colors and Materials Board is also required, but maybe provided on separate plan sheet. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>G. Signage Plan</p> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>H. Lighting Plan</p> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>I. Landscape Plan (refer to Town's plant list or applicable design guidelines)</p> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>J. Landscape Tables & Details</p> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>K. Irrigation Plan & Schedule</p> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>10. Subdivision Improvement Agreement (SIA) (2 Copies + PDF)</p> <p>Prior to Planning Commission meeting, Applicant must provide the following:</p> <p>A. 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</p> |

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Trustees, to make reasonable provision for the completion of said improvements in accordance with design and time specifications

B. 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

C. 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.

PROVIDED?

YES NO N/A

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. Preliminary Construction Drawing (CD) Drawings – Due before Planning Commission hearing is scheduled (2 Copies + PDF) For more information regarding CDs requirements, see the Preliminary/Final submittal CD Checklist.
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. Preliminary Water Meter Form AWWA M22 required for all water meters
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. Other Information as identified in the Pre-Application Meeting:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
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