

# Site Plan Submittal Requirements

(Town of Bennett | Revised January 04, 2020)

The following elements constitute an acceptable Site Plan. An application is not considered submitted until all items are included in the application. (Note that depending on the size, scale and complexity of a proposal, some of the requirements below may be waived by Town Staff.)

APPLICATION DOCUMENTS			
Required if Checked	Submitted by Applicant	Project Name: _____	
		Case No.: _____	
X		Land Use Application Form (must be signed by Property Owner)	
X		Application Fees (see below)	
X		Cost Agreement	
X		Funds Deposit Agreement	
X		Letter of Intent (describing the intent of the proposed project)	
X		Title Commitment (current within 30 days of application)	
APPLICATION FEES			
X		1. Engineering: <5 acres \$3,500; 5-24 acres \$4,000; >25 acres \$4,500	\$
		2. Attorney: <5 acres \$2,000; 5-24 acres \$2,000; >25 acres \$2,500	\$
		3. Traffic Engineer: <5 acres \$3,200; 5-24 acres \$3,200; >25 acres \$3,200	\$
		4. Landscape Architect Review: <5 acres \$1,500; 5-24 acres \$2,500; >25 acres \$3,500	\$
		5. Other: e.g. Water Engineer Review, Special Utility Review \$215	
			Subtotal \$
X		6. Town Administration/Planning: 20% of total amount	\$
X		(Additional fees may be required, depending on the number of resubmittals or changes by applicant.)	Total \$
X		Recording fees will also be required when the final documents are recorded with Adams or Arapahoe County. (See below)	
SITE PLAN DOCUMENT – GENERAL REQUIREMENTS			
X		All sheets shall be prepared in <b>18" X 24" format if in Adams County</b> or <b>24" X 36" format if in Arapahoe County</b> , with the long dimension horizontal. All lettering shall be by mechanical means in a San Serif style, all capitalized and shall be a minimum size of one-tenth of an inch (1/10"), 10pt or equivalent.	
X		<b>Margin requirements:</b> a minimum two-inch margin on the left side and minimum one-half inch margins at the top, bottom and right sides of the document.	
X		An <b>information block</b> shall be located in the lower right-hand corner or along the right-hand margin of the sheet and shall include the date of preparation and revisions, including a north arrow; the scale used, including a graphic scale; sheet title, i.e., Site Plan, Landscape Plan or Grading Plan; and preparer's name, address and phone number.	
COVER SHEET			
X		<p><b>Title Block</b> at the top center of the plan shall contain the following information:</p> <p style="text-align: center;">(INSERT NAME OF) SITE PLAN            (INSERT NAME OF OVERALL DEVELOPMENT OR SUBDIVISION)            TOWN OF BENNETT            (INSERT ADAMS or ARAPAHOE) COUNTY            STATE OF COLORADO            SHEET 1 of ____</p> <p>This title block shall be continued on each subsequent sheet of the document.</p>	

X	<b>Vicinity Map</b> with scale and north arrow (scale of 1 in. = 2000 ft. preferred) showing the property location relative to existing or proposed streets within one-half mile, and the existing Town limits.
X	<b>Contact Information</b> including name, address and phone number for the following: Owner(s), Developer (if different than the owner), consultants involved in preparation of the Site Plan
X	<b>Legal Description</b> of the property in either lot and block (if currently platted) or metes and bounds form.
X	<b>Project Concept</b> describing the character of the proposed development.
X	<b>Site Data Table</b> summarizing the plan and comparing the proposed development with the zone district regulations and standards in Chapter 16 of the Town of Bennett Municipal Code including, but not limited to the following: <ol style="list-style-type: none"> <li>1. Building footprint site coverage in square feet and percent of site, if non-residential</li> <li>2. Total square footage of building area if non-residential</li> <li>3. Floor Area Ratio (FAR) if non-residential</li> <li>4. Number of residential units, if applicable</li> <li>5. Dwelling units per acre (DU/AC) for each subarea, if more than one</li> <li>6. Required and proposed minimum lot size</li> <li>7. Maximum building height allowed and proposed height</li> <li>8. Minimum and proposed building setbacks</li> <li>9. Parking coverage in square feet and percent of site</li> <li>10. Number of parking spaces required and proposed</li> <li>11. Number of accessible parking spaces required and proposed</li> <li>12. Landscaped area in square feet and percent of site</li> <li>13. Square footage and percent of impervious and pervious area</li> <li>14. Any other relevant data as requested by the Town.</li> </ol>
X	<b>Tract Summary Table</b> listing all tracts, their proposed use, ownership and maintenance responsibilities.
X	<b>Sheet Index</b> , if more than one sheet, indicating title of each sheet included in the plan set.
X	<b>Signature Blocks:</b> Owner's Certificate, with Notary; Zoning Administrator's Approval Certificate; Clerk and Recorders Certificate; Others as May Be Required; (See Signature Block Guide attached).
<b>SITE PLAN SHEET(S)</b> (Refer to Chapter 16 for required standards & the Town of Bennett Design Guidelines)	
X	Scaling of site plan in engineering format.
X	North arrow.
X	Perimeter boundary of the site, including dimensions, property corners, etc. Also include legal bearings and distances of all property lines.
X	Location of all structures and improvements labeled as existing or proposed, including building, fencing, ground sign locations, on-site sidewalks and walkways, parking lots, fire lanes and drive-thru facilities.
X	Show all building setback lines and label the shortest distances from each building to the nearest property line.
X	Location of all easements with Adams or Arapahoe County reception numbers.
X	Square footage of any structures.
X	The Town's parking standards are found in Chapter 16, Article 2, Division 6 of the Bennett Municipal Code. Include dimensions of parking stalls and location of accessible spaces. Show location of bicycle parking, if any.
X	Identify vehicle stacking if the site contains a drive-thru facility.
X	Dimension drive aisles, driveway access points, sight distance triangles, curbs and gutters, in accordance with the Town's Roadway Design and Construction Standards.
X	Existing and proposed sidewalks in the public right-of-way. Sidewalks may be required if none currently exist.
X	Required accessible route from the building to the nearest sidewalk.
X	Location of any existing or proposed outdoor trash receptacles, loading docks, open storage areas and utility boxes; and screening proposed.
X	Identification of any public and private open space, and trail areas and the maintenance responsibility for each.
<b>GRADING AND DRAINAGE PLAN</b>	
X	A drainage plan, including a description of all drainage courses and planned improvements in compliance with the Town's requirements and the applicable project drainage study.

UTILITY PLAN		
X		A utility plan, including all utility systems and improvements in compliance with the Town's requirements and the applicable utility study.
BUILDING ELEVATIONS (Refer to the Town of Bennett Design Guidelines)		
X		Building elevations for all four sides of all structures, indicating height, materials and colors of all architectural features. Staff may waive certain graphic requirements on a case-by-case basis.
X		Colored Rendering(s)
X		Material Boards
LANDSCAPE PLAN		
X		A landscape plan in compliance with the Town landscaping regulations.
X		Include a chart identifying all planting materials, species, size and quantity. Include total landscaped area as a percentage of the site. Include table indicating square footage of each hydro zone (High, Moderate, Low and Very Low) with estimate of annual gallons of water required.
X		Location and labeling of proposed trees, shrubs, ornamental grasses, turf and groundcovers.
X		Planting details showing recommended methods of planting.
X		Site furnishings with photographs or graphic specifications, including manufacturers' names and product numbers, and colors for all site furnishings, including lighting, benches, trash receptacles, bike racks, fences, walls, water features and playground equipment.
X		Sight distance triangles in accordance with the Town's Roadway Design and Construction Standards.
PHOTOMETRIC LIGHTING PLAN		
X		A photometric plan showing conformance with the Towns Lighting Standards in Chapter 16. Location of all exterior lighting. Details including height, design and performance specifications must be included for all light fixtures.
X		Indicate proposed light levels across the property in foot candles.
SIGN PROGRAM (Optional)		
X		If the applicant proposes signage that would not otherwise conform to the Town's sign regulations in Chapter 16, Article 3 of the Bennett Municipal Code, provide a description of proposed signage indicating shape, size, material, color, and location of all signs.
TECHNICAL STUDIES - The following technical studies and drawings shall be submitted with the Site Plan, as determined by the Town:		
X		<b>Traffic Impact Analysis</b> - A final traffic impact analysis shall be provided with a final development plan, unless specifically waived by the Town.
X		<b>Soils Report</b> - A final soils report shall be prepared and certified by a Professional Engineer or geologist, registered in the State of Colorado, who is knowledgeable in soils identification, classification, and use.
X		<b>Final Drainage Study</b> - A final drainage study shall be prepared in conformance with the Town of Bennett Design Criteria and Construction Specifications Manual or other codes and criteria set forth by the Town. The study shall describe storm drainage design for all of the land involved in the development and areas outside the development boundary that are impacted by the project. The requirements for the drainage study shall be waived or the scope reduced, as determined by the Town.
X		<b>Final Utility Plans</b> - In addition to plans for water and sanitary sewer utilities, the applicant shall submit evidence that provision has been made for facility sites, easements, and rights of access for electrical and natural gas utility service sufficient to ensure reliable and adequate electric or, if applicable, natural gas service. Submission of a letter of agreement between the applicant and utility serving the site shall be deemed sufficient to establish that adequate provision for electric or, if applicable, natural gas service to the proposed subdivision has been made.

	<b>DEVELOPMENT AGREEMENT</b>
X	A development agreement may be necessary and initiated by staff in accordance with Chapter 16, Division 5 of the Municipal Code, including the completion of public improvements required by the development agreement.
	<b>RECORDING FEES – Please verify with appropriate County Clerk &amp; Recorder’s Office</b>
X	<p><u>Adams County Recording Fees</u>  \$13.00 for the first page and \$10.00 for each additional page per document  Accept only 18” x 24” Original Mylar  <a href="http://www.adcogov.org/recording">http://www.adcogov.org/recording</a></p> <p><u>Arapahoe County Recording Fees</u>  \$13 for first page and \$10.00 for each additional page  Accepts only 24 x 36" Original Mylar  <a href="https://www.arapahoegov.com/313/Recording">https://www.arapahoegov.com/313/Recording</a></p>