



Minor Site Plan Applicant Guide

Town of Bennett
207 Muegge Way
Bennett, CO 80102
townofbennett.colorado.gov

(January 2021)

Minor Site Plan Process

Purpose

A Minor Site Plan is a detailed development plan for a property, which generally permits an evaluation of the intended use, and such design elements as circulation, parking and access; open space and landscaping; building location and configuration; grading and drainage; setbacks and screening; public improvements; and other elements, which determine if the proposal has been planned consistently with the intent of the of Section 16-2-310 of the Bennett Municipal Code.

Process

The Minor Site Plan process consists of the following basic steps. Time elapsed is approximate and dependent on applicant's submission of required documents.

Step 1 – Pre-Application	1 Week
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The applicant completes the Pre-Application process, in which the preliminary concept plans are reviewed by the Town's Development Review Committee (DRC). The DRC will make recommendations to the applicant on how the formal application might be structured to enhance chances the project will ultimately be approved by the Town Board of Trustees. The DRC will highlight issues of particular concern and refer the applicant to the applicable Town standards and regulations.

Step 2 – Applicant Submits Formal Application	Dependent on Applicant
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Following the Pre-application meeting, the applicant submits a complete application package, in accordance with the Minor Site Plan Submittal Requirements. (See attached.)

Step 3 – Staff Reviews Application for Completeness	1 Week
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Staff reviews the application package for completeness within five business days. **More than one submission may be required, depending on the responsiveness and accuracy of the applicant and his or her consulting team in preparing the resubmittal.** (The applicant will be notified by staff if a neighborhood input meeting is required. The applicant is responsible for completing this requirement, if required.)

Step 4 – Staff and Referral Agency Review and Comment	3.5 Weeks
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Once the application is complete, Staff will refer all documents to referral agencies, including both internal Town departments and external local and state agencies and groups. Staff and the applicable referral agencies will review the application within 21 business days. Within three business days, staff will compile all comments as send to applicant. (Staff may reduce the referral time depending on the nature and extent of the Minor Site Plan.)

Step 5 – Applicant Resubmits Application Documents	Dependent on Applicant
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The applicant shall revise and resubmit the Minor Site Plan and related documents based upon the comments. If the applicant chooses to ignore staff or referral agency recommendations, those discrepancies will be identified in the reports to the Zoning Administrator. More than one resubmittal may be required depending on the responsiveness of the applicant and his or her consulting team.

Step 6 – Zoning Administrator Review and Approval	1 Week
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Once staff determines the Minor Site Plan has been revised correctly, the Minor Site Plan will be presented to the Zoning Administrator for review and approval.

Step 7 – Submission of Mylars for Recording	Dependent on Applicant
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Once all required revisions have been made, the applicant shall convert the Minor Site Plan sheets to Mylar, attain the required applicant signatures and submit to staff along with the recording fees. Staff will obtain the required Town signatures and record the Minor Site Plan. An electronic copy of the recorded document will be sent to the applicant.

Other Permits as Required

The project may be subject to additional entitlements or permits, as required.

Minor Site Plan Submittal Requirements

(Town of Bennett | Revised January 2021)

The following elements constitute an acceptable Minor 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			Letter of Intent (describing the intent of the proposed project)
X			Title Commitment (current within 30 days of application)
APPLICATION FEES			
X			Engineering: \$1200
			\$
			Traffic Engineer: \$800
			\$
			Other: e.g. Water Engineer Review, Special Utility Review, Landscape Architect Review \$215
			\$
			Subtotal
			\$
X			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			
SITE PLAN DOCUMENT – GENERAL REQUIREMENTS			
X			All sheets shall be prepared in 18" X 24" format if in Adams County or 24" X 36" format if in Arapahoe County , 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			Margin requirements: 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 information block 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			Title Block at the top center of the plan shall contain the following information: <div 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 ____ </div> This title block shall be continued on each subsequent sheet of the document.
X			Vicinity Map 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			Contact Information 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			Legal Description of the property in either lot and block (if currently platted) or metes and bounds form.

X	Project Concept describing the character of the proposed development.
X	Site Data Table 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"> 1. Building footprint site coverage in square feet and percent of site, if non-residential 2. Total square footage of building area if non-residential 3. Floor Area Ratio (FAR) if non-residential 4. Number of residential units, if applicable 5. Dwelling units per acre (DU/AC) for each subarea, if more than one 6. Required and proposed minimum lot size 7. Maximum building height allowed and proposed height 8. Minimum and proposed building setbacks 9. Parking coverage in square feet and percent of site 10. Number of parking spaces required and proposed 11. Number of accessible parking spaces required and proposed 12. Landscaped area in square feet and percent of site 13. Square footage and percent of impervious and pervious area 14. Any other relevant data as requested by the Town.
X	Tract Summary Table listing all tracts, their proposed use, ownership and maintenance responsibilities.
X	Sheet Index , if more than one sheet, indicating title of each sheet included in the plan set.
X	Signature Blocks: Owner's Certificate, with Notary; Zoning Administrator's Approval Certificate; Clerk and Recorders Certificate; Others as May Be Required; (See Signature Block Guide).
SITE PLAN SHEET(S) (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.
TECHNICAL PLANS AND STUDIES THAT MAY BE REQUIRED	
X	A drainage plan or letter from a Professional Engineer may be required, as determined by the Town Engineer.
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	A landscape plan in compliance with the Town landscaping regulations.
X	Traffic Impact Analysis - A traffic impact letter or analysis by a qualified engineering consultant.

	RECORDING FEES – Please verify with appropriate County Clerk & Recorder’s Office
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 http://www.adcogov.org/recording</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 https://www.arapahoegov.com/313/Recording</p>