

ADMINISTRATIVE SITE PLAN CHECKLIST

(Combination Referral Process)



This checklist will help to assure that your submitted plan is consistent with Arapahoe County Regulations. On the attached checklist, please check the box when the requirement has been met. When all items are complete, please read and sign the checklist at the bottom, and submit it with your application and submittal materials.

An **Administrative Site Plan** (“ASP”) is the final step in the Master Development Plan process, and includes the following three related but independent components: (1) Site Development and Grading Plan; (2) Foundation and Preliminary Architecture approvals; and (3) Full Shell Building and Core approvals. These can be separate documents, processes and approvals, or be combined into one submittal and processed together.



Public Works and Development

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ADMINISTRATIVE SITE PLAN CHECKLIST

Please check off the following items to assure your application is complete.

Applicant

Staff

		Project name, type of proposal legal description of the land area within the ASP, acreage contained within the ASP, date of the drawing, scale, and north arrow and vicinity map.
		Proposed densities of the development at full build-out in gross floor area ratios (F.A.R.).
		Setbacks, including parking and building, distances between structures, parking ratios and other parking criteria and unobstructed open space.
		The geographic location, dimensions, lot coverage, maximum heights and gross floor area of all existing and proposed structure(s).
		The geographic location of public sites, if any, to be provided within the ASP.
		Specific signage plan, if no master sign plan has been approved for the development.
		Existing and proposed right-of-way widths for all existing/proposed internal and external roadways within and immediately adjacent to the ASP.
		Existing and proposed public and/or private roadways and their conceptual points of access to adjacent and/or external roadways.
		Existing and proposed finished grade topography with contour intervals of two feet (2') or less, tied to U.S.G.S. datum.
		Specific locations of fire lanes and for access by emergency vehicles.
		Specific locations for all sidewalks.
		Specific location of outdoor trash receptacle systems.
		Specific locations for utilities, easements (including dimensions thereof), and connections of utilities to building(s). (Note: At applicant's option, this information may be deferred to the second or third stage of ASP review.)
		Description of uses proposed for site.
		Fee Schedules and provisions.

		Applicable standard and special notes as required by the Board of County Commissioners which regulate the development (e.g., Airport Influence Area note, off-site improvements note, etc.).
		Proposed changes or updates to the approved master subdivision improvement agreement language or cost estimates, if any, needed to ensure that sufficient collateral remains available to secure construction of the improvements associated with the site as developed within the schedule recommended by the County Engineering Division.
		Owner(s) of Record signature block.
		Planning Division Manager's signature block.

I _____ state that the above submittal requirements have been provided in completion of the requirements for submission as required by Arapahoe County, and that all documents provided have been submitted in accordance with the requirements and guidelines of Arapahoe County Government.

I also understand that submitting erroneous information or an incomplete submittal may delay the processing of my application.

Signature

Date