



Public Works and Development
 6924 South Lima Street
 Centennial CO 80112
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**ADMINISTRATIVE AMENDMENT,
 ADMINISTRATIVE SITE PLAN AND SUBDIVISION
 DEVELOPMENT PLAN SUBMITTAL
 REQUIREMENTS**
 (Use with Blue Land Development Application)

<p>CASES MAY BE SUBMITTED ANYTIME DURING THE WEEK IN ADVANCE OF OUR FRIDAY 2 PM. DEADLINE.</p> <p>CASE PROCESSING BEGINS ON MONDAYS AFTER AN INITIAL COMPLETENESS REVIEW.</p> <p>Checklist must accompany application</p>	Administrative Amendment to an Administrative Site Plan	Administrative Amendment to a Preliminary Development Plan	Administrative Amendment to a Final Development Plan	Administrative Amendment to a Subdivision Development Plan	Administrative Replat	Administrative Amendment to a Location and Extent Plan	Administrative Amendment to a Use By Special Review	Administrative Site Plan	Subdivision Development Plan
COMBINATION PHASE I AND PHASE II - CASES ONLY									
LAND DEVELOPMENT APPLICATION Blue form								1	1
APPLICATION FEES-THREE CHECKS Payable to Arapahoe County One check each for County Case Planning, County Case Engineering and Tri-County								1	1
PHASE II OUTSIDE REFERRAL CHECKLIST Completed by County Case Planner. Please note additional Planning fees will be invoiced.								1	1
OUTSIDE REFERRAL ENVELOPES Addressed to the agencies listed on the Phase II Outside Referral Checklist								1	1
PLANNING PACKET									
LAND DEVELOPMENT APPLICATION Blue form	1	1	1	1	1	1	1		
APPLICATION FEES-TWO CHECKS Payable to Arapahoe County One check each for County Case Planning and County Case Engineering	1	1	1	1	1	1	1	1	1
CERTIFICATE OF TAXES DUE Planning staff can print these or you may print them from the County Assessor's website	1	1	1	1	1	1	1	1	1
NOTARIZED LETTER OF AUTHORIZATION Authorization to process application on behalf of the property owner	1	1	1	1	1	1	1	1	1
LETTER OF INTENT A detailed project summary letter describing name and type of project, location, numbers of dwelling units, square footage, floor area ratio (if available), architectural details, type of construction, etc.	1	1	1	1	1	1	1	1	1
ADMINISTRATIVE AMENDMENT PROCEDURE REQUEST FORM Approved request form (Signed by County Case Planner and County Case Engineer)	1	1	1	1	1	1	1		
PRESUBMITTAL NOTES Copies of Presubmittal Notes	1	1	1	1	1	1	1	1	1
MOST RECENT SIGNED & APPROVED PLAN (11X17) If it is an Administrative Amendment the plan that will be Amended	1	1	1	1	1	1	1	1	1
PRINTS OF THE PROPOSED PROJECT (24 X 36) Bubbled changes only if it is an Administrative Amendment	1	1	1	1	1	1	1	2	2
SIGNATURES OF ALL PROPERTY OWNERS AFFECTED BY THE PROPOSAL If property is under multiple ownership	1	1	1	1	1	1	1	1	1
MAP OF ADJACENT PROPERTY OWNERS A parcel map, which includes parcel-ID numbers-, may be keyed to a list of addresses of property owners. This may be obtained from our County Mapping Department								1	1
TITLE COMMITMENT Current within 90 days, obtained from Title Company	1	1	1	1	1	1	1	1	1
LETTER OF SUPPORT FROM ALL SPECIAL DISTRICTS From easement beneficiaries with providers & landowners of abutting properties	1	1	1	1	1	1	1		
WAIVER REQUEST FORM For any items <u>not</u> included in these packets, please include an approved "Waiver Request Form" (signed by the County Case Planner and the County Case Engineer)	1	1	1	1	1	1	1	1	1

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ENGINEERING PACKET									
NOTARIZED LETTER OF AUTHORIZATION Authorization to process application on behalf of the property owner	1	1	1	1	1	1	1	1	1
LETTER OF INTENT A detailed project summary letter describing name and type of project, location, numbers of dwelling units, square footage, floor area ratio (if available), architectural details, type of construction, etc.	1	1	1	1	1	1	1	2	2
ADMINISTRATIVE AMENDMENT PROCEDURE REQUEST FORM Approved request form (Signed by the County Case Planner and the County Case Engineer)	1	1	1	1			1	1	1
PRESUBMITTAL NOTES Copies of Presubmittal Notes	1	1	1	1	1	1	1	1	1
MOST RECENT SIGNED & APPROVED PLAN (11X17) If it is an Administrative Amendment the plan that will be Amended	1	1	1	1	1	1	1	1	1
PRINTS OF THE PROPOSED PROJECT (24 X 36) Bubbled changes only if it is an Administrative Amendment	1	1	1	1	1	1	1	2	2
SIGNATURES OF ALL PROPERTY OWNERS AFFECTED BY THE PROPOSAL If property is under multiple ownership	1	1	1	1	1	1	1	1	1
VARIANCES AND/OR WAIVERS REQUEST LETTER(S) All waiver and/or variance requests from established County Infrastructure Standards or Stormwater Criteria must be reviewed by the County Case Engineer and/or the Technical Review Committee for recommendation. The applicant must submit adequate justification to the County Case Engineer in writing and in accordance with the Arapahoe County Infrastructure Design and Construction Standards, Chapter 3, Section 3.2 and/or the Stormwater Management Manual, Chapter 1, Section 1.9 at the time of initial submittal.	2	2	2	2	2	2	2	2	2
ENGINEERING SUBMITTALS – IF REQUIRED Please refer to your presubmittal notes for engineering items to include in your packet. If the number of documents is not included, please include a minimum of 2 requested documents.									
PHASE III DRAINAGE STUDY If improvements are proposed to major drainageways within the Urban Drainage and Flood Control District (UDFCD) boundaries, an additional Drainage Study shall be included.								3	3
“GESC” REPORT- GRADING EROSION AND SEDIMENT CONTROL REPORT If improvements are proposed within the boundaries of the Cherry Creek Basin Water Quality Authority (CCBWQA), an additional GESC report shall be included.								3	3
TRAFFIC IMPACT STUDY For Administrative Site Plan amendments refer to the Master Development Plan for Traffic Impact Study requirements								2	2
COLLATERAL LETTER OF INTENT A letter describing how the public improvements will be financed, if public improvements required-See Presubmittal Notes								2	2
TITLE COMMITMENT Current within 90 days, obtained from Title Company								1	1
COST ESTIMATE FOR PUBLIC IMPROVEMENTS An estimate for public Improvements - If public improvements required-See Presubmittal Notes Please note: If doing an Administrative Site Plan, it should affirm the terms of the Master Development Plan Subdivision Agreement								3	3
PRELIMINARY CONSTRUCTION PLANS If public improvements required-See Presubmittal Notes								3	3
OPERATION & MAINTENANCE MANUAL If permanent BMP(s) are proposed – See Presubmittal Notes.								3	3
PRELIMINARY PAVEMENT DESIGN If roadway improvements required-See Presubmittal Notes								2	2
WARRANT STUDY- When signalization and traffic improvements are required in the Traffic Impact Study								2	2

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MAPPING PACKET									
LETTER OF INTENT A detailed project summary letter describing name and type of project, location, numbers of dwelling units, square footage, floor area ratio (if available), architectural details, type of construction, etc	1	1	1	1	1	1	1	1	1
MOST RECENT SIGNED & APPROVED PLAN (11X17) If it is an Administrative Amendment the plan that will be Amended	1	1	1	1	1	1	1	1	1
PRINTS OF THE PROPOSED PROJECT (24 X 36) Bubbled changes only if it is an Administrative Amendment	1	1	1	1	1	1	1	1	1
MONUMENT RECORDS					1				
CERTIFIED LEGAL DESCRIPTION					1				1
ZONING PACKET									
LETTER OF INTENT A detailed project summary letter describing name and type of project, location, numbers of dwelling units, square footage, floor area ratio (if available), architectural details, type of construction, etc	1	1	1	1	1	1	1	1	1
PRINTS OF THE PROPOSED PROJECT (24 X 36) Bubbled changes only if it is an Administrative Amendment	1	1	1	1	1	1	1	1	1
ATTORNEY PACKET									
LETTER OF INTENT A detailed project summary letter describing name and type of project, location, numbers of dwelling units, square footage, floor area ratio (if available), architectural details, type of construction, etc								1	1
PRINTS OF THE PROPOSED PROJECT (24 X 36) Bubbled changes only if it is an Administrative Amendment								1	1
SIGNATURES OF ALL PROPERTY OWNERS Affected by the proposal If property is under multiple ownership								1	
OPEN SPACE PACKET									
LETTER OF INTENT A detailed project summary letter describing name and type of project, location, numbers of dwelling units, square footage, floor area ratio (if available), architectural details, type of construction, etc								1	1
PRINTS OF THE PROPOSED PROJECT (24 X 36) Bubbled changes only if it is an Administrative Amendment								1	1