



Public Works and Development
 6924 South Lima Street
 Centennial CO 80112
 Phone: 720-874-6650 FAX 303-798-6054
www.co.arapahoe.co.us

FORMAL SUBMITTAL REQUIREMENTS
(Use with Green 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>	Conventional Zoning or Preliminary Development Plan	Final Development Plan	Preliminary Plat	Final Plat, Replat or Minor Subdivision	Rural Cluster Development	Location and Extent	Use By Special Review	Subdivision Exemption	Vacation of Right-of-Way or Public Easement or Plat Vacation	Master Development Plan
COMBINATION PHASE I AND PHASE II - CASES ONLY										
LAND DEVELOPMENT APPLICATION Green Form						1				
APPLICATION FEES-THREE CHECKS Payable to Arapahoe County One check each for County Case Planning, County Case Engineering and Tri-County						1				
PHASE II OUTSIDE REFERRAL CHECKLIST Completed by County Case Planner. Please note additional Planning fees will be invoiced.						1				
OUTSIDE REFERRAL ENVELOPES Addressed to the agencies listed on the Phase II Outside Referral Checklist						1				
PLANNING PACKET										
LAND DEVELOPMENT APPLICATION Green Form (Subdivision Exemption Blue Form)	1	1	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	1
CERTIFICATE OF TAXES DUE Planning staff can print these or you may print them from the County Assessor's website				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	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	1
PRESUBMITTAL NOTES Copies of Presubmittal Notes	1	1	1	1	1	1	1	1	1	1
FINAL PLAT Most recent copy		1		1	1				1	
LETTER OF APPROVAL FROM ALL EASEMENT HOLDERS									1	
MOST RECENT SIGNED & APPROVED PLAN (11X17)		1		1	1	1	1		1	
MOST RECENT PRELIMINARY DEVELOPMENT PLAN (11X17)		1	1	1	1					
PRINTS OF THE PROPOSED PROJECT (24 X 36)	2	2	2	2	2	2	2	2		2
PETITION AND EXHIBIT FOR THE VACATION (EXHIBIT ON 8 1/2 X 11 PAPER)									2	
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				1	1			
TITLE COMMITMENT- NOT FOR A RIGHT-OF-WAY VACATION Current within 90 days, obtained from Title Company		1	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	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	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	2	1	1	1	1
PRESUBMITTAL NOTES Copies of Presubmittal Notes	1	1	1	1	1	1	1	1	1	1
FINAL PLAT Most recent copy		1		1	1				1	
MOST RECENT SIGNED & APPROVED PLAN (11X17)	1	1	1	1	1	1	1	1	1	1
MOST RECENT PRELIMINARY DEVELOPMENT PLAN (11x17)		1	1	1	1					
PRINTS OF THE PROPOSED PROJECT (24 X 36)	1	1	1	1	1	2	1	1	1	1
PETITION AND EXHIBIT FOR THE VACATION (EXHIBIT ON 8 1/2 X 11 PAPER)									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				1	1			
TITLE COMMITMENT- NOT FOR A RIGHT-OF-WAY VACATION Current within 90 days , obtained from Title Company		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	2
CERTIFIED LEGAL DESCRIPTION									1	
PHASE I DRAINAGE STUDY	2									2
PHASE II DRAINAGE STUDY			2							
PHASE III DRAINAGE STUDY		2		2	2	3	2			
"GESC" REPORT- GRADING EROSION AND SEDIMENT CONTROL REPORT		2		2	2	3	2			
SOILS REPORT		2								
TRAFFIC IMPACT STUDY For Administrative Site Plan amendments refer to the Master Development Plan for Traffic Impact Study requirements	2	2	2	2		2	2			2
COLLATERAL LETTER OF INTENT A letter describing how the public Improvements will be financed. If public improvements required-See Presubmittal Notes		1		1	1	1	1			
COST ESTIMATE FOR PUBLIC IMPROVEMENTS An estimate for public improvements - If public improvements required-See Presubmittal Notes		2		2	2	3	2			
PRELIMINARY CONSTRUCTION PLANS If public improvements required-See Presubmittal Notes		2		2	2	3	2			
OPERATION & MAINTENANCE MANUAL If permanent BMP(s) are proposed – See Presubmittal Notes.		2		2		3	2			
PRELIMINARY PAVEMENT DESIGN If roadway improvements required-See Presubmittal Notes		2		2	2	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	1
MOST RECENT SIGNED & APPROVED PLAN (11X17)	1	1	1	1	1	1	1	1	1	
PRINTS OF THE PROPOSED PROJECT (24 X 36)	1	1	1	1	1	1	1	1		1
MONUMENT RECORDS				1	1			1		
TITLE COMMITMENT - NOT FOR A RIGHT-OF-WAY VACATION Current within 90 days , obtained from Title Company			1	1	1	1	1	1	1	
CERTIFIED LEGAL DESCRIPTION	1		1	1	1	1	1	1	1	1
PETITION AND EXHIBIT FOR THE VACATION (EXHIBIT ON 8 1/2 X 11 PAPER)									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	1
PRINTS OF THE PROPOSED PROJECT (11X17)	1	1	1	1	1	1	1	1	1	1
LETTER OF APPROVAL FROM ALL EASEMENT HOLDERS									1	
PETITION AND EXHIBIT FOR THE VACATION (EXHIBIT ON 8 1/2 X 11 PAPER)									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	1				1
PRINTS OF THE PROPOSED PROJECT (11X17)		1			1	1				1
WEED CONTROL 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
PRINTS OF THE PROPOSED PROJECT (11X17)		1			1	1				1