



PUBLIC WORKS AND DEVELOPMENT

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PHASE I SUBMITTAL MATRIX-“B”
Administrative Site Plans, Master Development Plans and
Subdivision Development Plans

Items required for a Land Development Application

<p>Please note: Applications must be brought in Prior to the 3 p.m. deadline on Wednesday afternoon</p> <p>Bring this checklist with your application</p>	Administrative Site Plan	Master Development Plan	Subdivision Development Plan
LAND DEVELOPMENT APPLICATION- GREEN APPLICATION FORM	YES	YES	YES
APPLICATION FEES-TWO CHECKS/Made out to Arapahoe County One check each for Planning and Engineering	SEE BELOW	YES	SEE BELOW
COMBINATION PHASE I AND PHASE II OUTSIDE REFERRAL CASES ONLY			
APPLICATION FEES-THREE CHECKS/Made out to Arapahoe County To pay the Initial Planning fee, Tri-County Health Fee & Engineering fees- as described on the checklist.	YES		YES
PHASE II OUTSIDE REFERRAL CHECKLIST- Filled out and supplied to you by our Plan Manager, describing outside referral agencies. Please note: Additional Planning fees (per page fee) will be billed to you at after Planning review.	YES		YES
OUTSIDE REFERRAL ENVELOPES- Addressed to the agencies listed on the Phase II Outside Referral Checklist, containing a set of the plans, letters and additional reports.	YES		YES
PLANNING PACKET			
NOTARIZED LETTER OF AUTHORIZATION FROM ALL PROPERTY OWNERS- Similar to a Power of Attorney- Permission from the owner for you or your company to process the application, If they have not personally signed the application.	1	1	1
CERTIFICATE OF TAXES DUE- Please submit copies of the “Residential Commercial and Vacant Parcel Search” Or “Full Card Printout” printouts from the Arapahoe County Assessor’s website. Or, you may also obtain these directly from the Assessor’s office.	1		1
TITLE COMMITMENT- Not more than 90 days old , which may be obtained from your Title Company.	1	1	1
WAIVER REQUEST LETTER- For any items <u>not</u> included in these packets, please include an explanation letter written by you, or a “Waiver Letter” request form (signed by our staff) must be included.	1	1	1
LETTER OF INTENT- A detailed project summary letter describing name and type of project, location, square footage, floor area ratio (if available), architectural details, type of construction, etc.	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 Mapping Department.	1	1	1
SIGNATURES OF ALL PROPERTY OWNERS- If property is within a multi-owned area, and affected by proposal.	1	1	1
PRESUBMITTAL NOTES- Bring copies of the meeting notes supplied to you by our Planner and Engineer.	1	1	1
PRINTS OF YOUR PROPOSED PROJECT (24 X 36) -	2	2	2
PRINT OF THE MOST RECENT SIGNED & APPROVED PLAN-	1		1
ENGINEERING PACKET			
PHASE I DRAINAGE STUDY-		2	
PHASE III DRAINAGE STUDY-	3		2
“GESC” REPORT- GRADING EROSION AND SEDIMENT CONTROL REPORT-	4		2
TRAFFIC IMPACT STUDY- For Administrative Site Plan amendments to the Master Development Plan- only with Engineering approval letter.	3	2	2
COLLATERAL LETTER OF INTENT- A letter describing how the public Improvements will be financed. If public improvements required-See Presubmittal Notes.	3		1
COST ESTIMATE FOR PUBLIC IMPROVEMENTS- A budget for public Improvements. - If public improvements required-See Presubmittal Notes <i>If doing and Administrative Site Plan, it should affirm the terms of the Master Development Plan Subdivision Agreement.</i>	3		1

<p>Please note: Applications must be brought in Prior to the 3 p.m. deadline on Wednesday afternoon</p> <p>Bring this checklist with your application</p>	Administrative Site Plan	Master Development Plan	Subdivision Development Plan
ENGINEERING PACKET (CONTINUED)			
PRELIMINARY CONSTRUCTION PLANS- If public improvements required-See Presubmittal Notes.			2
FINAL CONSTRUCTION PLANS-	4		
PRELIMINARY PAVEMENT DESIGN- If roadway improvements required-See Presubmittal Notes.	3		2
WARRANT STUDY- When signalization and traffic improvements required in traffic study	2		
WAIVER REQUEST LETTER- For any items <u>not</u> included in these packets, please include an explanation letter written by you, or a "Waiver Letter" request form (signed by our staff) must be included.	1	1	1
LETTER OF INTENT- A detailed project summary letter describing name and type of project, location, square footage, floor area ratio (if available), Architectural details, type of construction, etc.	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 Mapping Department.		1	1
SIGNATURES OF ALL PROPERTY OWNERS- If Property is within a multi-owned area, and affected by proposal.	1		
PRESUBMITTAL NOTES- Bring copies of the meeting notes supplied to you by our Planner and Engineer.	1	1	1
PRINTS OF YOUR PROPOSED PROJECT (24 X 36) -	2	2	2
PRINT OF THE MOST RECENT SIGNED & APPROVED PLAN-		1	
MAPPING PACKET			
CETTIFIED LEGAL DESCRIPTION-			1
LETTER OF INTENT- A detailed project summary letter describing name and type of project, location, square footage, floor area ratio (if available), Architectural details, type of construction, etc.	1	1	1
PRINTS OF YOUR PROPOSED PROJECT (24 X 36) -	1	1	1
PRINT OF THE MOST RECENT SIGNED & APPROVED PLAN-	1		1
ATTORNEY PACKET			
LETTER OF INTENT- A detailed project summary letter describing name and type of project, location, square footage, floor area ratio (if available), Architectural details, type of construction, etc.	1	1	1
SIGNATURES OF ALL PROPERTY OWNERS- If property is within a multi-owned area, and affected by proposal.	1		
PRINTS OF YOUR PROPOSED PROJECT (24 X 36) -	1	1	1
ZONING PACKET			
LETTER OF INTENT- A detailed project summary letter describing name and type of project, location, square footage, floor area ratio (if available), Architectural details, type of construction, etc.	1	1	1
PRINTS OF YOUR PROPOSED PROJECT (24 X 36) -	1	1	1
OPEN SPACE PACKET			
LETTER OF INTENT- A detailed project summary letter describing name and type of project, location, square footage, floor area ratio (if available), Architectural details, type of construction, etc.	1	1	1
PRINTS OF YOUR PROPOSED PROJECT (24 X 36) -	1	1	1

(CONTINUED NEXT PAGE)

IF YOU HAVE BEEN GIVEN PERMISSION FROM STEVE BYER (CHIEF BUILDING OFFICIAL), THE FOLLOWING ITEMS MAY ALSO BE SUBMITTED TO THE BUILDING DEPARTMENT .	
PLAN REVIEW FEES TO BE PAID IN FULL-	1
BUILDING APPLICATION SIGNED AND DATED (THE COLOR CODED ADMINISTRATIVE SITE PLAN APPLICATION MUST BE USED)	1
LETTER OF INTENT-	1
PRINTS OF THE PROPOSAL-	1
SOILS REPORT AND THE ORIGINAL STAMPED AND SEALED BY THE ENGINEER	1
FOUR SETS OF SPECIFICATIONS, TWO OF WHICH MUST BE STAMPED/SIGNED BY THE ENGINEER-	1
STAMPED STRUCTURAL CALCULATIONS-	1
STAMPED SITE PLAN, COMPLETE WITH ALL DIMENSIONS TO BUILDINGS AND PEOPERTY LINES.	1
STAMPED CONSTRUCTION PLANS, COMPLETE WITH ALL ARCHITECTURAL, ELECTRICAL, MECHANICAL AND PLUMBING PLANS, (2) SETS MUST BE STAMPED AND SIGNED.	4
STAMPED AND SIGNED FOUNDATION AND STRUCTURAL PLANS, (2) SETS MUST BE STAMPED AND SIGNED.	4