

 <p>PUBLIC WORKS AND DEVELOPMENT 10730 E. Briarwood Ave., #100 Centennial, CO 80112 Phone: 720-874-6650 FAX 303-798-6054 www.co.arapahoe.co.us</p>	<p>PHASE I SUBMITTAL MATRIX "A" Items required for a Formal Land Development Application</p>								
<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>	Conventional Zoning or Preliminary Development	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
LAND DEVELOPMENT APPLICATION- GREEN APPLICATION FORM	1	1	1	1	1	1	1	1	1
APPLICATION FEES- One check each for Planning and Engineering, each made out to Arapahoe County	1	1	1	1	1	1	1	1	1
COMBINATION PHASE I AND PHASE II OUTSIDE REFERRAL CASES ONLY						YES			
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			
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			
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			
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	1	1	1	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	1	1	1	1	1	ONE- IF A PLAT VACATION OR PUBLIC EASEMENT
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	1	1	1	1	1	1
FINAL PLAT- Most recent copy-		1		1	1				1
PRELIMINARY PLAT- Most recent copy -									
LETTER OF APPROVAL FROM ALL EASEMENT HOLDERS-									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	1	1	1	1	1	1
MAP OF ADJACENT PROPERTY OWNERS- A parcel map, which includes parcel-id numbers-which may be keyed to a list of addresses of property owners. This may be obtained from our Mapping Department.	1	1				1	1		
PETITION FOR VACATION EXHIBIT-									1
PRESUBMITTAL NOTES- Copies of the meeting notes supplied to you by our Planner and Engineer.	1	1	1	1	1	1	1	1	1
PRINTS OF YOUR PROPOSED PROJECT (24 X 36) -	2	2	2	2	2	2	2	2	2
PRINT OF THE MOST RECENT SIGNED & APPROVED PLAN-	1			1	1	1	1		1

CONTINUED- NEXT PAGE

	Conventional Zoning or Preliminary Development	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
ENGINEERING PACKET -CONTINUED									
PHASE I DRAINAGE STUDY	2								
PHASE II DRAINAGE STUDY			2						
PHASE III DRAINAGE STUDY		2		2	2	2	2		
"GESC" REPORT- GRADING EROSION AND SEDIMENT CONTROL REPORT		2		2	2	2	2		
SOILS REPORT		2							
TRAFFIC STUDY	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- A budget for public Improvements. - If public improvements required-See Presubmittal Notes <i>Please Note: If doing and Administrative Site Plan, it should affirm the terms of the Master Development Plan Subdivision Agreement.</i>		1		1	1	1	1		
PRELIMINARY CONSTRUCTION PLANS- If public improvements required-See Presubmittal Notes.		2		2	2	2	2		
PRELIMINARY PAVEMENT DESIGN If public improvements required-See Presubmittal Notes.		2		2	2	2	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	1	1	1	1	1	1
FINAL PLAT Most recent copy-		1		1	1				1
PRELIMINARY PLAT Most recent copy -									
LETTER OF APPROVAL FROM ALL EASEMENT HOLDERS-									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	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 Mapping Department.	1	1				1	1		
PETITION FOR VACATION EXHIBIT-									1
PRESUBMITTAL NOTES- Copies of the meeting notes supplied by our Planner and Engineer.	1	1	1	1	1	1	1	1	1
PRINTS OF YOUR PROPOSED PROJECT (24 X 36) -	2	2	2	2	2	2	2	2	2
MOST RECENT SIGNED & APPROVED PLAN (24 X 36)-	1			1	1	1	1		1
MOST RECENT ZONING DOCUMENT PDP (PRELIMINARY DEVELOPMENT PLAN)		1	1	1	1				
MAPPING PACKET									
CERTIFIED LEGAL DESCRIPTION-		1	1	1	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	1	1	1	1	1	1
LETTER OF APPROVAL FROM ALL EASEMENT HOLDERS-									1
MONUMENT RECORDS-BY A SURVEYOR				1	1			1	
MOST RECENT SIGNED & APPROVED PLAN-	1	1	1	1	1	1	1	1	1
TRAVERSE CLOSURES- BY A SURVEYOR				1	1			1	
PRINTS OF YOUR PROPOSED PROJECT (24 X 36)-	1	1	1	1	1	1	1	1	1
TITLE COMMITMENT- Not more than 90 days old , which may be obtained from your Title Company.	1	1	1	1	1	1	1	1	1

	Conventional Zoning or Preliminary Development	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
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	1	1	1	1	1	1
LETTER OF APPROVAL FROM ALL EASEMENT HOLDERS-									1
PRINTS OF YOUR PROPOSED PROJECT (24 X 36) -	1	1	1	1	1	1	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			
WEED CONTROL 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			