

SECTION 13-400 ADMINISTRATIVE SITE PLAN

13-401 INTENT

An Administrative Site Plan is required for the following situations, excluding single-family detached development:

- A. All development on vacant land governed by conventional zoning, unless a Use by Special Review (USR), Location and Extent (L&E), or Special Exception Use (SEU) is required.
- B. On all development sites within the bounds of a final plat, excluding sites located within the boundaries of a Preliminary Development Plan (PDP).
- C. Development of sites within an MDP not covered by a Use by Special Review plans.
- D. Additions to buildings located within conventionally zoned areas that are equal to or exceed 50% of the original structure. The determination of what constitutes the original structure is based on the building as shown at the time of initial permit, and not an expanded building based on subsequent permits.

13-402 APPROVAL CRITERIA

The PWD staff will determine if an Administrative Site Plan application meets the following criteria before the Planning Division Manager or her/his designee signs the final version of the plan.

13-402.01

Whether the Administrative Site Plan is consistent with the underlying zoning.

13-402.02

Whether the Administrative Site Plan is consistent with the efficient development and preservation of the entire area within an approved Final Plat.

13-402.03

Whether the Administrative Site Plan will adversely affect reasonable development expectations or the use and enjoyment of adjacent land or the public interest.

13-402.04

Whether the Administrative Site Plan will adversely affect the public health, safety and welfare.

13-403 SUBMITTAL PROCESS

13-403.01

Prior to submitting an application the applicant will attend a pre-submittal meeting with representatives of the Public Works and Development Department. At the pre-submittal meeting the applicant will receive direction from the County staff that will assist in preparing a complete application for submittal to the County.

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13-403.02

Upon receipt of an Administrative Site Plan application, the Planning staff shall review the materials submitted to determine if the application is complete and consistent with the standards set forth in these regulations.

13-403.03

The case planner will refer the complete application for a thirty (30) day review with the various divisions of the PWD Department and County Attorney as required. Administrative Site Plans may require review by outside agencies such as floodplain and drainage service providers, adjacent property owners, life safety providers, adjacent jurisdictions, etc.

13-403.04

The applicant will be notified of any outstanding issues upon completion of this review and will be required to address any deficiencies. The applicant will then submit an amended plan to the County for verification that deficiencies have been addressed by the applicant. Only when all deficiencies have been addressed will the County Staff ask the applicant to submit a final mylar copy of the plan for approval signature.

13-403.05

Prior to County signature of the approved plan, the applicant must submit all required documentation, and a certificate of taxes paid. No administrative Site Plan shall be signed by the County unless all delinquent taxes and special assessments thereon have been paid.

13-403.06

Prior to County signature of the approved plan the applicant shall provide evidence through a current title insurance policy or commitment (no more than 30 days old) that the signature of the owner on the mylar is the owner or an authorized agent of the owner of the property.

13-403.07

Upon acceptance of the final mylar by the PWD Department, the Administrative Site Plan will be signed by the Planning Division Manager.

13-404 ADMINISTRATIVE SITE PLAN SUBMITTAL REQUIREMENTS

A Submittal Requirements Matrix is available from the Planning Division outlining the complete list of submittal items and the proper number of documents. Other submittal requirements may be required based on Planning Division review. The following items are required as part of an ASP submittal.

13-404.01

Copies of the notes from the pre-submittal meeting pertaining to the application.

13-404.02

A completed land-use application. Application forms are available from the Planning Division.

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13-404.03

Application fee(s). Fee Schedules are available from the Public Works and Development Department.

13-404.04

A Letter of Intent that explains, justifies and validates what is proposed on the plans submitted as part of the application. State all facts relied upon and provide documentation where possible.

13-404.05

If the applicant is not the land-owner, a notarized letter of authorization from the land owner permitting a representative to process the application.

13-404.06

Proof of ownership in the form of an updated or current title certificate, title insurance policy, or title commitment that has been renewed within the 90 days prior to the submittal of an application. The proof of ownership must be current or updated no more than 30 days prior to the County signing the approved plan. A title commitment must be provided for all lands to be conveyed to the County.

13-404.07

An Administrative Site Plan Exhibit drafted in accordance with the provision in this Land Development Code.

13-404.08

A treasurer's Certificate of Taxes due.

13-404.09

Technical Reports as required by the Engineering Services Division.

13-404.09.01

Construction Plans for the proposed development's public improvements including street plan and profile sheets, storm drainage improvements plans and other improvements, prepared in accordance with the Infrastructure Design and Construction Standards.

13-404.09.02

Pavement Design Report prepared in accordance with the Infrastructure Design and Construction Standards.

13-404.09.03

Phase III Drainage Report as defined in the Stormwater Management Manual.

13-404.09.04

A Traffic Study prepared in accordance with the Arapahoe County Guidelines for Traffic Impact Studies unless waived by the Engineering Services Division.

13-405 ADMINISTRATIVE SITE PLAN EXHIBIT

13-405.01

All plans will be 24" x 36" format. No plans shall contain copyright restrictions or public use restrictions.

13-405.02

The font for all plans shall be upper case sans-serif. Font size shall be a minimum 12-point font unless otherwise approved by the Planning Division Manager or designee.

13-405.03

A title block shall be included, centered at the top of each sheet, containing the project name, type of proposal (Administrative Site Plan), and legal description of the area.

13-405.04

The cover sheet shall include a legal description of the area, date of the drawing, existing zoning of the site, a sheet key and a vicinity map with north arrow (scale of 1" = 2,000' preferred) with an emphasis on the major roadway network within one (1) mile of the proposal.

13-405.05

The information presented on the plan shall be logically ordered and appropriately labeled. All sheets will include the County issued case number at the bottom left hand corner of the sheet formatted as "Case No. XXX-XXX." All sheets will be numerically ordered. All graphic representations, notes, charts, tables and other types of categorized information will be accompanied by common drafting information such as, but not limited to the following:

- A. North arrows for orientation.
- B. A written statement of scale and a graphic bar scale.
- C. A logical system of ordering the different graphic elements of the plan such as numbered details.
- D. Expository titles for charts, tables, and other categories of information.

13-405.06

The geographic location, dimensions, maximum heights and gross floor area of all existing and proposed structure(s), the use(s) to be contained within, and the location of entrances and loading points/service areas.

13-405.07

Land-use tables, lists, or schedules comparing the regulations and requirements of the approved underlying uses and zoning to the improvements proposed in the Administrative Site Plan application. This table should address existing and proposed use(s), building heights, gross floor area, residential density, gross floor area ratios, setbacks, open space, etc.

13-405.08

Existing and proposed finished-grade topography at two-foot (2') contours or less tied to a datum acceptable to the County. The applicant shall verify current information regarding what datum is acceptable to the County.

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13-405.09

Show and label or dimension the following:

- A. Any existing and proposed public and/or private roadways,
- B. All proposed points of access to adjacent and/or external roadways,
- C. All existing access points on adjacent properties and across adjacent roadways.
- D. All proposed curb-cuts.
- E. All off-street parking areas.
- F. All proposed and existing surfacing materials. (such as asphalt , concrete, gravel, etc).

13-405.10

Provide a parking utilization table that compares the total number of parking spaces or areas proposed and compares this information to the parking required by the Land Development Code. Specify the type of and intended use of all parking spaces indicated (full size, handicap, loading areas, etc.)

13-405.11

All public and private utility service lines and/or main lines with appurtenances, and location(s) and dimension(s) of all existing/proposed easements.

13-405.12

All walks, open and recreation areas, with a description of these improvements.

13-405.13

Location of outdoor trash receptacle systems.

13-405.14

Provisions for emergency vehicle access.

13-405.15

Information pertaining to drainage easements including:

- A. Location
- B. Dimensions
- C. Surface treatment
- D. Recording numbers of recorded easements

13-405.16

Information pertaining to detention ponds including:

- A. Location
- B. Dimensions
- C. Water surface elevation at each storm event
- D. Surface treatment
- E. Volume capacity
- F. Size of the outlet restrictor

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13-405.17

A landscape plan that complies with the regulations set forth in this Land Development Code. The landscape plan will show and label the following landscape features;

- A. All proposed landscape plantings.
- B. The location, type, and size of existing plants to be retained.
- C. The type of mulch or other surface materials proposed.
- D. The location of any water features. If the feature is multipurpose, this should be noted.
- E. The location and details of all fences, walls, planters and any other landscaping features.

13-405.18

A table of proposed landscaping materials. The table shall compare the amount of landscape proposed with that required by this Land Development Code. The table will include the following information for all proposed plant materials:

- A. Common and botanical name of the plant species indicated.
- B. The quantity of all species proposed.
- C. The type and size of installation (ball and burlap, 5 gallon pot, etc).
- D. The caliper of proposed deciduous trees and the height of proposed evergreen trees.
- E. This table shall be divided into the following sub categories:
 1. Deciduous trees
 2. Evergreen trees
 3. Shrubs
 4. Ornamental clump grasses
 5. Types of sod or seed
 6. Perennial and annuals flowers

13-405.19

A dimensioned Signage Plan or Sign Detail describing and illustrating the appearance, size, location, type, color, material, and illumination of all signs. Proposed signs must be designed in accordance with the Sign Regulations section of the Land Development Code.

13-405.20

A Lighting Plan designed in accordance with the Lighting section of this Land Development Code.

13-405.21

Representative architectural elevations of all sides of proposed structures which show building heights, colors, and general textures of materials to be used on the exterior of the proposed buildings

13-405.22

Structures located on the south side of streets or highways may be required to provide additional building setbacks, depending on structure height, to allow necessary snow and ice melt from adjacent streets and sidewalks.

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13-405.23

All Standard Notes and Certifications required by the Arapahoe County staff shall be included on the plan as described in this Land development Code. Any modifications to these notes or proposed non-standard notes must be approved by the County Attorney.

13-405.24

Additional information may be requested by the PWD Department as appropriate to the request, and the Planning Division Manager or designee may waive information required above if it is deemed inappropriate to the request.

13-405.25

Once the review process is complete and the staff has determined that all outstanding issues have been resolved the staff will request a final mylar of the Administrative Site Plan. This final copy of the Administrative Site Plan shall be a photographic mylar or equivalent (prepared such that the text/line work does not bleed, flake, or scratch off) on 24" x 36" single/double matte mylar. The drawing shall contain the information listed above unless otherwise specified by the County staff.

13-406 VESTED PROPERTY RIGHTS PROVISIONS

13-406.01

In accordance with the provisions of Article 68 of Title 24 C.R.S. as amended, an applicant may seek approval of a "vested property right" by approval of a "site specific development plan" relating to the proposed development. The vested property right shall relate to an approved Administrative Site Plan, and may be sought subsequent to approval of such development plan. The process for seeking a "vested property right" is separate from the process for seeking approval of an Administrative Site Plan.

13-406.02

The process for a "vested property right" relating to a site specific development plan shall follow the process for approval of an Administrative Site Plan. This process shall include posting the subject property with a notice of a public hearing relating to a vested property right, publishing notice of the public hearing and providing mail notification of the public hearing to adjacent property owners. If approved, the vesting shall last for a period of three years. This period may be extended by the County upon request and after posting, publication, mail notification and a public hearing.

13-406.03

Upon approval of a vested property right, a notice of such approval and creation of a vested property right shall be made by publication no later than fourteen days following approval.