



Built On What Matters

MINOR AND MAJOR PROJECT PRE-APPLICATION

This document is a resource for first-time or only-time developers as well as experienced developers and consultants. It will guide you through the requirements of submitting a land use application and provide a general overview of the process.

This document is valid for 6 months from the date of pre-application meeting.

Date:	Staff Planner/email:
Applicant Project Manager (This will be the designated project contact)	Name/Company:
	Phone:
	Email:
Property/Business Owner	Name/Company:
	Phone:
	Email:
Meeting Attendees:	
Project Type/Title:	
Project Location (Address or Legal):	
Project Zoning (Existing/Proposed):	
Project Description:	

This form was sent to

on

Planning Application Fee Schedule (Subject to Change)

Deposit and fee amounts for the planning portion of a given project are listed below. These deposits and fees do not include plan review fees, building permit fees, impact fees, or review fees charged by outside agencies including the Town Attorney and Fire Marshal.

Application Types*	Deposits	Application Fees	
Annexation, Zoning and Concept Plan	\$5,000.00	Up to 1 acre	\$ 750.00
		Up to 10 acres	\$1,500.00
		More than 10 acres	\$2,500.00
Annexation Agreement Amendment	\$1,500.00	Amendment to one section of the Agreement	\$ 250.00
		Amendment to each additional section of the Agreement	\$ 50.00
Appeal of Administrative Decision	\$1,000.00	\$150.00	
Code Text Amendment	\$1,000.00	\$500.00	
Comprehensive Plan Amendment / Planning Area Amendment	\$2,500.00	\$500.00	
Metropolitan Districts	\$2,500.00	\$750.00	
Preliminary Plat (including amendments)	\$5,000.00	Up to 10 lots	\$ 500.00
		Up to 100 lots	\$ 750.00
		More than 100 lots	\$1,000.00
Preliminary Development Plan (including amendments)	\$5,000.00	Up to 10 lots, 50 dwelling units, or 25,000 square feet, whichever is greater	\$ 750.00
		Up to 100 lots, 250 dwelling units, or 100,000 square feet, whichever is greater	\$1,500.00
		More than 100 lots, 250 dwelling units, or 100,000 square feet, whichever is greater	\$2,500.00
Sketch Plan	\$2,500.00	\$150.00	
Telecommunication Facility	\$2,500.00	\$500.00	
Vacation of Right-of-Way or Easement	\$1,000.00	For one easement or right-of-way vacation request	\$ 100.00
		For each additional easement or right-of-way vacation in same request	\$ 50.00
Variance	\$1,000.00	Residential	\$ 200.00
		Non-Residential	\$ 400.00
Waiver	\$1,000.00	Residential	\$ 200.00
		Non-Residential	\$ 400.00
Zoning (Initial) and Zoning Amendment	\$2,500.00	One zoning district change	\$ 750.00
		More than one zoning district change	\$1,000.00
Conditional Use (including amendments) Site Plan or Conditional Use Review	\$2,500.00	\$500.00	
Final Plat: 10 lots and up (Major Subdivision)	\$5,000.00	Up to 10 lots	\$ 250.00
		Up to 100 lots	\$ 500.00
		More than 100 lots	\$ 750.00
Final Plat: 4-9 lots (Minor Subdivision)	\$1,500.00	\$500.00	
Final Development Plan (including amendments)	\$5,000.00	Up to 10 lots, 50 dwelling units	\$ 750.00
		Up to 100 lots, 250 dwelling units	\$1,500.00
		More than 100 lots, 250 dwelling units	\$2,500.00
Street Name Change (Deposit waived if incorporated with other process)	\$1,000.00	\$200.00	
Vesting Property Rights (Deposit waived if incorporated with other process)	\$1,000.00	\$200.00	

See page 3 for total fees and deposits.

Planning Application Fee Schedule (Subject to Change)

Deposit and fee amounts for the planning portion of a given project are listed below. These deposits and fees do not include plan review fees, building permit fees, impact fees, or review fees charged by outside agencies including the Town Attorney and Fire Marshal.

Application Types*	Deposits	Application Fees	
Construction Plan Review	\$1,500.00	\$0.00	
Final Plat: up to 3 new lots (Administrative Subdivision - including lot splits and combinations)	\$1,000.00	\$250.00	
Minor Modification		\$250.00	
Special Use (Oil and Gas)		\$3,500.00	
Site Plan	\$2,500.00	Up to 25,000 square feet	\$ 250.00
		More than 25,000 square feet	\$ 500.00
Site Plan Amendment Up to 1,000 sq ft	\$1,000	\$250	
Site Plan Amendment More than 1,000 sq ft	\$1500	\$500	
Written Interpretation		\$ 100.00	
TOTALS DUE:	\$	\$	

***Fees apply to Town of Frederick Review Only - Other agencies may charge additional review fees**

Project Scheduling

Projects are reviewed on the first and third Mondays of each month to determine if the application is complete. Projects submitted by 5:00 on the previous Friday will be reviewed and having been found complete will enter the development review process. Should Monday be a holiday, projects will be reviewed on Tuesday.

Application Submittal and Review

Pre-Application Conference:	30-90 Days Prior to Application Submittal
Neighborhood Meeting Notice:	15 Days Prior to Neighborhood Meeting
Neighborhood Meeting:	15 Days Prior to Application Submittal
Application Submittal:	7 Day Sufficiency Evaluation after Submittal/Prior to Review
Application Review Period:	21 Days for Staff and Referral Agencies to Review Application
Review Comments Report:	7 Days after Review Period to Compile Review Comments

*Time from Submittal Acceptance to First Comments: 28 Days

NOTE: Re-Submittal of materials with subsequent review periods of up to 21 days each are often necessary, so be sure to build in time to the project schedule for at least 2 submittals and review periods.

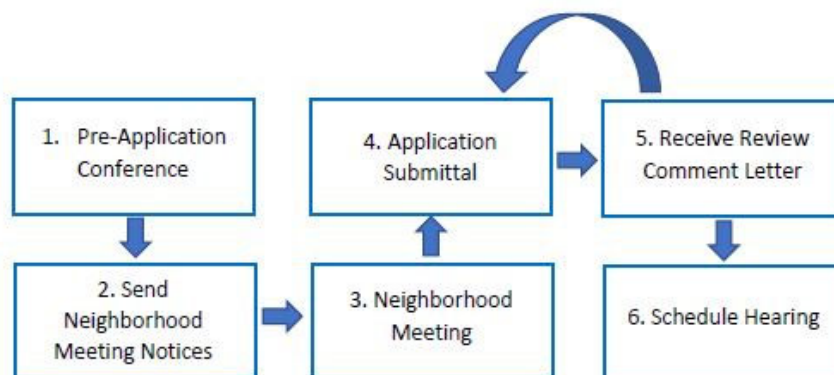
Neighborhood Meeting

The applicant is responsible for scheduling the neighborhood meeting with Town Staff prior to submittal of the project application to the Town for review.

Public Hearings

“Major” and “Minor” applications are presented to the Planning Commission first and then to the Board of Trustees for final approval. Notice for these meeting must be provided 15 days prior to Planning Commission. Annexations are required by state law to be presented to the Board of Trustees first, then to the Planning Commission and back to the Board for final consideration. Please be aware of the following:

1. The Planning Commission meets on the 1st and 3rd Thursdays of every month;
2. The Board of Trustees meets on the 2nd and 4th Tuesdays of every month;
3. Typically, development review comments must be satisfied prior to scheduling of public hearings;
4. Planning Commission and Board of Trustee hearings for the same project are not held in back-to-back weeks. Please allow for 21 days between hearings.



Project Noticing

Notification of the property owners within _____ feet to any proposed planning action is required for every minor and major application. Notifications are provided at three stages of the application: **(1)** Neighborhood Meeting; **(2)** Notice of Application; and **(3)** Public Hearings. Notices must be provided a minimum of 15 days prior to the neighborhood meeting and Planning Commission.

Town staff will provide public notice on the Town's website when applicable. Providing notice to individual property owners is the responsibility of the applicant as required by Section 4.5.6.c of the Frederick Land Use Code. For each type of notification, please complete the following steps.

Obtain the addresses of the surrounding property owner(s) from the Weld County Assessor's Office (970-353-3845) or <https://www.weldgov.com/departments/assessor>. The current property owners list may not be more than 30 days old. Step by step instructions for obtaining the list of surrounding property owners is available. .

Please include a vicinity map in the notice. Town staff will provide a template for each of the notices. Make the appropriate number of copies of the notice, fold and place the notices in stamped (with adequate postage and not metered) and addressed envelopes;

The envelope should look like the following example. Ensure that the return address matches the sample shown below.

Project Name Public Notice
Town of Frederick Planning Department
401 Locust Street, P.O. Box 435
Frederick, CO 80530



Mr. and Mrs. Property Owner
123 Happy St.
Denver, CO 80203

Notices will be mailed from your location, please include a notice addressed to the Town of Frederick.

Also, please send a certification that the notices were mailed. The certification should include a mailing list of property owners and a map showing the properties that were mailed a notice. The certification should state *"I, Insert your name, certified the following property address list as being accurate and true as obtained by the Weld County Assessor's website on this date, insert date."*

Remember to sign the document.

Land Use Application Components

This section is intended to provide the applicant a beginning point for submittal. Please follow the instructions below when preparing your land use application:

- All items identified in Appendix A of the Land Use Code are required to be submitted, unless waived by the Planning Staff.
- See the Town's website for a link to the development code and other relevant documents: <https://frederick.municipal.codes/LUC>;
- Plan sets not collated or folded will either be assessed a fee or the application will be considered incomplete.
- For projects creating new lots, an address plat may be required.

See Pages 7-19 for Appendix A Checklist.

Application Materials for Reviewing Agencies

In addition to Town Staff, a number of outside “referral” agencies will also be reviewing your project. As a result, your application must include appropriate review materials for all of the entities identified below. Such agencies include: 1) Internal Agencies; 2) Mineral and Ditch Interests; and 3) External Referral Agencies.

INTERNAL AGENCIES

Plans will be reviewed by Town of Frederick Planning, Engineering, Attorney, Public Works, and Frederick-Firestone Fire Protection District.

Please provide one (1) version of all documents in PDF format. No paper copies needed

*Please note that the Fire Marshal may charge additional review fees.

ALL MINERAL INTERESTS ON RECORD

(Receive documents in PDF format on Flash Drive or CDROM)

All mineral and ditch interest owners are required to be notified of proposed development projects that could impact their interests. The applicant will send out this notice and provide a certification that this has been completed along with a list of mineral interest owners that the notice was sent to. Please send flash drive and referral information to all mineral and ditch interest owners.

Please complete the following steps for providing notice to mineral and ditch owners.

1. Save all application documents (plan sets, traffic/drainage reports, etc.) on a flash drive or CDROM in PDF format;
2. Ask your planner to provide the referral request form. Once provided, include this in your notice to mineral and ditch owners.
3. Create a list of owners of mineral rights for the property. You may need to contact a specialized firm to research the owners and create a list;
4. Be sure to appropriately address envelopes including the return-address for each owner;



EXTERNAL REFERRAL AGENCIES

The agencies marked with an "X" below will review materials via an electronically.

	Colorado Geological Survey (<i>may charge additional review fees</i>)
	St. Vrain Valley School District R-1J
	Black Hills Energy
	United Power
	Comcast
	CenturyLink
	Carbon Valley Recreation District
	Mountain View Fire Protection District
	Weld County Health Department Environmental Health Services (annexations w/ septic systems)
	Weld County Dept. of Planning Services (annexations, land use amendments, and others as needed)
	Weld County Board of Commissioners
	Weld County Road & Bridge
	Weld County Library District
	Weld County Attorney
	Colorado Water Conservation Board
	Northern Colorado Water Conservancy District
	Central Weld Water District
	Lefthand Water District
	St. Vrain Sanitation District (<i>may charge additional review fees, requires a paper set of plans to be submitted directly to them</i>)
	US Army Corps of Engineers (developments with or adjacent to wetlands)
	U.S. Fish & Wildlife Service (developments with/adjacent to threatened / endangered species habitat)
	US Postmaster
	Colorado Department of Transportation, Region 4
	Colorado Division of Wildlife (developments with or adjacent to wildlife habitat)
	City of Dacono
	Town of Erie

	Town of Firestone
	Glacier Business Park Lot Owner's Association
	Homeowners Association
	Ditch Company (Development with ditch on the property)
	Metro Districts

Staff and Referral Agency Review

Once an application is submitted, Town staff will perform a “sufficiency review” during which time they take inventory of the contents of the application and ensure that all components have been submitted. Staff may take up to a week to perform this review. At the end of the sufficiency review, staff will make the applicant aware if components of the application are missing or are incomplete. Otherwise, the application can proceed directly to the review process.

Town Staff and outside referral agencies have 21 days to review the application, plus 7 days for processing for a total of approximately 4 weeks before initial comments will be available to the applicant. Once the review period has ended, staff will compile a development review comment letter which contains all comments submitted by reviewing agencies. When complete, staff will email the report to the designated project contact.

After staff provides the report to the designated project contact, it is incumbent upon the applicant to make the requisite changes to the plans or other documents, or provide information that may be missing. Staff is available to discuss the comments and help the applicant work through project.

After the required changes have been made, the applicant must re-submit the plans or other information to staff for another review. Please refer to the Town’s website General Calendar for upcoming submittal dates.

Please refer to your comment letter for direction on what to resubmit.

The following are tips on how to work through the process quickly and efficiently.

- Be familiar with the Town’s Land Use Code. There are requirements regarding landscaping, fencing, parking, architecture, lighting and signage.
- Respond to review comments as quickly as possible. Delayed response to comments is one of the biggest issues that delays projects. Remember, time for staff to review the resubmittal is still needed.
- Use the comment letter as the basis for providing your responses. Provide a detailed response to each comment. See example below.

Review Comments:

Comment: *Elevations: 1. Please add the loading dock fence to the site plan and elevations.*

Response: Following further logistics considerations, it was deemed infeasible to place a fence in this location due to unloading conflicts. We have proposed six additional Austrian Pines on the East property line to enhance screening of the shed and loading area. We believe this is consistent with the level of screening evidenced on other recently approved projects in the development.

Comment: *Elevations: 2. No more than 25% of the building can be metal unless you use a textured metal panel. Please provide a sample the the wall panel.*

Response: Pursuant to an email dialogue with A. VanDeutekom, it was determined that this comment was applicable to projects on arterial rights-of-way and not on local or collector ROWs. Dean Smith has provided the proposed metal panel sample to TOF Planning.

Engineering Comment: *Drainage: 1. Please call out WQCV, 10-yr abd 100-yr WSE on the detention pond.*

Response: Refer to the amended sheet SP4 – “Master Utility Plan” with revision contained therein.

Engineering Comment: *Plan: 1. Please update the cover sheet to reflect added handicap ramp on Monarch Street.*

Response: Refer to the original sheet SP1 – “Cover Sheet” where the handicapped accessible space is denoted.

ANNEXATIONS

Supplemental Public Hearing Notification- This notification is required for Annexation applications only. Please provide the following noticing materials to the Town Planning Department:

- Be sure to provide enough time in your project schedule so that supplemental public hearing notices can be mailed out **at least 25 days prior** to the meeting;
- Obtain a “**supplemental public hearing notice**” from Town staff;
- A copy of the published notice, together with a copy of the adopted Resolution of Intent to Annex and the petition as filed, shall be sent by certified mail, return receipt requested, to the County Board of County Commissioners, the County Attorney and any special district or school district having territory within the area to be annexed, at least twenty-five (25) days prior to the date fixed for the public hearing;
- Please be aware that these notices must be sent via certified mail. Please prepare the appropriate documentation and affix to envelopes in order to send them via certified mail. Failure to perform these tasks will result in potentially **significant delays to application processing**;
- Ensuring that the **return address** reads: Notice of Public Hearing, Insert your project name
Town of Frederick Planning Department, 401 Locust St., PO Box 435, Frederick, CO 80530

Attachment 1: On-Site Noticing Instructions

The developer is required to purchase and post the necessary signs required by the Land Use Code 4.5.7a

Please contact the sign company of your choice as soon as possible, so there is no delay in processing your request.

- * All weather material must be used
- * Minimum size 2'x 2'
- * QR code must be 6"x6"
- * A metal T-post must be used to post free standing signs
- * Signs for all DEVELOPMENT APPLICATIONS should be a yellow background with black print and the verbiage should read as follows:



- * A certificate of posting accompanied with a picture must be completed by the applicant and returned to the Planning Division within a week of receiving certification of a complete application.
- * Signs for Major and Minor Applications require a PUBLIC HEARING. The sign should be a black background with white print and the verbiage should read as follows:



- * A certificate of posting accompanied with a picture must be completed by the applicant and returned to the Planning Division on or before the date of the public hearing.



CERTIFICATE OF PROPERTY POSTING

I, _____, certify that I caused to be
Please Print Name

posted _____ official proposed land use action sign(s) pursuant to the provisions of Section 4.5.7a of the Town of Frederick Land Development Code, for the application identified as

Project Name

On the subject property located at

Site Address

Attach to this document:

- Vicinity map identifying location(s) of sign placement.
- Photo(s) of posting.

I certify (or declare) under penalty of perjury that the foregoing information is true and correct.

Signature

Date

Table A-1: Required Application Packages for Major Development Applications
“X” means item is required unless waived

	Annexation	Zoning	Sketch Plan	Preliminary Plat	Preliminary Development Plan	ROW or Easement Vacation	Waiver/Variance	Code Amendment	Comp. Plan Amendment
Assessment report	X								
24” x 36” plan sets–folded to 9”x 12”	X	X	X	X	X	X	X	X	X
Transportation impact study				X					
Preliminary grading plan				X					
Preliminary drainage plan				X					
Master utility plan				X					
Storm water management plan				X					
Landscape Plan				X					
Phase 1 Environmental assessment	X			X					
Market and/or land supply analysis									X
Statement of mineral rights disposition	X	X	X	X	X				
Statement of Historical Use of Water Rights	X								
Historical survey of structures 50 years and older	X		X	X					
Covenants and/or design guidelines				X	X				
Flood Plain Study				X					
Water model for fire flow requirement – Contact Town of Frederick Engineering Department				X					

Table A-1: Required Application Packages for Major Development Applications
“X” means item is required unless waived

	Annexation	Zoning	Sketch Plan	Preliminary Plat	Preliminary Development Plan	ROW or Easement Vacation	Waiver/Variance	Code Amendment	Comp. Plan Amendment
Supplemental Notice of Public Hearing: a. Mailing list and envelopes for County and special districts	X								X
Notice of Public Hearing: a. Mailing list and envelopes for mineral interest owners		X	X	X	X	X	X		X
b. Mailing list and envelopes for irrigation ditch companies	X	X	X	X	X	X	X		X
c. Adjacent property owners	X	X	X	X	X	X	X		X
Notice of Referral: a. Mailing list and envelopes for mineral interest owners		X	X	X	X	X			X
b. Mailing list and envelopes for irrigation ditch companies	X	X	X	X	X	X			X
c. Mailing list and envelopes for referral agencies as identified in pre-application conference		X	X	X	X	X			X
CD-Rom containing all application documents	X	X	X	X	X	X	X	X	X
CD-ROM containing all legal descriptions – text to be in uppercase	X	X	X	X	X	X	X		X

Table A-2: Required Plan Information for Major Applications
“X” means item is required unless waived

	Annexation	Zoning	Sketch Plan	Preliminary Plat	Preliminary Development Plan	ROW or Easement Vacation	Waiver/Variance	Code Amendment	Comp. Plan Amendment
Project title	X	X	X	X	X	X			X
North arrow	X	X	X	X	X	X			X
Scale	X	X	X	X	X	X			X
Identify owners and consultants working on project	X	X	X	X	X	X	X		X
Signature blocks	X	X							
Vicinity map w/ 1.5 mile radius	X	X	X	X		X			X
Legal description	X	X	X	X	X	X			X
Legend	X	X	X	X	X	X			X
Basis for establishing bearing	X	X	X	X	X	X			
Total acreage of the property	X	X	X	X	X	X	X		X
Project boundary	X	X	X	X	X	X			X
Town boundaries	X								X
Label land uses on and adjacent to the property	X				X				X
Existing/proposed ROW on and adjacent to the property	X	X	X	X	X	X			X
Existing/ proposed street names for all streets on and adjacent to the property	X	X	X	X	X	X			X

Table A-2: Required Plan Information for Major Applications
“X” means item is required unless waived

	Annexation	Zoning	Sketch Plan	Preliminary Plat	Preliminary Development Plan	ROW or Easement Vacation	Waiver/Variance	Code Amendment	Comp. Plan Amendment
Existing/proposed easements on and adjacent to property labeled and dimensioned			X	X	X	X			
Existing/proposed water lines				X		X			
Existing/proposed sewer lines				X		X			
Existing/proposed fire hydrants				X		X			
Lot and block layout with dimensions and square footage for each lot				X	X	X	X		
Open space/trail connections			X	X	X				X
Ditches/bodies of water	X		X	X	X	X			X
Adjacent properties identified by subdivision name/zoning district	X	X	X	X	X	X			X
2' existing USGS topographic contours			X	X					
Bearings, distances, chords, radii, central angles and tangent links for the perimeter and all lots, blocks, rights-of-way and easements	X[#]			X^{##}					

[#] Accuracy of 1:50,000 minimum for linear and angular bearings closure for the boundary. All internal lots, tracts, or parcels shall have a closure accuracy of 0.01. Dimensions shall be shown to the nearest 0.01 inches or in the case of degrees nearest second.

Accuracy of 1:10,000 minimum

Table A-2: Required Plan Information for Major Applications
“X” means item is required unless waived

	Annexation	Zoning	Sketch Plan	Preliminary Plat	Preliminary Development Plan	ROW or Easement Vacation	Waiver/Variance	Code Amendment	Comp. Plan Amendment
Location and approximate acreage of proposed land uses			X		X				X
Location of existing surface improvements			X	X					
Existing/proposed curb cuts on and adjacent to property			X	X	X				
Floodplain boundary	X		X	X	X				
Geologic hazards			X	X	X				
Location and acreage of sites to be dedicated for parks, schools, or other public uses			X	X	X				X
Existing/proposed zoning on and around the property	X	X	X		X				X
Land use table	X		X	X	X				X
Total number of lots				X	X				
Number of each type of dwelling unit proposed				X	X				
Master utility plan				X					
Preliminary landscape plan				X	X				
Mineral rights ownership	X		X	X					

Table A-3: Required Application Packages for Minor Development and Administrative Applications
“X” means item is required unless waived

	Final Plat	Final Development Plan	Minor Subdivision	Conditional Use	Site Plan	Subdivision Amendment	Plot Plan	Minor Modification	Temporary Use
Land Use application	X	X	X	X	X	X	X	X	X
Application fees and deposit	X	X	X	X	X	X	X	X	X
Agreement for Payment	X	X	X	X	X	X	X	X	X
Pre-application conference form	X	X	X	X	X	X	X	X	X
Title commitment	X	X	X	X	X	X	X	X	
Notice of Application:									
a. Surrounding and interested property ownership report	X	X	X	X	X	X		X	X
b. Stamped/addressed envelopes for all property owners within required notice distance of the perimeter of the subject property	X	X	X	X	X	X		X	X
Written summary of neighborhood meeting	X	X	X	X	X	X			X
Letter of Intent	X	X	X	X	X	X		X	X
Review criteria analysis	X	X	X	X	X	X		X	X
Utility capacity needs statement				X					
Utility letters of commitment to serve				X					
24" x 36" plan sets–folded to 9"x 12"	X	X	X	X	X	X	X	X	X
Transportation impact study	X		X	X	X				
Final grading plan	X		X	X	X				
Final drainage plan	X		X	X	X		X		

Table A-3: Required Application Packages for Minor Development and Administrative Applications
“X” means item is required unless waived

	Final Plat	Final Development Plan	Minor Subdivision	Conditional Use	Site Plan	Subdivision Amendment	Plot Plan	Minor Modification	Temporary Use
Soils report	X		X	X	X				
Master utility plan	X		X	X	X				
Storm water management plan	X		X	X	X				
Landscape Plan	X	X	X	X	X				
Statement of mineral rights disposition	X	X	X	X		X			
Photometric lighting analysis				X	X				
Acoustical analysis				X	X				
Elevations/Material Board				X	X				
Covenants and/or design guidelines	X	X	X	X		X			
Flood Plain Study	X		X	X					
Water model for fire flow requirement – Contact Town of Frederick Engineering Department	X		X	X	X				
Notice of Public Hearing:									
a. Mailing list and envelopes for mineral interest owners	X	X	X	X		X			
b. Mailing list and envelopes for irrigation ditch companies	X	X	X	X					
c. Adjacent property owners	X	X	X	X					

Table A-3: Required Application Packages for Minor Development and Administrative Applications
“X” means item is required unless waived

	Final Plat	Final Development Plan	Minor Subdivision	Conditional Use	Site Plan	Subdivision Amendment	Plot Plan	Minor Modification	Temporary Use
Notice of Referral:									
a. Mailing list and envelopes for mineral interest owners	X	X	X	X	X	X			X
b. Mailing list and envelopes for irrigation ditch companies	X	X	X	X	X	X			X
c. Mailing list and envelopes for referral agencies as identified in pre-application conference	X	X	X	X	X	X			X
CD-Rom containing all application documents	X	X	X	X	X	X			X
CD-ROM containing all legal descriptions – text to be in uppercase	X	X	X	X	X	X			

Table A-4: Required Plan Information for Minor Development and Administrative Applications
“X” means item is required unless waived

	Final Plat	Final Development Plan	Minor Subdivision	Conditional Use	Site Plan	Subdivision Amendment	Plot Plan	Minor Modification	Temporary Use
Existing/proposed water lines	X		X	X	X	X	X	X	X
Existing/proposed sewer lines	X		X	X	X	X	X	X	X
Existing/proposed fire hydrants	X		X	X	X	X	X	X	X
Location of backflow prevention devices				X	X				
Location of electric service and meter				X	X				
Lot and block layout with dimensions and square footage for each lot	X	X	X	X	X	X	X		X
Open space/trail connections	X	X	X	X	X	X			
Adjacent properties identified by subdivision name/zoning district	X	X	X	X	X	X			X
Location and approximate acreage of proposed land uses		X							
Monument location and description	X		X	X	X	X	X		X
Bearings, distances, chords, radii, central angles and tangent links for the perimeter and all lots, blocks, rights-of-way and easements	X##		X	X	X	X	X		X

Accuracy of 1:10,000 minimum.

Table A-4: Required Plan Information for Minor Development and Administrative Applications
“X” means item is required unless waived

	Final Plat	Final Development Plan	Minor Subdivision	Conditional Use	Site Plan	Subdivision Amendment	Plot Plan	Minor Modification	Temporary Use
Ditches/bodies of water	X	X	X	X	X	X			
Floodplain boundary	X	X	X	X	X	X			
Location of existing surface improvements		X	X	X	X	X	X		X
Existing/proposed curb cuts on and adjacent to property		X	X	X	X	X	X		X
Geologic hazards	X	X	X	X	X	X			
Location and acreage of sites to be dedicated for parks, schools, or other public uses		X							
Existing/proposed zoning on and around the property	X	X	X		X	X			
Land use table	X	X	X	X	X	X			X
Total number of lots	X	X	X	X		X			
Number of each type of dwelling unit proposed		X							
Final landscape plan				X	X				
Mineral rights ownership	X		X			X			

Table A-4: Required Plan Information for Minor Development and Administrative Applications
“X” means item is required unless waived

	Final Plat	Final Development Plan	Minor Subdivision	Conditional Use	Site Plan	Subdivision Amendment	Plot Plan	Minor Modification	Temporary Use
Footprint (including roof overhangs, eaves, decks, balconies, outside stairs and landings) of all proposed structures				X	X		X	X	X
Location and specifications of all signs		X		X	X				X
Trash enclosure location and details				X	X				X
Traffic controls and striping				X	X				X