



Special Use Permit Application Checklist

City of Greenwood Village
Community Development Department
6060 S. Quebec Street
Greenwood Village, CO 80111-4591
(303) 486-5783; FAX (303) 773-1238

Property Address/Location: _____

Case No.: _____ (to be completed by Staff)

This checklist will help to ensure that your submittal is consistent with the City of Greenwood Village Land Development Code. On the checklist, please check the box when the requirement has been met. When all items are complete, please read and sign the Applicant Acknowledgement at the end of the checklist, and submit this form with your application, fees, and submittal materials. Quality control is the responsibility of the Applicant. Incomplete and inaccurate submittals may not be accepted by the City.

DOCUMENTS – (Hard copies and electronic copies)

- Application Form & fees
- Letter of Authorization from property owner for applicant representation (if different)
- Title Commitment with Schedule B, Section 2, Exceptions
- Legal Description (verify consistency with legal on the Final Plat, if applicable)
- Letter of Description and Justification
- Neighborhood Input Meeting (NIM) notes (if applicable)
- ACC letter (if applicable)
- Will Serve Letters
 - Electric
 - Gas
 - Water
 - Cable
 - Sewer
 - Tri-County Health (if food service or a septic system is proposed)
 - Fire District
 - School District
 - Park and Recreation (public land dedication)
- Final Drainage Report
- Transportation Impact Study
- Dedication and Exaction Study
- Development Improvement Agreement
- Required State/ Federal/ Agency Permits (LOMR, CLOMR, CDOT Access Permit, etc.)
- Mineral Estate Notification

Existing Conditions ALTA/ACSM Survey

- An ALTA Land Survey meeting the requirements for an ALTA/ACSM Land Title Survey as detailed by the American Land Title Association, National Society of Professional Surveyors and the American Congress on Surveying and Mapping.

SITE DEVELOPMENT PLAN – Sheet Size 24” x 36” – (Hard copies and electronic copies)

Cover sheet

- Title – Name of the proposed project
- Name, address and phone number of the:
 - o Owner (if different from the Applicant)
 - o Applicant (if different from the Owner)
 - o Firm(s) preparing the plans (provide all applicable names on the Cover Sheet only)
- Amendment History
- Revision Block
- North Arrow
- Scale (written and graphic)
- Vicinity Map to scale
- Sheet Index (if multiple sheets)
- Key Map, scaled (if large site)
- Legal Description
- Land Uses and Development Areas (if multiple uses)
- Development Standards Table (include as applicable; additional information may be required)

Development Standards	Existing	Proposed
Minimum Open Space Coverage (percent & square feet)		
Maximum Building Ground Coverage (percent & square feet)		
Maximum Building Height		
Maximum Net Floor Area (NFA)		
Maximum Parking/Drive Aisle Coverage (percent & square feet)		
Minimum Lot Frontage		
Front Setback		
Side Setback		
Rear Setback		
Standard Parking Spaces		
Accessible Parking Spaces		
Bicycle Parking Spaces		

- Site Data Table that includes (as applicable):
 - Zoning
 - Governing Master Development Plan
 - Site Area (in square feet & acres)
 - Land Use - if multiple land uses are proposed (i.e., commercial, office), provide a breakdown in square feet & acres by type
 - Total number of lots
 - Total number of buildings
 - Number of stories for each building
 - Net Floor Area for each building and for each proposed use (i.e., retail, office, etc.)
 - Total number of tracts
 - Ownership and maintenance of all tracts
 - Building construction type
 - Right-of-way dedication (in square feet & acres)
 - Location and acreage of any land to be dedicated to public use
- Exceptions to the Land Development Code or Master Development Plan (as applicable)
- Signature Blocks
 - Arapahoe County Clerk and Recorder
 - City Attorney (as applicable)
 - City Council (as applicable)
 - Planning & Zoning Commission
 - Property Owner
- Vesting Note (if applicable) Section 16-2-430 of the Land Development Code

“This plan constitutes a site specific development plan pursuant to the Greenwood Village Municipal Code and C.R.S., Section 24-68-101, and establishes vested property rights, for three (3) years from its effective date, to undertake and complete the development and use of the property in accordance with this plan.”

Site Plan

- Property boundaries
- Adjacent street names and right-of-way width
- Subdivision names, zoning, and current land use of adjacent properties
- Building envelopes
- Dimensioned building footprints with setbacks
- Curb cut locations with sight distance triangles
- Dimension of curb cuts including curb radii and stacking distance
- Dumpster/trash/recycling enclosure locations
- Off-street loading & service areas
- Proposed surface drainage facilities
- Existing easements with Reception/Book/Page
- Handicapped accessible ramps (including elevation if necessary)

- Handicapped accessible route with maximum grades and cross slopes
- Identification and designation of 100 Year Floodplain and Wetland Boundary and the source of the designation
- Location of mechanical equipment including (but not limited to) generators, transformers, utility boxes, HVAC/condenser units and other similar equipment or enclosures
- Location, dimensions, setbacks, and materials of retaining walls, screen walls, or fences
- Internal circulation striping and signage
- Location and dimensions of off-street loading areas
- Number of parking stalls per row
- Parking stall and drive aisle locations and dimensions
- Crosswalks, pedestrian connections, and internal pedestrian walkways
- Open space trail connections
- Sidewalk locations and dimensions
- Fire hydrants
- FDC location
- Knox Box location (if applicable)
- Existing and/or proposed signs
- Grease traps (if applicable)

Site Plan Details

- Dumpster/trash enclosure details and elevations including materials, color, and height
- Mechanical equipment enclosure details and elevations including materials, color, and height
- Retaining wall elevations including materials, color, and height
- Storage enclosure details and elevations including materials, color, and height
- Any other applicable details

Grading/Drainage Plan

- Existing and proposed drainage and water quality facilities
- Drainage easements to be dedicated
- Existing contours – at one foot (1') intervals
- Proposed contours – at one foot (1') intervals
- Storm and sanitary sewers
- Surface flows related to topography

Utility Plan

- Location of existing and proposed utilities including sanitary sewer, storm sewer, water, electric, gas, underground and overhead communications including telephone, cable, fiber optics

- Location of mechanical equipment including (but not limited to) generators, transformers, utility boxes, HVAC/condenser units and other similar equipment or enclosures
- Location of existing and proposed fire hydrants

Emergency Access Plan

- Internal circulation striping and signage with fire apparatus access lanes identified
- Emergency Vehicle Access Route through the site ensuring that all turning radii are being met
- Emergency Vehicle Specifications – length, width, height, inside and outside turning radius
- Identify clear-width, maximum grade, surface material, and weight bearing standards of emergency access route

Landscape Plan

- Graphic Key / Legend with symbols identifying existing and proposed trees and shrubs
- Stippling identifying existing and proposed ground covers, living materials and hardscape areas
- Parking lot landscaping
- Parking lot screening with a cross section provided
- Location of retaining walls, fences, or berms
- Detail for retaining walls or fences including height and materials
- Sight triangles at all vehicular access locations
- Elevation/Cross Section drawings of landscape screening and/or buffers
- Planting Schedule
 - Legend of Symbols and Stippling
 - Species name – both common and scientific name
 - Two or three letter abbreviation identifying each species
 - Number of each species to be planted
 - Size of species at time of planting
 - Size of planting at 5-7 years
- Maximum percentage of each tree species
- Typical planting details
- Note regarding the type of irrigation method(s) proposed
- Maintenance responsibility
- Open Space Diagram and Table depicting square footage coverage for buildings, parking drives and parking areas, parking lot landscaping, and open space
- Details for any landscape amenities and/or accessory features including fountains, plaza areas, benches, trash receptacles, etc.

Lighting/Photometric Plan

- Anticipated light levels for all exterior lights across the site and 10 feet beyond the property line
- Location and height of all existing and proposed building and ground mounted light fixtures

- Pole and Base Detail including base structure, maximum base height above grade, maximum overall height, pole color and shape, etc.
- A description and details for all light fixtures including manufacturer, lamp type, lamp wattage, lumen output, mounting method, shielding, etc.
- Minimum and maximum illumination levels
- Illumination uniformity – minimum 4:1 Ratio
- Proposed hours of illumination

Building Elevations

- Elevations (to scale) including four sided elevations of all proposed buildings with proposed grades
- Height Calculation – Provide four corner average (based on 1998 contours) and overall height for all buildings (Section 16-21-610 of the Land Development Code)
- Roof Plan depicting all roof top mechanical units and the proposed screening
- Color renderings or color palette
- Color and material identification
- Material Board
- Photo simulations

Site Sections

- Provide two sections (generally north/south and east/west) through the site including relationship to adjacent properties and buildings
- Provide a scale and identify location of sections on a key map / site plan
- Provide dimensions and reference points for all features in the cross section – i.e., distance from property lines to buildings, existing and proposed grades and building heights, etc.

Applicant Acknowledgement

I, _____ state that the above referenced documents, plans, reports and information have been provided pursuant to the submittal requirements of the City of Greenwood Village. I also understand that submitting erroneous information or an incomplete submittal may delay the processing of my application.

Signature

Date