



Development Information Packet Site Plan

A Site Plan in the City of Evans requires a pre-application meeting. The preparation form for a pre-application meeting can be found on our website (address below).

This packet is designed to provide information on the review procedures, submittal requirements, and the overall process used to approve a Site Plan for property in the City of Evans. Applicants are advised that this packet is not a complete summary of the City's Municipal Code, all Development Ordinances, etc. We encourage applicants to review the requirements of Municipal Code and to ask questions about other sections that apply to approved development such as potential impact fees, engineering standards, building code requirements, etc. Approval of a request is based on compliance with all standards in the Municipal Code. The Code can be found on the City's home page at:

www.evanscolorado.gov or www.municode.com/library/co/evans/codes/municipal_code.

Please allow ten (10) working days for a determination of the completeness of the application. This determination is made by the City Planner. If you have questions, please contact the City Planner.

City Planner

1100 37th Street, Evans, CO 80620-2036

Phone:(970) 475-1167

abjohnson@evanscolorado.gov

lrichardson@evanscolorado.gov

Evans Customer Service

Phone: (970) 475-1170

Forms that may be required are listed below. City Planning will help determine applicability at the Pre-Application meeting.

- Application Form
- Check List
- Charge Back Agreement

Sketch Plan: If the property to be developed is larger than three (3) acres or the proposed building will be greater than ten thousand (10,000) square feet, the applicant will need to bring a sketch plan to the pre-application conference (PAC).

- Lot dimensions,
- Building location and dimensions,
- Parking information including number of proposed spaces and location,
- Access points to adjacent streets,
- Location of both existing and proposed utilities and connections,
- Proposed landscaping location and description,
- A visual representation and a written description of the proposed architectural details, including signs and lighting,
- A written description of the proposed development and how the proposal meets the Design Standards and Criteria for approval found in the City's Land Use Code.

* **ENGINEERING ITEMS:** For final approval, engineering related documents require preparation and a wet stamp by a Registered Professional Engineer licensed in the State of Colorado to include drainage plans, utility plans, street plans, and related documents.

* **SURVEY DOCUMENTS:** Surveys and Plats require preparation and a wet stamp by Surveyor, licensed in the State of Colorado.

Site Plan Application Checklist

Project	
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18.06.090 - Site Plan Regulations

The items below are required for a complete Site Plan application unless indicated as only required in certain circumstances. No review will begin for the application until all items required are provided. Acceptance of an application does not imply or guarantee approval by the City. Applicants are advised that this packet is not a complete summary of the City's Municipal Code, all Development Ordinances, etc. We encourage applicants to review the requirements of Municipal Code and to ask questions about other sections that apply to approved development such as potential impact fees, engineering standards, building code requirements, etc. Approval of a request is based on compliance with all standards in the Municipal Code. *All items should be provided electronically. The naming convention found on the checklist below shall be used, for example, 00-Application Form, or 07-Water Information.*

Applicant Initials	Site Plan Application Items	Staff Initials
	00-Application Form: Application form, including signatures of all landowners of record. If the property is subject to a contract for sale and purchase, a signature is required by all contract purchasers. Where the property is owned by a legal business entity, the application must be signed by an authorized representative of the business entity, and evidence of authorization to sign for the business entity must be included with the application.	
	01-Application Submittal Checklist: An executed copy of this checklist is required.	
	02-Charge Back Agreement: Provided by the City and signed by the Owner.	
	03-Fee: \$750 + Charge Back as Assessed at Pre-Application meeting.	
	06-Legal Description: Provide a legal description of the property in Microsoft Word.	
	07-Project Description: Provide a narrative with sufficient detail to indicate the size and scope of the proposed use including the level of existing development at the site, development on surrounding properties, proposed access, number of buildings and size of units, existing easements, etc., and indicate why the use should be allowed. Provide a description of all existing and planned structures to be built on the site, including size, quantity, use, and the number of units. This may also be communicated on the Site Plan but should be referenced in the Project Description narrative. Respond to the Criteria for Approval as well as provide statements on how the application meets the Design Standards of the Land Use Code. Provide a phasing statement if the development is to be finished in phases.	
	07-US 85 Overlay: If the proposed project is within the US 85 Corridor Overlay District, provide a narrative and/or graphics/maps illustrating how the proposal is consistent with the intent of the Corridor Overlay Development and Design Standards. Where they overlap with other design standards within the City, the Highway 85 standards apply.	
	08-Ownership Information: Evidence of current ownership, acceptable to the City Attorney, such as a copy of an updated title policy or commitment, current within thirty (30) days.	

	<p>11-Surrounding Landowners List: List of the names and mailing addresses of all landowners within 500’ of the property. The electronic copy must be in MS Excel format. Provide one (1) printed set of labels of this list, along with a printed and signed report from Weld County.</p>	
	<p>11-Site Plan Map: Refer to the Land Use Code for guidance in preparing the Site Plan and all supporting maps/plans. For expedited review, construction drawings may be provided for concurrent review. Submittal does not guarantee acceptance of the land use application. The City may be able to accept electronic submittals for recording. Before preparing the final document, please check with the Community Development Department. The construction drawings may be recorded. The Site Plan packet for land use review shall include the following items, all of which are found in the Land Use Code:</p> <ol style="list-style-type: none"> 1. Cover Sheet (Name of Project, Site Plan) 2. Vicinity Map: Clearly showing the location of the project site and immediately surrounding uses. 3. General Notes related to the sheets below, not detailed engineering or construction elements. Those are to be shown with the civil engineering and building construction plans. 4. Overall Site Plan Map or Neighborhood Development Plan 5. Grading Plan - Engineering Requirements 6. Landscaping Plans shall include a Details Sheet, Irrigation Plan, Landscaping Plan and Parking Plan. 7. Sign Plan 8. Building Elevations and Architectural Standards including all sides, with dimension lines, drawn to scale, with colors and materials prepared in accordance with the City’s Development and Design Standards 9. Utility Plan - Engineering Requirements 10. Lighting Plan / Lighting Details 11. Sign Plan <p>* Other required sheets may be identified during the review or pre-application process. ** All sheets shall include applicable signature blocks.</p>	
	<p>12-Drainage Report: Provide a Drainage Report prepared by an Engineer licensed in the State of Colorado. The level of detail required in the Drainage Report will be determined at the Pre-Application meeting or by the City Engineer.</p>	
	<p>12-Utility Information: If there are any easements or public utilities on the property, the applicant shall be responsible for submitting all plans for review and comment to the appropriate entity. The applicant shall submit all comments from easement holders and public utilities to the staff.</p>	
	<p>13-Traffic Impact Study: Provide a Traffic Impact Study prepared in accordance with the City’s Traffic Impact Study guidelines.</p>	
	<p>13-Water Information: Identify if water is already provided for the property (water certificate or other evidence) or state if water rights will be provided. Should additional water rights be required, please include a written statement on plans to be deed water to City, sufficient to support the proposed development.</p>	
	<p>13-Neighborhood Meeting: If a neighborhood meeting was held prior to submittal, please provide a summary including a list of who attended the meeting, topics discussed, and the invitation. If a neighborhood meeting will be held after submittal, provide this information after the meeting.</p>	
	<p>13-Soils Report: A written description of the soil types and limitations at the site. (The US Department of Agriculture has soil profile information for Weld County (including Evans) at https://websoilsurvey.nrcs.usda.gov/app/)</p>	

	13-Hazards/Environmental Conditions: Provide a description of any known hazards or environmental conditions on the property. If there are no issues, note this in the Project Description and include the method of review to determine your findings.	
	13-Floodplain Information: If the site is in a floodplain, provide a description of floodplain areas, their size with regard to the overall property, and plans for use. Development in floodplain areas is subject to requirements in the Municipal Code and requires preparation by an Engineer licensed in Colorado.	
	<p>-Additional Information: Application submittal shall also include the following:</p> <ol style="list-style-type: none"> 1. Location of all fire hydrants. If none exist on-site, note distance and direction of the closest hydrant adjacent to the site within three hundred (300) feet. 2. Location of detention/retention areas and storm sewer infrastructure with the required drainage easements. 3. The distance from the proposed building or structure to adjacent lot lines, easements, and adjacent structures. 4. The location and size of any existing utilities, as well as utilities, needed to serve the proposed development. 5. Certificate blocks for signatures of the owner, engineer, surveyor, and City approval, as applicable on all maps. 	
	13-Documentation: Include any other documentation the applicant believes supports the project.	
	Additional Fees May be Assessed: If more than one round of Design Review Team (DRT) is required, there is a \$200 charge per additional round. Additionally, every application submittal after the 3 rd round of review has an additional application fee of 50% of the original application fee.	

Applicant Certification & Signatures

I CERTIFY that to the best of my knowledge this application to the City of Evans includes all of the appropriate documentation as required:

Landowner Signature

Date

Landowner Printed Name

Landowner Signature

Date

Landowner Printed Name

Applicant Agent Signature (If Different)

Date

Applicant Agent Printed Name