

## DEVELOPMENT APPLICATION CHECKLIST

**Name of Development** Arvada RV Storage

**Project Manager** Jeremiah Bebo

**Project Number** PA2023-0055

In order for your application to be considered complete, all items below must be included with your first submittal and individually bookmarked in the submittal pdf. If the submitted application does not include a required item, it will not be accepted. Several items have links to additional resources. For all referenced checklists (indicated by capital letters), please visit the [ARVADA.ORG/DEVELOPMENT-APPLICATION-CHECKLISTS](http://ARVADA.ORG/DEVELOPMENT-APPLICATION-CHECKLISTS) website. On that page, you will also find a detailed [ARVADAPERMITS.ORG](http://ARVADAPERMITS.ORG) submittal guide that includes the application submittal process.

The most recent Land Development Code (LDC) can be found at this link: [ARVADA.ORG/LDC-2020](http://ARVADA.ORG/LDC-2020)  
The most recent City of Arvada Engineering Code of Standards and Specifications for the Design and Construction of Public Improvements can be found at this link: [ARVADA.ORG/ENGINEERING-CODE](http://ARVADA.ORG/ENGINEERING-CODE)

The City of Arvada Development Team has assembled these guides and checklists as a courtesy to assist applicants with compiling a complete application to expedite the review process. However, it is the responsibility of every applicant to be familiar with the requirements of the LDC and Engineering Code and to clearly show how the application meets those requirements.

When uploading documents to your development case through the eTRAKiT portal, a single large document may take some time to load depending on your network configuration or internet connection speed. If you have difficulties, please check these items and retry the upload. If you've made multiple attempts to upload your document, the network and internet connections have been checked, and you still have not had success, please contact the Planning Department administrative staff at 720-898-7435 for troubleshooting and assistance.

### **Naming Convention for documents in [arvadapermits.org](http://arvadapermits.org):**

When attaching documents to [www.arvadapermits.org](http://www.arvadapermits.org) please add descriptions in the following format: Documents submitted by the applicant will be titled as Review Iteration\_Submittal Documents and Review Iteration\_Applicant Response. Documents returned from staff will be Review Iteration\_Comments\_date.

Example:

1st Submittal Documents  
2nd Submittal Documents  
2nd Submittal Applicant Response

City of Arvada staff review comments will be named in a similar fashion as Review Iteration\_Staff Review Comments\_Date Due to Applicant.

Staff Comment Examples:

1st Review\_Staff Review Comments\_3\_22\_2018  
2nd Review\_Staff Review Comments\_5\_22\_2018

**Type of Application to apply for:**


**Items for submittal:**

1. **STORMWATER MANAGEMENT PLAN**  
*A complete SWMP that complies with the requirements set forth by the State of Colorado Department of Public Health and Environment (CDPHE) General Permit for Stormwater Discharges Associated with Construction Activities (General Stormwater Permit). This is required with any construction activity that disturbs at least 1 acre of land (or is part of a larger common plan of development or sale that will disturb at least 1 acre). See MISC FORMS for a SWMP Template.*
2. **MS4 DESIGN STANDARD FORM**  
*A completed Post Construction Stormwater Base Design Standards form attached to the drainage report/memo. All projects equal to or greater than one acre (or part of a large development) are required to provide this form as documentation per the MS4 permit through the State of Colorado. See MISC FORMS.*
3. **CIVIL CONSTRUCTION DRAWINGS**  
*Plans to be signed and sealed by a Colorado Registered Professional Engineer that conform with Arvada Engineering Standards and Specifications including standard notes, quantities, and details for the site. Plans must include details showing all public infrastructure to be installed as well as private/public infrastructure interface. Refer to Section 95 of the City of Arvada Engineering Code of Standards and Specifications for the Design and Construction of Public Improvements.*  
  
*The cover sheet must include a legal description including the lot, block, subdivision name, and reception number (if the subject property is defined by a plat). Otherwise, provide a metes and bounds description of the development area boundary. The legal description shall close to within 1:10,000. For detailed submittal requirements, see CIVIL CONSTRUCTION DRAWINGS CHECKLIST*
4. **CONSTRUCTION COST ESTIMATE**  
*A engineer's estimate of probable cost for all public improvements in table format based on CDOT Cost Data, including but not limited to: utilities, roadway, asphalt, concrete, offsite improvements, including all storm and detention facilities (public and private).*
5. **DRAINAGE REPORT AND PLAN**

*A report that includes, at a minimum:*

- 1. calculations for detention volume using the UDFCD workbook.*
- 2. 5-yr and 100-yr flow calculations.*
- 3. Imperviousness calculations.*
- 4. 5-yr and 100-yr coefficient calculations.*
- 5. Inlet capacity analysis.*
- 6. Pipe capacity analysis.*
- 7. Roadway capacity analysis.*
- 8. Downstream capacity analysis.*

*A plan that delineates any:*

- A. Flood hazards.*
- B. Defined basins.*
- C. Preliminary flow patterns.*
- D. Detention locations*
- E. Proposed pipe locations.*

*Include a Detention Summary and Runoff Tables and a cross section of the pond showing WQCV, EURV, and 100-yr water surface elevations. Ensure detention ponds do not have greater than 4:1 side slopes.*

*Provide plans and profiles of the storm sewer system. On the profiles, clearly show the 5-yr and 100-yr HGL.*

*Refer to City of Arvada Engineering Code of Standards and Specifications for the Design and Construction of Public Improvements Sections 95 and 105 as well as Urban Drainage and Flood Control District Criteria Manuals ([udfcd.org/criteria-manual](http://udfcd.org/criteria-manual)).*

6. **EROSION CONTROL PLAN**

*Plan that includes, at a minimum:*

1. *Erosion Control Notes (City of Arvada Engineering Code of Standards and Specifications section 95.7.5).*
2. *BMP details, perimeter control (silt fence, dirt berms, etc.).*
3. *Clearly labeled limits of construction (LOC).*
4. *Access control (VTC, curb socks, rock socks, etc.).*
5. *Drainage way protection (inlet and outlet protection, sediment control post construction).*
6. *Materials management (concrete washout area, employee parking, staging area) and stabilization (landscape plans, blanketed slopes, etc.).*

*If the site is greater than 5 acres, phasing plans will be required.*

7. **GRADING PLAN**

*Detailed plan that includes, at a minimum:*

1. *Existing and proposed contours.*
2. *Existing elevations at all tie in points.*
3. *Building footprints.*
4. *FFE's.*
5. *Corner spot elevations for buildings and property lines.*
6. *Slope arrows with noted slopes.*
7. *Slopes of sidewalks (cross sectional & longitudinal).*
8. *Clearly labeled High Points and Low Points.*
9. *Maximum slopes of 4:1 on landscaped areas to be maintained or mowed.*
10. *Clearly labeled retaining walls (max. 4' with TOW/BOW clearly labeled).*

8. **ROADWAY PLAN**

*Plan showing existing and proposed easements and tracts with dimensions and type, survey lines and stations based on centerline, and utility surface features. Plans must also include proposed and existing roadway cross-sections detailing pavement thickness.*

9. **SIGNAGE AND STRIPING PLAN**

*Plan illustrating the details for all signage as required by the City of Arvada Engineering Code of Standards and Specifications for the Design and Construction of Public Improvements (see Table 95.2) and the applicable Fire District.*

**10. SOILS REPORT / GEOTECHNICAL STUDY**

*A report that includes, at a minimum:*

*1. Subsurface Conditions.*

*2. Geological Hazards.*

*3. Building Construction Considerations.*

*4. Site Development (include soil recommendations, slopes and distance foundation for proposed landscape and irrigation improvements and determine any necessary soil amendments).*

**11. TRIP GENERATION LETTER**

*A letter describing the intended trip generation of the proposed development. The Arvada Development Engineering Team will provide a checklist and base assumptions form. All items detailed in the provided trip generation checklist must be included. A signed and stamped trip generation checklist must be provided with each submittal. For additional information, see section 100.2.2 of the City of Arvada Engineering Code of Standards and Specifications for the Design and Construction of Public Improvements.*

**12. UTILITY PLAN**

*Detailed site plan that clearly labels all utilities (wet and dry).*

*1. All underground wet utilities need to be labeled with the type of utility, size of line, and type of pipe.*

*2. Underground wet utilities must have a minimum 10 foot separation from one another.*

*3. Meter pits must be located in landscaped areas; min 3 feet of clearance from shrubs and trees.*

*4. Utility main plans and profiles must be included.*

*5. Construction plans showing public improvements must comply with Colorados 811 regulations per C.R.S. 9-1.5.*

*When providing plans, ensure a note is added to each page depicting utilities at their achieved quality level. This should meet or exceed ASCE 38 Quality Level B for all utilities and Quality Level A at gravity feed conflicts or document reasons they cannot be met.*

13. **ENVIRONMENTAL SITE ASSESSMENTS**

14. **UTILITY REPORT**

*A report that includes:*

*1. Sanitary Sewer: layout and connection(s) to the Arvada sanitary system, average and peak flow rate calculations, maximum and minimum slope and velocity, available existing downstream capacity, underdrain outfall location(s), if applicable.*

*2. Water: layout and connection(s) to the Arvada water system, potable water demand peak and average rate calculations, fire flow calculations, peak instantaneous demand and meter sizing, available pressure and capacity, irrigation water demand.*

15. **PLAT**

16. **PROJECT OVERVIEW LETTER**

*One-page narrative summary with reference image. The summary must discuss the proposed use(s), the zone district, comprehensive plan designation, and construction activities that will occur as a part of the project. An image that represents the project must also be included on a separate page. This must be the first two pages of the application.*

17. **SITE PLAN**

*Plans drawn to scale illustrating the physical layout of a subject property, including infrastructure, development and architectural standards, parking and loading, landscaping, lighting, major structure footprints, and building footprints. Plans must clearly demonstrate compliance with the Land Development Code, including: Chapter 2 - Zoning Districts, Chapter 3 Use Regulations, Chapter 4 Environmental and Site Design, and Chapter 5 Building Design.*

*The cover sheet must include a legal description including the lot, block, subdivision name, and reception number (if the subject property is defined by a plat). Otherwise, provide a metes and bounds description of the development area boundary. The legal description shall close to within 1:10,000.*

*For detailed submittal requirements, see SITE PLAN CHECKLIST*

18. **LANDSCAPE PLAN**

*Plans to be signed and sealed by a Colorado Registered Landscape Architect illustrating all proposed landscape improvements and details, including existing landscaping that will remain. A detail sheet with standard notes, species information, and quantities must be included. Plan must clearly demonstrate compliance with the Land Development Code, including: Article 4-6 Landscaping and Buffering. For detailed submittal requirements, see SITE PLAN CHECKLIST / LANDSCAPE PLAN & DETAILS section*

19. **TREE SURVEY**

*Survey prepared by a professional forester, arborist, or a registered landscape architect that includes an analysis of existing trees with two-inch or greater calipers, including:*

*1. A site plan locating each tree and recommending trees intended for preservation in place, transplanting on site, or replacement;*

*2. Species and size of each tree (caliper/height);*

*3. Condition, indicating overall health of each tree with an evaluation of structure, pests, disease, or other factors affecting each tree; and*

*4. Recommendation for removal of all trees that are in a condition hazardous to the proposed development.*

*See LDC Division 4-6-2, Tree Preservation and Replacement for complete standards. If any trees are to be removed, a Tree Mitigation Plan will need to be included as part of the Landscape Plan.*

*For detailed submittal requirements, see SITE PLAN CHECKLIST / LANDSCAPE PLAN & DETAILS section.*

20. **LIGHTING PLAN**

*Photometric site plan of proposed lighting excluding public street lights. A separate sheet with light fixture images and details must be included. Plans must clearly demonstrate compliance with the Land Development Code, including: Article 4-8, Exterior Lighting. For detailed submittal requirements, see SITE PLAN CHECKLIST / LIGHTING PLAN & DETAILS section*

21. **ARCHITECTURAL ELEVATIONS**



*Elevations for all facades of proposed structures and/or elevations of proposed changes for existing structures. Elevations must be in color and all materials used must be indicated. Details and calculations demonstrating compliance with all applicable standards must be included. Plans must clearly demonstrate compliance with the Land Development Code, including: Chapter 5 Building Design.*

*For detailed submittal requirements, see SITE PLAN CHECKLIST / ARCHITECTURAL ELEVATIONS & DETAILS section*

22. **TITLE REPORT**

*A title report that is current within 6 months of the application. If the application is not completed within 6 months, a new title report may be required prior to final approval. Only include the following schedule information: property details, exceptions, requirements, and additional disclosure items; these are typically identified as some variation of Schedules A, B, C, and D. Title reports shall include hyperlinks to referenced recorded documents. Please ensure all hyperlinks are functional prior to submitting the report, otherwise it may cause a delay in reviewing the application.*

23. **VEHICLE TURNING ANALYSIS EMERGENCY**

*A standalone plan illustrating minimum inside turning radius and an outside turning radius sufficient to allow navigation of fire apparatus and allow effective fire suppression operations. A turning analysis of the site must indicate that access throughout the site will accommodate the appropriate fire apparatus: 1. If served by the Arvada Fire Protection District, Tower 56; 2. If served by Adams County Fire Rescue, Truck 12; 3. If served by Coal Creek Canyon Fire Protection District, Apparatus 7003; 4. The developer or representative shall contact the appropriate fire protection district to ensure accurate apparatus dimensions for use in the turning analysis.*

24. **OUTSIDE REFERRALS**

*A review request will be sent to the following agencies: Xcel, Comcast, CenturyLink, Colorado Department of Public Health and Environment, Mile High Flood District, Croke Canal, Army Corps of Engineers (possibly). You are not required to do anything further as this is for your information.*

25. **ADDRESS BASE MAP**

*A PDF Map of the parcel showing only the boundary line, numbered lots, and the roadway including entrance/exit on commercial sites and driveways on residential sites. Include names of crossroads, subdivision and lot/block of subdivision if applicable*

26. **NEIGHBORHOOD MEETING SUMMARY**

*A summary of the neighborhood meeting that includes:*

- 1. Dates and locations of all meetings.*
- 2. Content, dates mailed, and number of mailings, including letters, meeting notices, and any other written material.*
- 3. The number of people that participated in the meetings and names of development team members in attendance and City of Arvada staff in attendance.*
- 4. A summary of concerns, issues, and problems expressed during the meetings, including:*
  - A. The substance of the concerns, issues, and problems.*
  - B. How the Applicant has addressed or intends to address concerns, issues, and problems expressed at the meetings.*
  - C. Concerns, issues, and problems the Applicant is unwilling or unable to address and why. For detailed requirements, see NEIGHBORHOOD MEETING CHECKLIST.*

27. **SEVERED MINERAL RIGHTS CERTIFICATION**

*A completed Certification of Notice Pursuant to C.R.S. 24-65.5-103. See MISC FORMS.*