



SITE PLAN REVIEW CHECKLIST

Each application shall include a plan sheet which is created by the applicant, or their designee, and contains information relevant to the application, including one or more of the following:

Compliance should be indicated as: Y = yes
 N = no
 N/A = not applicable

Project Number	
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General Plan Requirements Sec. 82-75(1)

Information	Complete	Staff Notes
North Arrow		
Scale 1"=100' (C I N/A)		
Physical size (24x36) (C I N/A)		

Title Block Sec. 82-75(2)

Information	Complete	Staff Notes
Located in lower right corner		
Name of development		
Name(s) of owner, applicant, surveyor, architect, engineer (as applicable)		
Date of preparation		
Sheet/page #		

Location of Property Lines Sec. 82-75(3)

Information	Complete	Staff Notes
Lot Lines		
Length of lot lines		
Size of parcel		

Location of Easements Sec. 82-75(4)

Information	Complete	Staff Notes
Location of all easements		
Label width of all easements		
Rec. # of recorded easements		
Access to public lands (82-162)		

Water and Sewer Systems Sec. 82-75(5)

Information	Complete	Staff Notes
Existing or proposed water system		
Existing or proposed sewer system (incl. septic tanks, leach fields, etc.)		

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Existing and Proposed Improvements Sec. 82-75(6)

Information	Complete	Staff Notes
Building/structure locations		
Onsite parking (see parking plan sheet)		
Driveway		
Storage area		
Natural springs		
Landscaped areas		
Adjoining uses		
Access roads		
Oil & Gas facilities		
Solid waste screened (Sec. 82-181)		
Function on single lot (Sec. 82-167 (b[2]))		

Proposed Drainage Sec. 82-75(7)

Information	Complete	Staff Notes
Directed away from buildings		
Exiting property		
Existing culvert(s), size, material		
Proposed culvert(s), size, material		
Existing irrigation ditch(s) & structures		
Proposed irrigation ditch(s) & structures		
Distance between bank high-water line and proposed/existing buildings		

Phased Development Sec. 82-75(8)

Information	Complete	Staff Notes
Locations of any phased development		

Location of Natural/Manmade Hazards Sec. 82-77(1) (if applicable)

Information	Complete	Staff Notes
Avalanche		
Active fault		
Mine subsidence		
Slope movement		
Severe soil limitations		
Slopes 30% or greater		

Location of Critical Habitat Sec. 82-77(2) (if applicable)

Information	Complete	Staff Notes
Critical wildlife habitat		
Riparian areas		
Wetlands (USACE or EPA)		
Historical lands		
Floodplain		
Airport safety zone		

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Surveyed or Topographical Information Sec. 82-77(3) (if applicable)

Information	Complete	Staff Notes
Contour lines (20' interval)		
Stamped survey based on below		
1. Floodplain, flashflood area, drainage problems (ponding)		
2. Drainage has potential of damaging downhill property		
3. Suspected problem with boundary: legal description, property overlap, development suspected in ROW, contested land ownership		

Storage and Service Areas Sec.82-165(b[1])

Information	Complete	Staff Notes
Oriented away from adjacent uses		
Screened from adjacent uses		
Minimize: noise, vibration, odor		

Lighting Sec.82-165(b[2])

Information	Complete	Staff Notes
Light pole heights: <ul style="list-style-type: none"> - ≤ 20' w/in 50' of lot line - ≤ 25' w/in 150' of lot line - ≤ 30' all other locations 		
Shielded and directed away from lot line		

Buffering Adjacent to Single Family Residential Uses and Vacant lots Sec. 82-165(c)

Information	Complete	Staff Notes
Opaque wall, fence min. 4', max 8' non-frontage sides of site (no chain link), alternative compliance proposal		
Structure height: <ul style="list-style-type: none"> - ≤ 30' w/in 25' of lot line - Higher for structure or portion >25'. Except Animas Valley 		
Orientation away from adjacent lot		
Parking area screened from existing dwelling		

Buffering Adjacent To All Other Uses Sec.82-165(d)

Information	Complete	Staff Notes
Opaque fence ≥ 6' & ≤ 10'		
Landscaped berm see 82-165(d[2])		
Large landscaped buffer areas		
Performance guarantee for 1 yr.		

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Additional notes: