Development Assistance Packet

Preliminary Plan

Guide to the Town of Parker's eTRAKiT Electronic Development Review System

eTRAKiT is a state-of-the-art online tool utilized to facilitate the land development review process. eTRAKiT's online system provides access to land use applications, plan reviews, code inspections, projects, permits and licenses. Contractors and homeowners are able to apply and pay for permits, submit plans, view and respond to plan review comments, schedule and see inspection results all electronically. Access is available 24 hours a day, 7 days a week. Applicants will be assigned a login and password during a pre-application meeting, by Town Staff. For additional questions about the eTRAKiT system, please contact the Town of Parker's Community Development Department at 303.841.2332.

eTRAKiT is located at: https://lms.parkeronline.org/etrakit3/

Please Note:
Development Assistance Packets are prepared to facilitate land use applicants in the review procedures, submittal requirements and overall process for evaluation of land use applications in the Town of Parker, Colorado.

Applicants should be advised that although this Assistance Packet contains information regarding the land use review process, it is not a complete summary of the Town's Land Development Ordinance, not is it intended to be. Applicants for land use projects in the Town of Parker are highly encouraged to familiarize themselves with the requirements of the Town's Land Development Code and all amendments thereto.

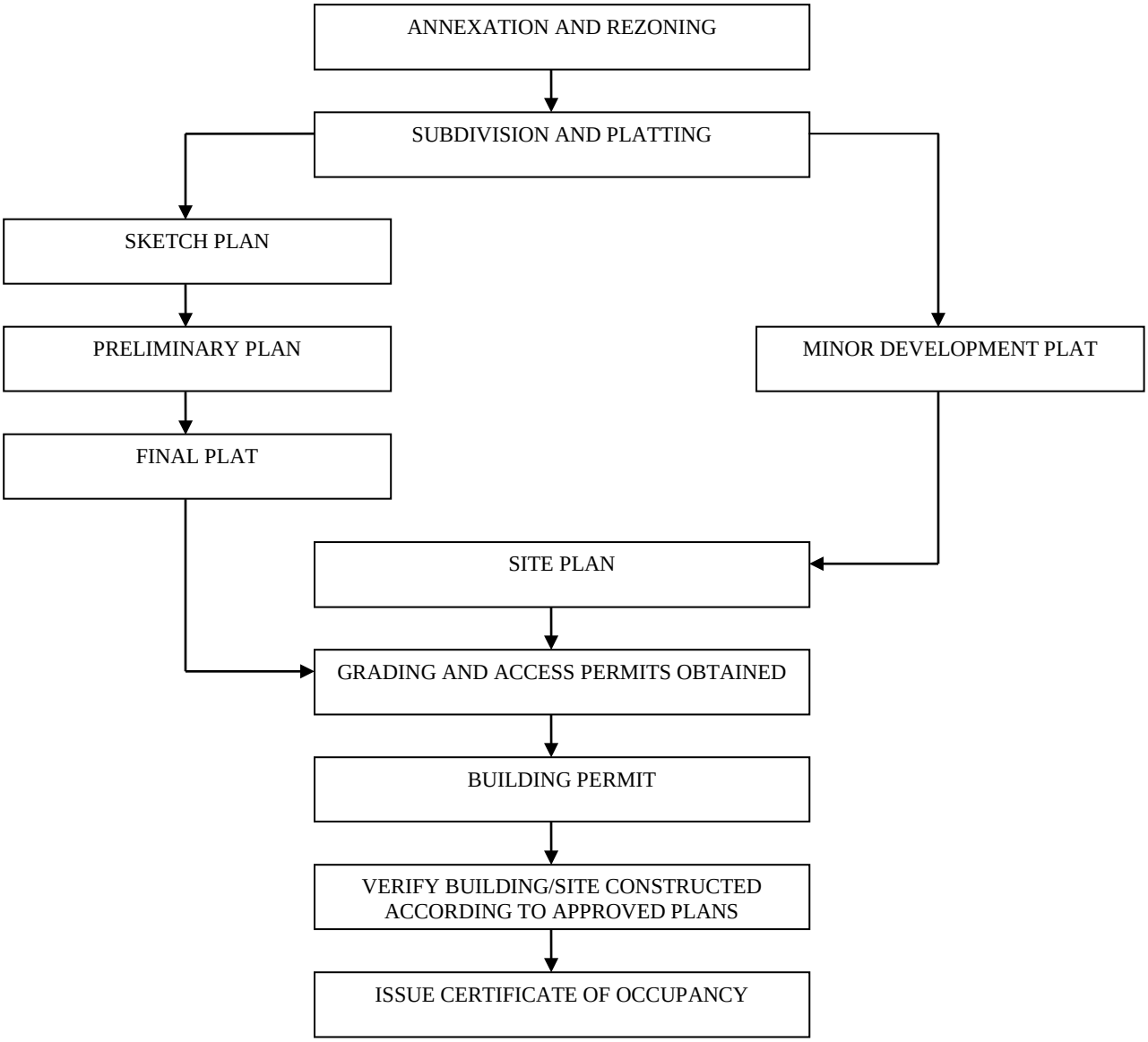
Date released: 1/13/2017

Prepared By:
The Town of Parker Community Development Department
Town Hall / 20120 East Mainstreet
Parker, CO 80138

303/841.2332 [phone]
http://www.parkeronline.org [internet]

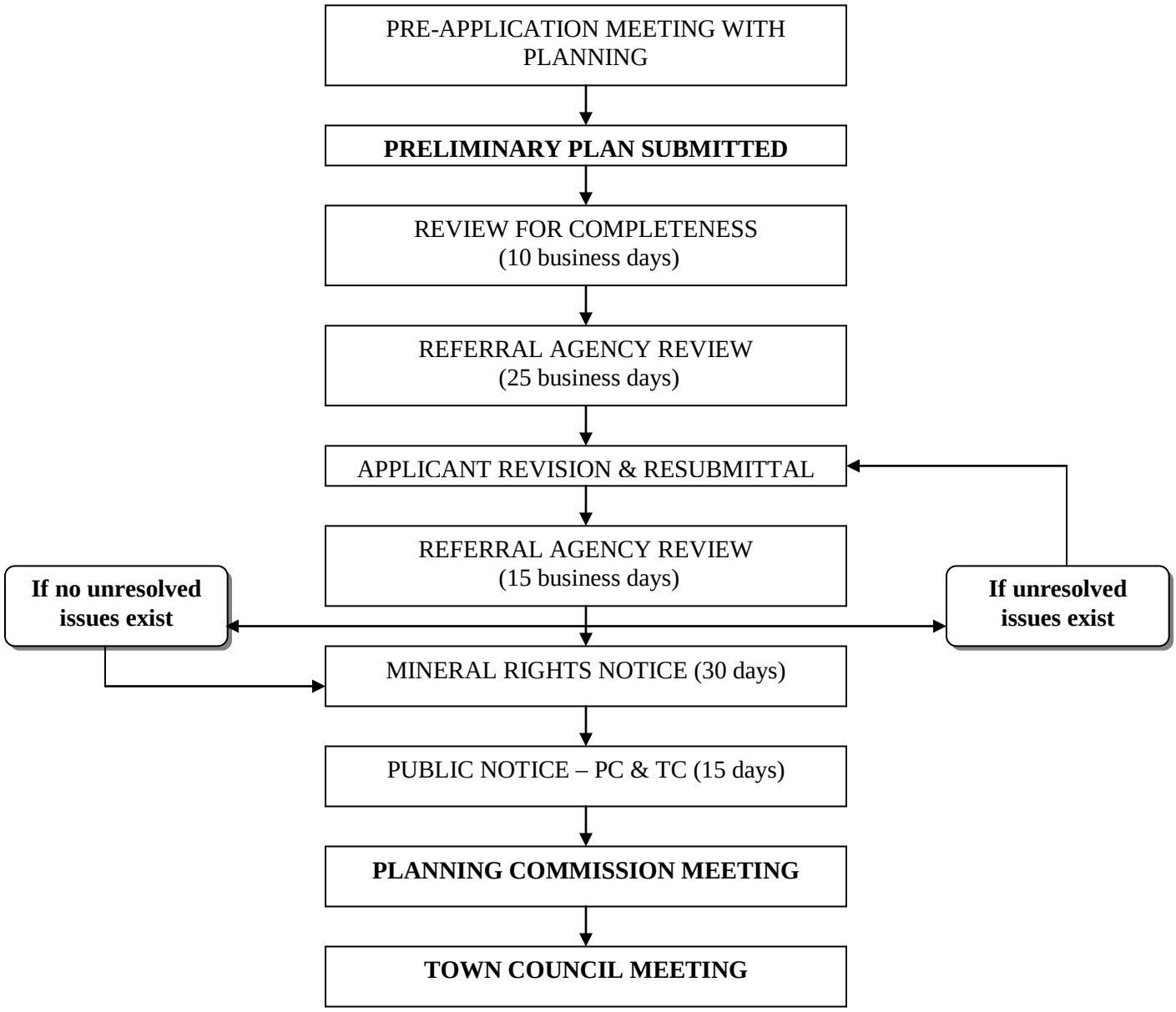
Town of Parker Community Development Department
Town Hall / 20120 East Mainstreet, Parker, CO 80138

Overall Development Review Process



Town of Parker Community Development Department
Town Hall / 20120 East Mainstreet, Parker, CO 80138

Preliminary Plan Process



Town of Parker Community Development Department
Town Hall / 20120 East Mainstreet, Parker, CO 80138

Application Submittal Checklist - Preliminary Plan

Submittal Item	Checklist	Applicable?	Notes: Trakit located online at: https://lms.parkeronline.org/etrakit3/
General Submittal Requirements - Electronic Submittals to be uploaded into Trakit			
Application (see note1)			Form enclosed; completed and signed; electronic PDF
Submittal Fees Paid			Refer to Fee Schedule
Legal Description of Property (see note 2)			Electronic PDF Document (Exhibit A)
Title Commitment/Policy			Current to within 30 days (Exhibit B)
Notarized Letter of Authorization			Exhibit C enclosed; completed, signed. Electronic PDF
Disclosure Letter			Exhibit D enclosed; completed, signed. Electronic PDF
Vicinity Map of Project Site			Electronic format in JPEG - 1MB max (Exhibit E)
Charge Back Agreement			Form enclosed; completed and signed; electronic PDF
Public Notice Requirements Apply			Refer to Public Notice Matrix
Specific Submittal Requirements - Section 13.07.070(e) & (g) Electronic Submittals to be uploaded into Trakit			
Project Narrative			Electronic PDF Document
Preliminary Plan Exhibits:			24" x 36" size PDF Document (see note 3)
Cover Sheet			Reference 13.07.070(f) for formatting requirements
Preliminary Plan			Reference 13.07.070(f) for formatting requirements
Civil Construction Documents - 70%			Refer to Construction Plan Requirements (see note 4)
Existing Conditions Map			24" x 36" size PDF Document
Tree Conservation Plan			24" x 36" size PDF Document
Master Street Tree Plan			24" x 36" size PDF Document
Potential Street Names			Electronic PDF Document
Color Exhibits for PowerPoint			Electronic format in JPEG - 1MB max
Reports and Studies - Section 13.07.070(g) - Electronic Submittals to be uploaded into Trakit			
Final drainage report and drainage plan			Electronic PDF Document
Final road construction documents			Electronic PDF Document
Final utility construction drawings			Electronic PDF Document
Park facilities master plan & construction plans			If applicable. Electronic PDF Document
Cost estimates for all public improvements			Electronic PDF Document
Subdivision Agreement			Signed copy of Subdivision Agreement attached to the ordinance
Traffic Impact Analysis			Electronic PDF Document
Traffic Impact Compliance Letter			Electronic PDF Document
Other Additional Information			As required by the Town
For Approval - To be submitted upon staff's request - Electronic Submittals to be uploaded into Trakit			
Final Preliminary Plan Set			24" x 36" size PDF Document
Public Notice Requirements			Include list of property owners adjacent to site, proof of notification and affidavits

Notes:

1: Application must include all exhibit attachments.
2: Legal descriptions are required to be attached to signed authorization and disclosure letters.
3: Provide (1) 24"x36" and (1) 11"x17" PDF document sets with consistent page orientation.
4: Roadway Design and Construction Criteria Manual, Appendix B, Plan Sheet Submittal List

TOWN OF PARKER COMMUNITY DEVELOPMENT DEPARTMENT
LAND USE AND DEVELOPMENT APPLICATION

PARKER COLORADO

20120 E. Mainstreet, Parker, CO 80138
303/841.2332 (Phone) 303/841.3223 (Fax) http://www.parkeronline.org (internet)

Instructions:

1. All applications must be typed or printed. Illegible applications my be rejected at the discretion of the Community Development Department.
2. All applicable sections must be completed, and the application signed by ALL parties of interest. Unsigned applications *WILL NOT* be processed.
3. All requisite Exhibit Attachments must be included if the application is to be deemed complete.

Type of Application:

(Check All that Apply)

☐	Amendment to Comprehensive Plan	☐	Vacation of Lot Line or Easement
☐	Annexation & Rezoning	☐	Use by Special Review
☐	Rezoning or PD Amendment	☐	Variance
☐	Sketch Plan	☐	Site Plan
☐	Preliminary Plan	☐	Site Plan Amendment
☐	Final Plat	☐	Condo Plat
☐	Minor Development Plat	☐	Amendment to SIA or Recorded Plat
☐	Re-Plat	☐	Other:_____

OFFICIAL USE ONLY	Case # _____
Trakit #:	
Application Accepted by:	
Date:	
Fees:	
Receipt No.:	
Application Reviewed by:	
Date:	
Application Assigned to:	
Date:	

PROPERTY

Project Name:

Address or General Location:

Section		☐ NW ☐ NE ☐ SW ☐ SE		Lot	
Township				Block	
Range				Filing No.	
Total Acres: Gross		Net			

Requested Application in Detail:

CONTACTS

Property Owner of Record:

Name:	
Company:	
Address:	
Phone:	Fax:
Email:	

Applicant (if different from Property Owner):

Name:	
Company:	
Address:	
Phone:	Fax:
Email:	

Project Representative or Consultant:

Name:	
Company:	
Address:	
Phone:	Fax:
Email:	

Note: Unless otherwise specified, all correspondence from the Town will be directed to the project representative.

For Subject Property, List Utility Providers

Water:	
Sanitary Sewer:	
Electricity:	
Gas:	
Telephone:	
Cable:	
Fire Protection:	

PROJECT INFO

Current Property Zoning & Use:

Zoning:	
IF PD, Specify Use:	
Current Use:	
Subdivision:	

Proposed Property Zoning & Use:

Requested Zoning:	
If Applicable PD Name:	
If Rezoning Total Acreage:	
Proposed Use:	

Proposals For Construction of New Residential, Commercial, or Industrial Buildings or Space

Has prior residential project been approved for all or part of this project Yes ☐ No ☐ Total residential dwelling units requested: _____

Indicate total number of units: _____ Single Family Detached: _____ Single Family Attached: _____

Multi-Family/Condominiums/Townhomes: _____

COMMERCIAL/INDUSTRIAL

Indicate the type of commercial/industrial development proposed (Check all that applies)

☐ Retail ☐ Other Commercial ☐ Medical/Dental Office ☐ High Tech Office ☐ Business/Professional Office

☐ Mini Storage ☐ Industrial ☐ Warehouse ☐ Other

Please provide additional descriptions as appropriate:

What type of gross leasable square footage for each category indicated above?

Type	No. of Buildings	Gross Square Footage	Leasable Square Footage

ACCEPTANCE OF TERMS

By signing below, the Land Owner of Record, Applicant and Project representative are indicating that each understands and agrees to the following terms:

1. Authorized personnel from the Town of Parker, and its consultants, are hereby granted the right to enter the subject property for the purposes of reviewing and processing the application.

2. The Property Owner of Record acknowledges and agrees that the Town of Parker may file liens against the subject property for any unpaid financial obligation owed to the Town related to reviewing and processing the application.

3. There are no known geologic, physical or biologic hazards, or vicious animals present on the subject property except as indicated in the attached Exhibit D.

4. All requirements for submission of this application for reviewing and processing by Town of Parker Community Development Department made in accordance with the Town's Land Development Code, and any and all applicable Town of Parker Ordinances and Resolutions.

5. All requisite fees have been paid to the Town of Parker.

6. All information contained in this application, the attached Exhibits, and other materials submitted in connection with this application are true and accurate to the best knowledge of the Applicant, Land Owner of Record and Project Representative. It is clearly understood and agreed to that false or untruthful information may be grounds for the Town to stop processing this application or withdrawing any approval granted based upon such false or untruthful information.

7. The Town of Parker is under no obligation to approve the request contained in the application. No promises of approval are conveyed with the acceptance of this application.

8. The schedule of Exhibit attachments, as described below, accompanies this application:

Exhibit A: Legal Description of Property.

Exhibit B: Title Policy, current to within thirty (30) days of the date of signatures below.

Exhibit C: Letter of Authorization from the Property Owner of Record, allowing Applicant and Project Representative to act on their behalf, and accepting ultimate financial obligation for expenses incurred by the Town of Parker as a result of the evaluation of this request.

Exhibit D: Disclosure of any Geologic, Physical or Biologic Hazard present on site, or any vicious animals in residence on property.

Exhibit E: Vicinity Map of Project Site.

SIGNATURES

Property Owner of Record:

Print Name:			
Signature:		Date:	

Applicant, if different from Property Owner:

Print Name:			
Signature:		Date:	

Project Representative or Consultant

Print Name:			
Signature:		Date:	

TOWN OF PARKER
DEVELOPMENT REVIEW FEE SCHEDULE

MAKE CHECKS PAYABLE TO: TOWN OF PARKER

Adopted by Resolution No. 03-070

ZONING	FEE
ANNEXATION	See Rezoning
ANNEXATION AGREEMENT AMENDMENT	400.00
REZONING ➢ To a Residential Zone District (excluding Planned Development) ➢ To Non Residential Zone District (excluding Planned Development) ➢ To a Planned Development Zone District	Base Fee 350.00 plus 0-99 acre 10.00/gross acre 100-320 acre 15.00/gross acre 321 + acres 20.00/gross acre Base Fee 400.00 plus 75.00/gross acre Base Fee 400.00 plus 0-99 acre: 10.00/gross acre 100-320 acres: 15.00/gross acre 321 + acres: 20.00/gross acre plus 5.00 per dwelling unit
PLANNED DEVELOPMENT ➢ Amendment to Development Guide Amendment to Development Map ➢ Minor Amendment ➢ Major Amendment *NOTE*: Amendments requiring a Development Guide and a Development Map Amendment will be charged both fees	350.00 Per Application Base Fee 350.00 plus Base Fee 350.00 plus 0–99 acres 4.00/gross acre 100–320 acres 6.00/gross acre 321+acres 8.00/gross acre
USE BY SPECIAL REVIEW ➢ General ➢ CMRS (Commercial Mobile Radio Service) ➢ CMRS Administrative Approval (per 13.12.040(e))	350.00 Base Fee plus 15.00/gross acre 300.00 100.00

SUBDIVISION	FEE
SKETCH PLAN	Base Fee 400.00 plus 25.00/gross acre
PRELIMINARY PLAN	Base Fee 400.00 plus 10.00/residential lot or unit or 25.00/gross acre for non residential
PRELIMINARY PLAN AMENDMENT	Base Fee 350.00
FINAL PLAT	Base Fee 500.00 plus 10.00/residential lot or unit or 30.00/gross acre for non residential
FINAL PLAT AMENDMENT (Replat)	Base Fee 350.00
MINOR DEVELOPMENT	Base Fee 500.00 plus 10.00/residential lot or unit or 30.00/gross acre for non residential
CONDO PLAT	Base Fee 300.00 plus 5.00/residential lot or unit or 20.00/gross acre for non residential
VACATION OF PLAT, ROW OR EASEMENT	150.00
EASEMENT REQUEST (Town grants easement)	300.00
TIME EXTENSION FOR SUBDIVISION APPROVAL	150.00
SUBDIVISION AGREEMENT AMENDMENT	400.00

MISCELLANEOUS	FEE
SITE PLAN ➢ Residential ➢ Non Residential ➢ Amendment requiring PC Approval ➢ Amendment/requiring Administrative Approval	Base Fee 500.00 10.00/du 50.00/gross acre 250.00 150.00
*BUILDING PERMIT*** ➢ Site Plans ➢ New residential ➢ Tenant Finish ➢ Administrative Review Additions and minor revisions	85.00 50.00 10.00 10.00 10.00
VARIANCE ➢ Land Use ➢ Sign	200.00 150.00
WAIVER ➢ Land Development Code	100.00
APPEALS ➢ To Town Council	100.00
TEMPORARY USE/VENDOR PERMIT ➢ Extension if applicable	50.00 15.00
SIGN PERMIT ➢ New ➢ Planned Sign Program ➢ Planned Sign Program Amendment	75.00 200.00 75.00
RESIDENTIAL DESIGN MINIMUMNS ➢ Subdivision ➢ Changes	250.00 100.00

LANDSCAPE, DRAINAGE AND ROAD CONSTRUCTION PLANS: Town consultants charge a plan review on an hourly basis. These costs are charged to the Town and are then charged to the applicant plus 15% to cover administrative costs. Site inspections for construction and erosion control observations are charged on the same basis.

PUBLIC NOTICE FEE: The applicant shall be charged back the cost of publishing any public notices required for an annexation request. The Town shall bill this cost plus a 15% administration fee.

**BUILDING PERMITS *SITE PLAN REVIEW*: For attached units, review will be based on each bldg. Fee includes building permit review & Certificate of Occupancy inspection. Amendments to existing commercial projects will be assessed the site plan administrative review fee. *New Residential*: Includes plot plan, Improvement Location Certificate review, & Grading Certificate submittal. *Administrative Review*: Minor changes include: room or building additions, decks, patios and driveway additions, enclosures, & accessory structures.

Exhibit C to Town of Parker Land Use Application
Letter of Authorization from Property Owner

[Date _____]

Community Development Department
Town of Parker
20120 East Mainstreet
Parker, CO 80138

Regarding: Property Owner Letter of Authorization
[Name of Project: _____]

I, (*Name of Property Owner*), hereby certify that I am the legal owner of record of the land described in the attached Legal Description (See Exhibit A to this Land Use Application), and do hereby authorize (*Name of Applicant/Applicant's Representative*) to process this land use application on behalf of the subject property.

I understand that in the review of this project, by providing this authorization, I will allow Town of Parker Staff to enter the subject property for purposes of evaluating this land use request, as the specifics of this application may require.

I also understand that as part of the review of this project, the Town may find it necessary to outsource certain aspects of the review. Although there is a Charge Back Agreement submitted by the applicant for payment of those outsourced review fees which specifies that the applicant shall pay such fees, ultimately, it is the subject property, itself, which encumbers the ultimate responsibility for repayment of those fees in the event of default of payment by the applicant. Should this occur, I understand that the Town has, as part of its remedies under the Charge Back Agreement and Land Use Application, the imposition of liens against the property, should such become necessary.

_____.
Signature of Property Owner

Print Name: _____
Address: _____
_____
Phone Number: _____

STATE OF COLORADO)
)ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 20___, by_____, as _____ of _____.

My commission expires: _____

(S E A L)

_____
Notary Public

Exhibit D to Town of Parker Land Use Application
Disclosure Letter

[Date _____]

Community Development Department
Town of Parker
20120 East Mainstreet
Parker, CO 80138

Regarding: Disclosure Letter of Known Hazards on Site
[Name of Project: _____]

As applicant for the above referenced project, we understand that Town staff and its consultants may need to visit the subject property for the purpose of observation, assessment, measurement or analysis of the property related to the land development request we have submitted. Consistent with the Town's Risk Management policies, the purpose of this disclosure letter is to advise the Town of any know Geologic, Biologic, or Physical Hazards on site, or of vicious animals present on site.

(Choose the applicable paragraph from the next two paragraphs)
We are therefore advising the Town of the following known hazards (list in bullet point form below)

We are therefore advising the Town that to the best of our knowledge and understanding regarding the subject property, there are no known hazards on site for which Town staff would need to take precautions before entering the property.

Should you have any questions or require clarification of the above referenced information, you may contact us using the information below.

_____.
Signature of Applicant

Print Name/Title: _____
Company: _____
Address: _____
_____
Phone Number: _____

CHARGE BACK AGREEMENT

THIS CHARGE BACK AGREEMENT is made and entered into this _____ day of _____ 20__, by and between the TOWN OF PARKER, a Colorado municipal corporation (the "Town"), and _____ (the "Owner").

WHEREAS, Section 13.01.080 of the Town of Parker Municipal Code requires that the Town be reimbursed for the cost of the time spent for engineering, planning, surveying, inspection, hydrological and legal services in reviewing development proposals and construction, plus fifteen percent (15%) for administrative costs (hereafter "Consultants' Time").

WHEREAS, this obligation to reimburse the Town for Consultants' Time exists regardless of whether the project is approved, completed, and/or regardless of whether the Owner chooses to complete the Town's land review process as a whole; and

WHEREAS, this Agreement memorializes the obligation by the Owner to the Town to reimburse the Town for all Consultants' Time as set forth in Section l3.0l.080(c) of the Parker Municipal Code for the project described under TRAKiT#_____.

NOW, THEREFORE, in consideration of the recitals and mutual covenants herein contained, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Town and the Owner agree as follows:

1. Reimbursement. Owner agrees to reimburse the Town, regardless of completion of the Owner's project, regardless of approval of the Owner's project, and/or regardless of whether the Town's land review process as a whole is completed, for all Consultants' Time, as set forth in Section l3.0l.080(c) of the Town of Parker Municipal Code, for all such costs incurred by the Town which are incurred as a result of, or which are otherwise related to, Owner's land use submission and its subsequent review.

2. Deposit. At the time of the execution of this Agreement, the Owner shall deposit with the Town the sum of $_____. The deposit, and any additional amounts deposited with the Town pursuant to this Agreement, shall be used to reimburse the Town for the amounts described in Paragraph 1 of this Agreement. If the deposit is depleted prior to the completion of the project, the Owner shall promptly deposit additional monies with the Town in an amount specified by the Town, but not to exceed the amount of the original deposit less any remaining deposit held by the Town. The parties understand and agree that the amount deposited with the Town is an estimate of the costs only, and that the Owner shall pay the amounts provided for in Paragraph 1 of this Agreement through the initial deposit and additional deposits, if necessary. If such additional amounts are not deposited when necessary, the Town may suspend or terminate the work described in Paragraph 1 of this Agreement, until such additional amounts are deposited with the Town, as provided herein. Additional amounts shall be deposited as determined by the Town to cover outstanding balances prior to recommencement of any work described herein. Any remaining deposit monies will be returned to the Owner.

3. Remedies. In the event Owner fails to reimburse the Town for all Consultants' Time as set forth in Section 13.01.080(c), the Town shall have the following remedies:

SAMPLE

(a) The Town may impose the remedies provided by Section 13.01.80(c), as required, including the following:

i. The termination of the review process, including any and all inspections, if payment is not made in full within thirty (30) days of the issuance of the statement indicating the actual cost of Consultants' Time;

ii The application being deemed withdrawn if the statement is not paid in full within thirty (30) days of the date of the issuance of the statement indicating the actual cost of Consultants' Time;

iii. The imposition of interest on the amount due and outstanding at the rate of one and one-half of one percent (1.5%) per month from the date when due.

iv. The initiation of an enforcement action for nonpayment of Consultants' Time to collect unpaid fees.

v. Certify that delinquent amounts, including interest to the Douglas County Treasurer, to be collected and paid over by the Douglas County Treasurer in the same manner as taxes, as provided by C.R.S. § 31-20-105.

(b) The Town may also impose any or all of the following remedies, at its sole discretion:

i. The filing of a lien on the property which is or was the subject of the proposed development upon which the Town has not been reimbursed for Consultants' Time; and/or

ii. The refusal to issue a building permit for any portion of the proposed development upon which the Town has not been reimbursed; and/or

iii. The refusal to issue a certificate of occupancy for any portion of the proposed development upon which the Town has not been reimbursed; and/or

iv. The refusal to accept any further land use applications from any Owner which has failed to reimburse the Town for Consultants' Time for any project.

4. Attorney Fees. Should this Agreement become the subject of litigation to resolve a claim of default of performance by the Owner and a court of competent jurisdiction determines that the Owner was in default in the performance of the Agreement, the Owner shall pay the attorney fees, expenses and court costs of the Town.

5. Severability. If any provision of this Agreement is invalid, illegal or unenforceable, such provision shall be severable from the rest of this Agreement, and the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.

SAMPLE

6. Governing Law. This Agreement shall be governed by and construed in all respects according to the laws of the State at Colorado.

7. Headings. Headings of the sections of this Agreement are inserted for convenience only and shall not be deemed to constitute a part hereof.

8. Modifications. No amendments to or modifications of this Agreement shall be made or be deemed to have been made, unless such amendments or modifications are made in writing and executed by the party to be bound thereby.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date first above written.

TOWN OF PARKER, COLORADO

_____
Community Development Director

OWNER: _____
[*Company name, not signer's name*↑]

_____
[*Please sign on line*↑]

_____
[*Signer's name and title*↑]
Company: _____
Address: _____
_____
Phone No.: _____

Witnessed by:

_____
[*Please sign on line*↑]

_____
[*Signer's name and title*↑]

SAMPLE

Town of Parker Community Development Department
Town Hall / 20120 East Mainstreet, Parker, CO 80138

Public Notice Matrix - Section 13.08.030

Public Noticing Requirements	Annexation/Rezoning	Rezoning*	Sketch Plan	Preliminary Plan	Final Plat	Site Plan Non-Res/MF	Site Plan (if Push Up)	Condominium Plat	Minor Dev Plat	Plat Correction	Zoning & Sign Code Ordinances	Replat	Vacation**	Use By Special Review	Use By Special Review - Underground Utility
Publish on Town's Website - 15 days prior to a public hearing	✔	✔	✔	✔			✔		✔		✔	✔	✔	✔	
First Class Mailing - 15 days prior to a public hearing - Sent to all property owners whose property abuts subject property for which land use application is made for. Written notice affidavit required prior to hearing date. See Section 13.08.030 for further requirements.	✔	✔	✔	✔			✔		✔			✔	✔	✔	
Sign Posting - 15 days prior to a public hearing. Photograph of installed sign must accompany the sign posting affidavit. See Section 12.08.030 for further requirements.	✔	✔	✔	✔			✔		✔			✔	✔	✔	
Administrative Approval Sign Posting - During referral period						✔									
Mineral Rights Notice - 30 days prior to public hearing. Send notice by certified mail, return receipt requested, or by a nationally recognized overnight courier.	✔	✔	✔	✔					✔			✔		✔	
Annexation Publication - Published 5 consecutive weeks prior to the public hearing	✔														
Registered Mailing - Sent to Special Districts 25 days prior to the public hearing	✔														
Impact Report Mailing - 25 days prior to public hearing ***	✔														
Planning Commission Meeting Required	✔		✔	✔			✔		✔		✔	✔	✔		
Town Council Meeting Required	✔		✔	✔	✔				✔	✔	✔	✔	✔	✔	

* Includes major amendments to a development guide or plan
** Vacation requests include lot lines, approved plats or rights-of-way
*** Required for land located outside of Parker's Urban Growth Boundary

G:\planning\Development Assistance Packets 2016\Development Assistance Packets - Update 2016 Working Folder\Site Plan amend\2016 PublicNoticeMatrix

EXAMPLE PLAN SET

The Utility Plan Set for the water and sanitation district shall be able to stand alone, but shall be provided at the back of all construction plan sets submitted to the Town of Parker. All record sets shall be signed in accordance with Construction Plan Approval Process.

TOWN OF PARKER CONSTRUCTION PLAN SET

Sheet	Required Signature Blocks
Cover Sheet	Town
Construction Notes	Town
Horizontal Control Plan	Town
Grading Plan and Details	Town
CBMP Plan	Town
CBMP Details and Notes	No Signature Block
Storm Drainage Plan and Profile	Town
Storm Drainage Details and Notes	Town
Roadway Plan and Profile	Town
Roadway Details and Notes	Town (only on sheets containing non-standard details)
Signing and Striping	Town
Signing and Striping Details and Notes	Town

UTILITY PLAN SET

(Please contact the applicable water and sanitation district for specific plan requirements)

Sheet	Required Signature Blocks
Cover Sheet for Water and Sanitary Plans	Water and Fire/Life Safety
Water & Sanitary Sewer General Notes	No Signature Block
Overall Utility Plan	Town and Fire/Life Safety
Sanitary Sewer Line Plan and Profile	No Signature Block
Sanitary Sewer Details	No Signature Block
Water Line Plan and Profile	No Signature Block
Water Details	No Signature Block
Irrigation Plan	No Signature Block
Landscape Plan	Town (Planning)

Note: Standard specifications, notes and details are available on the following websites:

Cottonwood Water & Sanitation District – www.cottonwoodwater.org or at (303) 792-9509
Parker Water & Sanitation District – www.pwsd.org or at (303) 841-4627
Stonegate Village Metropolitan District – svmd.org or at (303) 858-9909
Town of Parker – www.parkeronline.org or at (303) 840-9546
South Metro Fire Authority – www.southmetro.org or at (720) 989-2000
ACCWA – www.arapahoewater.org or at (303) 790-4830

Construction Plan Approval Process

Step 1: Construction plans shall be submitted for review during the application process with the Community Development Department. All comments from each referral agency shall be satisfactorily addressed. The Town Construction plans and Parker Water and Sanitation District plans shall be separate sets.

Step 2: Provided there are no significant outstanding comments from any review agency, a Site Plan may be scheduled for a Planning Commission Meeting.

Step 3: Construction Plans will not be considered for signature until all of the following have been completed:

- The plat for the overall development shall be recorded (See Plat Checklist for details)
- If a Subdivision Improvement Agreement (SIA) or Development Agreement is necessary for Town and/or PWSD improvements. The agreement(s) shall be completed & approved by Town Council and/or PWSD.
- Security (Letter of Credit (LOC) or cash) shall be in place in accordance with any Agreement(s).
- All required fees (review, tap, permit, etc.) shall be paid in full.

Step 4: Electronic record sets of the Town Construction plans only shall be submitted for approval as follows:

- First, Utility Plans <u>only</u> to Fire/Life Safety reviewerfor approval.
- Second, Utility Plans <u>only</u> to PWSD or applicable water and sewer provider for approval.
- Last, <u>Complete</u> set of construction plans (includes Town and approved Utility Plan Set) to Town for approval.
- Paper copies of the Utility Plans may be required by PWSD or the applicable water and sewer provider.

Step 5: After records sets have been approved by all agencies, the applicant shall produce the following paper copies:

- Seven (7) paper copies for the Town. These sets must be provided to the Town prior to scheduling the Preconstruction Meeting.
- Additional paper copies may be required by PWSD or the applicable water and sewer provider.

Step 6: A grading permit will not be issued until the following have been completed:

- All requirements of the grading permit application have been met, including the submittal of Grading and CBMP securities.
- A Preconstruction Meeting shall be held. The meeting <u>will not</u> be scheduled until Steps 1-5 have been completed, and all requirements of the grading permit application have been met.
- A separate Preconstruction Meeting will be held with PWSD; however, it does not need to be completed prior to issuance of the Grading Permit.

Attached is the “Example Plan Set” for typical projects. Please contact the individual agencies for specifics.