

## **ATTACHMENT B:**

# **SUPERIOR DEVELOPMENT APPLICATION STANDARDS (SDAS)**

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# SUPERIOR DEVELOPMENT APPLICATION STANDARDS (SDAS)

## Introduction, Certifications, Vested Rights & Recording Documents

(a) The Superior Development Application Standards (SDAS) comprise lists of the submittal documents required for each type of application identified under Article II of the Land Use Code (LUC) and listed in Attachment A of the Application Packet. The lists of submittal documents are specific to each type of application and the number of copies of each submittal document are specified. The submittal document lists, application form and a list of each type of application is on separate sheets and can be downloaded separately from the on-line version ([superiorcolorado.gov](http://superiorcolorado.gov)) of the LUC or obtained from the Town at the Town Hall front desk or by telephone request (303-499-3675). Building, Site Disturbance and Utility Construction permit applications are obtained from the Building Department.

(b) Design Standards for different types of developments are specified in various Articles of the Land Use Code. Submitted documents required for various development applications must reference and incorporate the design standards of Articles XVII through XXVIII as appropriate. A list of Design Standard Articles relevant to each development type is provided in the development application standards list.

(c ) Certifications.

(1) In addition to other certifications specifically required by the Land Use Code, the following certifications shall be included on the Cover Sheet of the map plan set provided for review.

<b>TYPE OF APPLICATION</b>	<b>CERTIFICATION FORMS REQUIRED ON COVER SHEET</b>
<b>Site Development Plan</b>	Certificate of Ownership Town Board Town Clerk
<b>Preliminary Plat</b>	Certificate of Ownership Surveyor's Certificate
<b>Final Plat (Major And Minor Subdivisions)</b>	Owner's and Mortgagee's Certificate of Dedication and Ownership

	<p>Owner's Estoppel Certificate  Surveyor's Certificate  Town Board  County Clerk and Recorder</p>
<b>PD Plan</b>	<p>Certificate of Ownership  Town Clerk  Town Board</p>
<b>FDP for a PD</b>	<p>Certificate of Ownership  Town Clerk  Town Board</p>
<b>Annexation</b>	<p>Surveyor's Certificate  Certificate of Ownership  Town Board  Town Clerk  County Clerk and Recorder</p>
<b>Re-Zoning Plan</b>	<p>Surveyor's Certificate  Certificate of Ownership  Town Board  Town Clerk  County Clerk and Recorder</p>
<b>Special Use Permit</b>	<p>Certificate of Ownership  Town Clerk  Town Board</p>
<b>Conditional Use Permit</b>	<p>Certificate of Ownership  Town Clerk  Town Board</p>
<b>Resubdivision/Lot Line Adjustment</b>	<p>Surveyor's Certificate  Town Board  County Clerk and Recorder</p>
<b>Subdivision Exemption</b>	<p>Surveyor's Certificate  Town Board  County Clerk and Recorder</p>
<b>Street, Alley, etc. Vacation</b>	<p>Surveyor's Certificate  Town Board  Town Clerk  County Clerk and Recorder</p>



Executed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Owners Mortgagees or Lienholders

STATE OF COLORADO )  
 ) ss.  
County of Boulder )

The foregoing certificate of dedication and ownership was acknowledged before Me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by \_\_\_\_\_.

My commission expires: \_\_\_\_\_  
Notary Public

(Seal)

**Owner's Estoppel Certificate**

I, \_\_\_\_\_, the owner of the property included in the within subdivision, certify that this final plat and the subdivision improvement agreement to be executed in connection herewith if required, embody the entire agreement between the owner of said property and the Town with regard to the subdivision of said property, and that the owner is not relying upon any other representations, warranties, understandings or agreements in connection with any matter encompassed by this plat or the subdivision improvement agreement if required, except as set forth herein or in said subdivision improvement agreement.

\_\_\_\_\_  
Owner

**Surveyor's Certificate**

I, \_\_\_\_\_, a Registered Professional Land Surveyor in the State of Colorado, do hereby certify that the survey represented by this drawing was made under my supervision and the monuments shown thereon actually exist, that this drawing accurately represents said survey, and that said survey is in

compliance with the requirements of Title 38, Article 51, C.R.S., as amended, and the Town of Superior Municipal Code.

\_\_\_\_\_  
Date of Survey                      Registered Land Surveyor                      Seal

**Planning Commission Certificate**

Approved by the Town of Superior Planning Commission this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Chairperson

**Board of Trustee’s Certificate**

Approved by the Board of Trustees of the Town of Superior, State of Colorado. Witness my hand with the corporate seal of the Town of Superior this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

ATTEST:

\_\_\_\_\_  
Phyllis L. Hardin, Town Clerk                      Mayor

**Town Clerk Certificate**

I hereby certify that this instrument was adopted by the Board of Trustees by {Resolution/Ordinance} No. \_\_\_\_\_, Series 20\_\_ on \_\_\_\_\_, 20\_\_\_\_, and was filed in my office on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ o’clock \_\_m.

\_\_\_\_\_  
Town Clerk

**County Clerk and Recorder Certificate**

This plat was filed for record in the office of the County Clerk and Recorder of \_\_\_\_\_ County at \_\_\_\_\_ .M. on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, in Book \_\_\_\_\_, Page \_\_\_\_\_, map \_\_\_\_\_, reception no. \_\_\_\_\_.

County Clerk and Recorder  
By: \_\_\_\_\_  
Deputy

(d) Vested Rights: Vested rights procedures for approved documents are detailed in Article XII of the Land Use Code. Applicants need to refer to this Article for direction.

(e) Recording Documents. Upon final approval of a development application, various documents and maps will need to be signed by the applicant and signed and recorded by the Town Clerk. The Clerk and the Manager will identify the documents for recording. Mylars of the identified maps will be required to be produced and original signatures placed on them. Copies of these maps will also need to be produced electronically and stored on a disc. Applicants need to consult with the Manager regarding this phase of the approval process.

**Preapplications:** The submittal list below is **common** to **all** types of development applications. Preapplications are **required** for **all** development applications.

- (1) Notify the Town of Superior by phone (303-499-3675) of a potential request.  
Request to speak to a development review manager.
- (2) A preapplication conference will be scheduled by the Town Staff if necessary.
- (3) Ten (10) working days prior to the conference, submit the following documents:
  - (a) Brief narrative rationale and description of the request. – 6 copies.
  - (b) Simple map and/or drawing illustrating the request. Minimum sheet size:  
11 X 17 inches – 6 copies.
  - (c) Statement/identification of property owner and/or agent for the request. Provide phone number, mailing address and email address of owner and/or agent. – 6 copies.
  - (d) Any other information the applicant feels will aid the Town Staff in understanding the proposal. – 6 copies.

## **Rezoning (Zoning Amendment)**

### **(a) Submittal Requirements**

- (1) Payment of all applicable fees as determined by the Manager. Checks to be made payable to the Town of Superior.
- (2) The name, address and phone number of the applicant on a completed application form supplied by the Town. – 1 original plus 8 copies.
- (3) A narrative rationale and description of the proposal, including the scope of the project and its principal features and attributes. – 20 copies.
- (4) Proof of ownership of subject property in the form of a title policy or title commitment, including a schedule of exceptions to title, dated within sixty (60) days of the application, showing that the applicant is the fee title owner of all subject property. – 8 copies.
- (5) A narrative describing the relationship of the proposal to the Superior Comprehensive Plan. – 20 copies.
- (6) A statement identifying the overall impacts of the proposed development on the Town, special districts and specifically, the adjacent properties. – 20 copies.
- (7) Proposed zoning uses for the subject property. – 20 copies.
- (8) Description of planning and architectural theme for the project. – 20 copies.
- (9) Mailing labels containing names and addresses of all property owners within one thousand (1,000) feet of the subject property, disregarding any intervening public right-of-way. A minimum of fifty (50) of the closest property owners must be on this list. The source of such list shall be the records of the Boulder or Jefferson County Assessor, or an ownership update from a title company. – 2 sets of mailing labels; 6 photo copies of the mailing list.
- (10) Evidence that the property can be served by sewer and water in the form of a letter from the Town's public works department. – 8 copies
- (11) A traffic report that assesses the traffic impact of the development due to the rezoning request. – 8 copies
- (12) Submittal documents for this application type need to incorporate Design Standards found in Articles XVII through XXVIII of Chapter 16 – Land Use Code.
- (13) Any other information deemed appropriate by the Manager for complete review of the application such as a fiscal impact report.

(b) Drawings and Drawing requirements. Maps and other drawings shall include the following: - provide 20 copies of map/drawing information.

- (1) Name of proposed development.
- (2) Date of preparation, scale and north arrow.
- (3) Names, addresses, and phone numbers of the applicant, the designer, and the engineer and surveyor.
- (4) Legal description of the subject property, including section, one-quarter (1/4) section, township and range.
- (5) Acreage of subject property.
- (6) A general location map showing the following information within a one-half (1/2) mile distance of the perimeter of the proposed rezoning.
  - a. Names and outlines of abutting property.
  - b. Related existing and planned streets and highway systems.
  - c. Property boundary lines.
  - d. Zoning districts.
  - e. Watercourses.
  - f. Significant vegetation patterns and natural features.
- (7) Topographic contours from available data.
- (8) Plan Set Sheets designated as sheet x of y sheets. Applicants are encouraged to use more than one (1) sheet to avoid the crowding of information on one (1) sheet. Sheets need to be 24 X 36 inches in size.
- (9) A circulation map showing vehicular circulation, connections to all off site streets, parking areas, pedestrian circulation and transit facilities.
- (10) A Cover Sheet for the plan map set with certifications pursuant to Sub-Section (c) of the Introduction and Certifications Section of the SDAS.
- (11) A graphic vicinity map showing the property's geographic location.

- (12) An existing conditions or Alta survey of the property.
- (13) Architectural elevations if determined to be necessary by the Manager.
- (14) An overall site plan showing general use areas.
- (15) A preliminary landscape plan.

## **Special Use Permit (SUP)**

### (a) Submittal Requirements:

- (1) Payment of all applicable fees or deposits as determined by the Manager. Checks to be made payable to the Town of Superior.
- (2) The name, address and phone number of the applicant on a completed application form supplied by the Town. – 1 original plus 12 copies.
- (3) A narrative rationale and description of the proposal, including the scope of the project, hours of operation, impacts on adjacent properties, its principal features and attributes and conformance to the special use criteria of the LUC. – 20 copies.
- (4) Proof of ownership of subject property in the form of a title policy or title commitment, including a schedule of exceptions to title, dated within sixty (60) days of the application, showing that the applicant is the fee title owner of all subject property. – 8 copies.
- (5) Mailing labels containing names and addresses of all property owners within one thousand (1000) feet of the subject property, disregarding any intervening public right-of-way. A minimum of fifty (50) of the closest property owners must be on this list. The source of such list shall be the records of the boulder or Jefferson County Assessor, or an ownership update from a title company. – 2 sets of mailing labels; 6 photo copies of the mailing list.
- (6) A vicinity map (graphic scale) – 20 copies.
- (7) Existing conditions map or Alta survey for the subject property. Identify existing zoning and easements. – 20 copies.
- (8) Certified boundary survey, monumented with legal descriptions. – 20 copies.
- (9) An improvements agreement and performance guarantee, if applicable. – 8 copies.
- (10) A written discussion explaining conformance with special use criteria, (See Section 16-16-40 (d) of the LUC) water and sewer system contemplated, and the street and circulation system contemplated and connections to off-site streets. – 20 copies.
- (11) Final Engineering Plans – 8 copies
  - a. Street Construction Plans and Profiles.
  - b. Drainage plan and report.
  - c. Utility plans and profiles.

d. Traffic and Pedestrian Circulation Plan and Impact Study/Update.

e. Overlot grading plan.

f. Lighting Plan – photometrics, fixture graphics and specifications

(12) Certifications for utility and fire district service from town, special district or other public utilities. – 8 copies

(13) Description and graphics of the sign program for the project including types, sizes and locations. – 20 copies

(14) Provide state highway cut permits where necessary. – 8 copies

(15) Submittal documents for this application type need to incorporate Design Standards found in Articles XVII through XVIII of Chapter 16 – Land Use Code.

(16) Any other information deemed appropriate by the Manager for complete review of the application.

(b) Drawings and Drawing Requirements The drawings shall include the following: - 20 copies.

(1) A Site Plan showing all proposed improvements in detail, including:

a. Property acreage and dimensions, including lot lines and lot design and a legal description.

b. Dimensions and location of all proposed structures, their footprints and height, the number of floors, number of dwelling units, all overhangs or protrusions into the public or private access routes, location of entrances and loading points. All structures shall be dimensioned and their locations shall be tied out, meaning sufficient information to determine the coordinates of any corner of any structure. Any structure within ten (10) feet of an easement shall show the distance between the closest point of the structure to the nearest point of the easement. Note total building coverage: percent and square footage. Include setback dimensions from property lines.

c. Name and dimension of all public and private road rights-of-way, points of access on or adjacent to the proposed site and surface materials.

d. Location, dimension and surface materials of required off-street parking and loading areas.

e. The structure's use for parking calculations, the gross floor area, and the number of vehicle trips generated by the various uses on the site. Vehicle trip generation charts by use may be included in the traffic study.

f. Dimensions and locations for all curb cuts, driving lanes, bicycle lanes, pedestrian ways, garages, carports, public transportation pick-up points and mail box kiosks. All public improvements should be labeled, with dimensions, and tied out to property lines.

g. Dimensions and location of all walls, fences, and screen plantings adjacent to public rights-of-ways and on the site, particularly around recreational vehicle and equipment storage areas and trash disposal facilities.

h. Location and dimensions of all existing and proposed drainage, utility, and other easements, water and sewer lines, water meters, and fire lanes and hydrants. Location and size of drainage facilities, and the direction of flow.

i. Topographic contours at two (2) foot intervals.

j. Provide a map showing location and graphics of temporary construction structures and signs.

(2) A Landscape Plan showing all landscaping and buffering details, including:

a. Dimensions, square footage, percent of site and location of open space and common areas shall be shown on the plan.

b. Open space requirements for various use categories are set forth in Section 16-6-120 (c) of the LUC. Percentage calculations for open space shall be shown.

c. Building entrances, pedestrian walks or paths, pedestrian-oriented areas and vehicular drives and exterior parking areas (including dimensions, materials, and type of surface finish) shall be noted. Recreation areas, use and general equipment locations as well as all fences, garden structures and plazas shall be shown. Construction details showing methods of construction, materials, finishes, colors and the type and location of the irrigation system shall be included. Hand watering is not acceptable.

d. Slopes and mound areas within the site shall be called out as set forth in Article XXI.

e. The plan shall identify and locate plant masses and type of plants.

f. Lawn areas and ground cover areas shall be identified including the square footage of the area and the living and nonliving plant materials to be used.

g. Notes, symbols and general information shall be placed on all landscape plans as required by Article XXI as follows:

1. Landscape installation shall be completed prior to issuance of a Certificate of Occupancy.
2. A statement or note containing quantity and method of application of suitable soil preparation as determined by soil type. Soil type shall be stated in the note.
3. General description of the automatic irrigation system . If the type of system varies on the site, it shall be so stated.

(3) Architectural Elevations

- a. The plan set shall show architectural elevations for all structures. All sides of the structure shall be shown. Descriptions of all materials and colors shall be included. Depending on the scale of the project, elevations may be required at the discretion of the Manager.
- b. Prepare a materials and color samples board for the structures and signs. Where practical, all wall materials and color samples for walls shall be a minimum of twelve (12) square inches in size. 1 set – to be retained by the Town.
- c. Provide photo simulations of the structures proposed.

(4) All sheets shall include development name, date of preparation, scale, north arrow, names, addresses and phone numbers of the applicant, the designer, engineer and surveyor.

(5) Plan set sheets designated as sheet x of y sheets. Applicants are encouraged to use more than one (1) sheet to avoid the crowding of information on one (1) sheet. Sheets need to be 24 X 36 inches in size.

(6) A Cover Sheet for the plan map set with certifications pursuant to Subsection (c ) of the Introduction and Certifications Section of the SDAS.

## **Conditional Use Permit (CUP)**

### **(a) Submittal Requirements**

- (1) Payment of all applicable fees or deposits as determined by the Manager. Checks to be made payable to the Town of Superior.
- (2) The name, address and phone number of the applicant on a completed application form supplied by the Town. – 1 original plus 8 copies.
- (3) A narrative rationale and description of the proposal, including the scope of the project and its principal features and attributes. – 8 copies.
- (4) Mailing labels containing names and addresses of all property owners within one thousand (1000) feet of the subject property, disregarding any intervening public right-of-way. A minimum of fifty (50) of the closest property owners must be on this list. The source of such list shall be the records of the Boulder or Jefferson County Assessor, or an ownership update from a title company. – 1 set of mailing labels; 6 photo copies of the mailing list.
- (5) A Site Plan showing all proposed improvements, in detail, including: - 8 copies
  - a. Property dimensions, including lot lines and lot design.
  - b. Dimensions and location of all proposed structures, their footprints and height, the number of floors, number of dwelling units, all overhangs or protrusions in to the public or private access routes, location of entrances and loading points. All structures shall be dimensioned and their location shall be tied out, meaning sufficient information to determine the coordinates of any corner of any structure. Any structure within ten (10) feet of an easement shall show the distance between the closest point of the structure to the nearest point of the easement. Note total building coverage: percent and square footage. Include setback dimensions from property lines.
  - c. Name and dimension of all public and private road rights-of-way, points of access on or adjacent to the proposed site and surface materials.
  - d. Location, dimension and surface materials of required off-street parking and loading areas.
  - e. The structure's use for parking calculations, the gross floor area, and the number of vehicle trips generated by the various uses on the site. Vehicle trip generation charts by use may be included in this study.
  - f. Dimensions and locations for all curb cuts, driving lanes, bicycle lanes, pedestrian ways, garages, carports, public transportation pick-up points and mail box kiosks. All public improvements should be labeled, with dimensions, and tied out to property lines.

g. Dimensions and location of all walls, fences, and screen plantings adjacent to public rights-of-ways and on the site, particularly around recreational vehicle and equipment storage areas and trash disposal facilities.

h. Location and dimensions of all existing and proposed drainage, utility, and other easements, water and sewer lines, water meters, and fire lanes and hydrants. Location and size of drainage facilities, and the direction of flow.

(6) Any associated engineering plans for drainage, sewer and water, etc. – 6 copies

(7) Submittal documents for this application type need to incorporate Design Standards found in Articles XVIII, XIX and XXI through XXVI of Chapter 16 of the LUC.

(7) Any other information deemed appropriate by the Manager for complete review of the application.

(c) Drawing requirements. Maps and other drawings shall include the following:

(1) Name or proposed development.

(2) Date of preparation, scale and north arrow.

(3) Names, addresses and phone numbers of the applicant, the designer and the engineer and surveyor.

(4) Legal description of the subject property, including section, one-quarter (1/4) section, township and range.

(5) Acreage of subject property.

(6) A graphic location and vicinity map.

(7) Topographic contours from available data.

(8) Plan set sheets designated as sheet x of y sheets. Applicants are encouraged to use more than one (1) sheet to avoid the crowding of information on one (1) sheet. Sheets need to be 24 X 36 inches in size.

(9) Vehicular circulation, parking areas, pedestrian and transit facilities.

(10) A Cover Sheet for the plan map set with certifications pursuant to Subsection (c ) of the Introduction and Certifications Section of the SDAS.

## **Temporary Use Permit (TUP)**

### (a) Submittal Requirements

- (1) The name, address, and phone number of the applicant on a completed application form supplied by the Town. – 1 original plus 8 copies.
- (2) A description of the proposal, including a discussion of hours of operation, potential noise impacts, parking accommodation, impacts on adjacent property, any associated signs or lighting, and provision for temporary utility services, as applicable. – 8 copies.
- (3) Payment of the applicable fee or deposit as determined by the Manager. Checks to be made payable to the Town of Superior.
- (4) A site plan drawing illustrating the proposed elements as described in (2) above. – 8 copies at a minimum of 11 X 17 inches in size. Include any necessary engineering plans, such as site grading and drainage/storm water management, with the Site Plan.
- (5) Improvements agreement and performance guarantee as identified by the Manager. – 6 copies
- (6) Any other information deemed appropriate by the Manager for complete review of the application.

## **Sign Permit**

### **(a) Submittal Requirements**

- (1) Name, address and telephone number of applicant on a completed application form supplied by the Town. For construction permit application and approval, contact the Building Department.– 1 original and 5 copies.
- (2) A map showing the location of the building, structure or lot to which the sign is to be attached or erected, and showing the position of the sign in relation to nearby building and thoroughfares: such map shall be to scale and no smaller than 11 X 17 inches – 6 copies.
- (3) A narrative describing the sign proposal, method of illumination and other particulars related to the sign. – 6 copies.
- (4) A plan drawing(s) showing design of sign dimensions, materials used, colors, lighting and method of construction and means of attachment to the building or the ground: such plans shall be to scale and no smaller than 11 X 17 inches. Use photo simulations and scaled drawings to describe the sign(s). – 6 copies.
- (5) Name of person, firm, corporation or association erecting, altering or moving said sign – show on plan sheet.
- (6) Written consent of the owner of the land or building on which the sign is to be erected, altered or relocation. – 1 original ; 5 copies.
- (7) Submittal documents for this application type need to incorporate the Design Standards found in Article XIX of Chapter 16 of the LUC. Sign applicants in an existing Planned Development (P.D.) need to follow sign design guidelines of the approved P.D.
- (8) Other information as the Manager or Building Inspector requires to show full compliance with this and all other applicable laws of the Town.

## **Major Subdivision – Preliminary Plat**

### **(a) Submittal Requirements**

- (1) Payment of all applicable fees or deposits as determined by the Manager. Checks to be made payable to the Town of Superior.
- (2) The name, address and phone number of the applicant on a completed application form supplied by the Town. – 1 original plus 8 copies.
- (3) A narrative rationale and description of the proposal, including the scope of the project and its principal features and attributes. – 20 copies.
- (4) Proof of ownership of subject property in the form of a title policy or title commitment, including a schedule of exceptions to title, dated within sixty (60) days of the application, showing that the applicant is the fee title owner of all subject property. – 8 copies.
- (5) A narrative describing the relationship of the proposal to the Superior Comprehensive Plan. – 20 copies.
- (6) A statement identifying the overall impacts of the proposed development on the Town and specifically, the adjacent properties. – 20 copies
- (7) Current zoning for the subject property noted on the Cover Sheet of the map drawing set.
- (8) Preliminary phasing plan if the subdivision is to be phased. – 20 copies
- (9) Mailing labels containing names and addresses of all property owners within one thousand (1000) feet of the subject property, disregarding any intervening public right-of-way. A minimum of fifty (50) of the closest property owners must be on this list. The source of such list shall be the records of the Boulder or Jefferson County Assessor, or an ownership update from a title company. – 1 set of mailing labels; 6 photocopies of the mailing list.
- (10) Summary statement of proposal including the following: - 20 copies
  - a. Total acres to be subdivided.
  - b. Total number of proposed dwelling units.
  - c. Total number of square feet of nonresidential floor space.
  - d. Total number of off-street parking spaces, including those associated with single family residential use.

- e. Estimated total number of gallons of water per day required.
- f. Estimated total number of gallons per day of sewage to be treated.
- g. Estimated construction cost and proposed method of financing of the streets and related facilities, water distribution system, sewage collection system, storm drainage facilities and such other facilities as may be necessary to complete the development plan.

(11) Preliminary street and pedestrian circulation plan. One inch equals one hundred feet (1" = 100') with two-foot contours with alignment, graphic dimensions of right-of-way widths, curve radii and tangent lengths. The proposed typical structural and geometric cross sections, location, type and approximate size of appurtenant structures, such as bridges, culverts, traffic control devices, lot lines and other design features shall be shown. Include connections to off site streets. – 20 copies.

(12) Preliminary drainage plan and report, containing the following: - 8 copies.

- a. A basin contour map defining the drainage basins and illustrating the existing drainage patterns and concentration points with rough estimates of contributory acreage and runoff amounts;
- b. A sketch of the proposed development showing the consequent changes in the drainage patterns, concentration points and flooding limits with estimates of acreage, runoff coefficients and runoff amounts for the areas to be developed both now and in the future within each basin; and
- c. A narrative of the proposed handling of the increased drainage at the concentration points of internal pattern changes.

(13) Preliminary utility design. Preliminary plans and profiles of the proposed water and sewer facilities should be provided showing the location of existing or proposed water and sewer and other utilities relative to the development. Indicate the size, type and other pertinent data for existing and proposed utility improvements. – 8 copies.

(14) Preliminary landscaping plan. A preliminary landscaping plan shall be submitted which shall show the approximate size and types of proposed planting and the locations of the plantings. The plan shall also show the approximate location, type, height, spacing and physical health of existing vegetation. A statement shall be required explaining the intent of the preliminary landscaping plan as for screening purposes and the proposed specimen tree plantings. – 20 copies.

(15) Preliminary subdivision improvement agreement for the dedication of land or fees-in-lieu for public purposes. – 8 copies.

(16) Letter from the jurisdictional fire district concerning fire protection and fire flow requirements for the proposed subdivision. – original plus 8 copies.

(17) Preliminary property owners private open space and facilities maintenance agreements, covenants, by-laws and restrictions. – 8 copies

(18) A soils, geologic and subsidence report and map prepared by a professional engineer. – 8 copies

(19) A preliminary grading plan prepared by a qualified professional. – 8 copies

(20) A list of mineral estate owners (names, addresses) to be noticed as required by state law. - 8 copies.

(21) A preliminary lot address map. – 6 copies

(22) Submittal documents for this application type need to incorporate Design Standards found in Articles XVII through XIX, and XXI through XXVIII of Chapter 16 of the LUC.

(23) Any other information deemed appropriate by the Manager for complete review of the application.

(c) Drawings and Drawing requirements. Maps and other drawings shall include the following: 20 copies unless otherwise noted.

(1) Name of proposed development

(2) Date of preparation, scale and north arrow.

(3) Names, addresses and phone numbers of the applicant, the designer, and the engineer and surveyor.

(4) A graphic location and vicinity map.

(5) Existing conditions or Alta Survey map for the subject property. Identify existing easements.

(6) Legal description of the subject property, including section, one quarter (1/4) section, township and range.

(7) Acreage of subject property.

(8) Topographic contours from available data.

- (9) Plan set sheets designated as sheet x of y sheets. Applicants are encouraged to use more than one (1) sheet to avoid the crowding of information on one (1) sheet. Sheets need to be 24 X 36 inches in size.
- (10) Vehicular circulation, parking areas, pedestrian and transit facilities.
- (11) A Cover Sheet for the plan map set with certifications pursuant to Subsection (c ) of the Introduction and Certifications Section of the SDAS.
- (12) A flood plain map with location by survey of streams, washes, canals, irrigation laterals, private ditches, culverts, lakes or other water features, including direction of flow, water level elevations and typical depths and location and extent of areas subject to inundation by a 100-year storm.
- (13) A traverse map of the monumented perimeter of the proposed subdivision along with survey notes of subdivision perimeter and copies of monument records. The traverse shall have an error of closure of not greater than one (1) part in ten thousand (10,000). A survey tie to the state coordinate system or other permanent marker established by the Town is required if practical. – 6 copies.
- (14) Lot and street layout.
- (15) Scaled dimensions of all lots to nearest foot and the area of each lot to the nearest square foot.
- (16) Lots and blocks numbered consecutively.
- (17) Location and principal dimensions and identification of existing and proposed public and private easements and rights-of-way.
- (18) Existing and proposed street names.
- (19) Location of sites or tracts to be reserved or dedicated for parks, playgrounds, schools or other public uses.
- (20) Sites, if any, for multi-family dwellings, shopping centers, community facilities, industrial or other uses, exclusive of single-family dwellings.
- (21) Location, function, ownership and manner of maintenance of common open space not otherwise reserved or dedicated for public use.

## **Major Subdivision – Final Plat**

### **(a) Submittal Requirements**

(1) Final versions of all preliminary documents submitted with the preliminary plat. The final plat submission shall conform in all major respects to the preliminary plat as previously reviewed and approved by the Board of Trustees and shall incorporate all modifications that affect the preparation of a legal final plat. The final plat submission shall consist of three (3) major parts. First, a final plat drawing that will be recorded. This drawing is a line drawing of all types of land divisions: lots, blocks, rights-of-way, tracts, existing and proposed easements. Second, an engineering set of other supplemental drawings such as final street profiles, etc.. Third, other finalized documents required by the preliminary plat. – 8 copies of all submittal documents unless otherwise noted.

(2) Payment of all applicable fees or deposits as determined by the Manager. Checks to be made payable to the Town of Superior.

(3) The name, address and phone number of the applicant on a completed application form supplied by the Town. – 1 original plus 7 copies.

(4) Proof of ownership of subject property in the form of a title policy or title commitment, including a schedule of exceptions to title, dated within sixty (60) days of the application, showing that the applicant is the fee title owner of all subject property.

(5) Mailing labels containing names and addresses of all property owners within one thousand (1000) feet of the subject property, disregarding any intervening public right-of-way. A minimum of fifty (50) of the closest property owners must be on this list. The source of such list shall be the records of the Boulder or Jefferson County Assessor, or an ownership update from a title company. – 1 set of mailing labels; 6 photocopies of the mailing list.

(6) A final plat surveyed drawing. If the final plat is submitted in sections or filings covering representative and reasonable portions of the subdivision tract, a map, indicating the sections designated for the entire tract, and each sheet numbered accordingly, including title, legend, matchlines, and other appropriate information. – 20 copies

(7) If additional subdivision of the parcel is planned, a narrative indicating the intended future subdivision plans. – 20 copies

(8) Dedications, reservations and agreements concerning parks, school sites, and access roads are subject to Board of Trustees approval. Where such action involves another public agency, a letter of clearance from that agency shall accompany the final plat application.

(9) A signed warranty deed conveying land designated for public purposes or, at the discretion of the Board of Trustees, a certified check for an amount as may have been agreed to at the time the preliminary plat was approved. The deed shall be accompanied by a title insurance policy or other evidence that the land is free and clear of all taxes, liens or other encumbrances.

(10) In the case of a PD, an official signed deed dedicating or reserving certain tracts or the development rights to such tracts for local use as may have been agreed to at the time of the preliminary plat was approved. The deed shall be accompanied by a title insurance policy or other evidence that the land is free and clear of all taxes, liens or other encumbrances.

(11) An official signed document conveying the water rights required by this Chapter to the Town, or, at the discretion of the Board of Trustees, a certified check for an amount as may have been agreed to at the time the preliminary plat was approved. The document shall be accompanied by a title insurance policy or other evidence that the water is free and clear of all taxes, liens, or other encumbrances.

(12) A bond or letter of credit equal to the total estimated construction cost of all required subdivision improvements not yet completed at the time of application for final plat approval. Such improvements shall include but not necessarily be limited to streets, roads, paving, curb and gutter, sidewalks, storm sewers, sanitary sewers including collectors and outfall lines, water distribution and transmission lines, fire hydrants, street lights, street signs, traffic control devices, survey monuments, culverts, bridges and landscaping features. Bonds or letters of credit may be negotiated based on development phases of the subdivision.

(13) An executed copy of the subdivision improvement agreement.

(14) If a property owners' association or other entity is to be used for the administration and maintenance of private roads or open space and recreational facilities, a binding and perpetual agreement in regard to maintenance and access control shall be submitted with the final plat. Such agreement shall be in a form acceptable to the Town, shall be recorded with the County Clerk and Recorder prior to or simultaneously with recording of the Final Plat, and shall include provisions for:

- a. Adequate funding and self-enforcement by the property owners association of the terms contained in the agreement.
- b. Continuous safety inspections and immediate follow-up maintenance to correct unsafe conditions.
- c. Receiving and processing complaints by authorized users of the private roads or open space and recreational facilities.

d. Requiring written permission from the Board of Trustees before the association can be dissolved.

(15) Where a portion of an existing easement is contiguous to a proposed easement for right-of-way of a new subdivision, proof of the dedication of the existing easement or right-of-way acceptable to the Town shall be submitted.

(16) When a new street will intersect with a state highway, a copy of the state highway access permit shall be submitted. If a plat is revised, a copy of the old plat shall be provided for comparison purposes.

(17) A summary statement including the following: - 20 copies

a. Total development area;

b. Total number of proposed dwelling units;

c. Estimated total number of gallons per day of water system requirements;

d. Estimated total number of gallons per day of sewage to be treated; and

e. Estimated construction cost and proposed method of financing of the streets and related facilities, water distribution system, sewage collection, flood plain protection, storm drainage facilities, and such other facilities as may be necessary. If improvements are not to be completed prior to approval of the final plat, the cost estimates included in this statement shall be identical to those included in the subdivision improvement agreement.

(18) Certification of inclusion of the land represented by the final plat in SMD1.

(19) Certification from SMD1 that all applicable fees have been paid relative to the final plat including sewer connection fees or plant investment fees or that an agreement has been executed acceptable to SMD1 for such payment.

(20) A check for the applicable water tap and plant investment fees or a contract for payment of said fees in a form acceptable to the Town.

(21) A final landscape plan showing species, sizes, location and quantity. – 20 copies

(22) Final engineering plans and all supplemental material to include:

a. Street construction plans and profiles shall include:

1. Sufficient data to show how to construct major structures and road appurtenances, such as bridges, large culverts, curbs, drives, walks and cross pans. Detail should include orientation, line and grade, cross sections, dimensions, reinforcement schedules, materials, quality and specifications.
2. A structural street section design report shall be submitted for review by the Town. The design criteria set forth in the Town's Roadway Design Criteria and Standards shall be used in the preparation of the final street construction plans and profiles.
3. State highway cut(s) permits(s) as appropriate.

b. Final drainage plans and reports shall be prepared pursuant to the Town's drainage regulations and shall include:

1. Plans and specifications detailing design of the final storm drainage system, including construction details and alignment of storm sewers, catch basins, manholes, ditches, slope protection, dams, and energy dissipaters.
2. Flow line profiles and layout elevations at a minimum one hundred (100) foot stations, and natural ground elevations shown to indicate any significant irregularities for proposed conduits, channels and structures.
3. Cross-sections of each water carrier showing high water elevations and adjacent features which may be affected thereby.
4. Construction details of curb, curb and gutter, valley gutter, driveway apron and ditch culvert.
5. Written approvals as may be required from other agencies or parties that may be affected by the drainage proposal.
6. A drainage report including the supporting calculations for runoffs, times of concentration and flow capacity with assumptions clearly stated and with property justification when needed or requested.
7. A final drainage plan in conformance with the design criteria set forth in the Town's Roadway Design Criteria and Standards.

c. Final utility plans and profiles shall include:

1. Plans and specifications detailing the design of final water, sanitary sewer, natural gas, telephone, electric and cable television facilities to be installed in the area included in the final plat, and any off-site facilities related to the above described utilities which may be considered an integral part of the utilities plan for the subdivision.

2. Water utility facilities design in compliance with the criteria established by the Town, SMD1, or other special district of competent jurisdiction.

3. Sewer utility facilities design in compliance with the criteria established by the Town, SMD1, or other special district having jurisdiction.

d. Final grading plan with topography at two (2) foot intervals.

(23) Certification of notification of any mineral estate owners and any responses of said estate owners associated with the property on which the subdivision is proposed meeting the requirements of C.R.S. Sec. 24-65.5-103.3.

(24) A final phasing plan if the subdivision is to be phased.

(25) Certifications for utility and fire district services.

(26) Submittal documents for this application type need to incorporate Design Standards found in Articles XVII through XXVIII of Chapter 16 of the LUC.

(27) Any other information deemed appropriate by the Manager for complete review of the application.

(b) Drawing Requirements – Final Plat Drawing

(1) Name of proposed development.

(2) Date of preparation, scale and north arrow.

(3) Names, addresses, and phone numbers of the applicant, the designer, and the engineer and surveyor.

(4) Legal description of the subject property, including section, one-quarter (1/4) section, township and range.

(5) Acreage of subject property.

(6) On the Cover Sheet for the plat map set, certifications pursuant to Sub-Section (c) of the Introduction and Certifications Section of the SDAS.

(7) Certificate of Acceptance on the Cover Sheet of the plat map set as follows:

#### NOTICE

Public Notice is hereby given that acceptance of this Platted subdivision by the Town does not constitute an Acceptance of the roads and rights-of-way reflected hereon For maintenance by said Town.

Until such roads and rights-of-way meet Town Road Specifications and are specifically accepted by the Town by recording with the Clerk of the Town an official acceptance, the maintenance, construction, and other matters pertaining to or affecting said roads and rights-of-way are the sole responsibility of the owners of the land embraced within this subdivision. Town acceptance of the roads and rights-of-way of this platted subdivision shall not be given unless all utilities proposed to be installed in such roads have been constructed and the roads and rights-of-way completed thereafter to Town standards.

(8) Graphic vicinity map.

(9) Excepted parcels shall be marked “Not included in this subdivision” and the boundary completely indicated by bearings and distances. A tie shall be provided to indicate the relationship of such a parcel to the area platted.

(10) All land within the boundaries of the plat shall be accounted for either as lots, easements, walkways, streets, alleys or excepted parcels.

(11) Parcels not contiguous shall not be included in one plat, nor shall more than one (1) plat be made on the same sheet. Contiguous parcels owned by different parties may be embraced in one (1) plat, provided that all owners join in the dedication and acknowledgment.

(12) Block and lot permanent reference points shall be set.

(13) Plan set sheets designated as  $\underline{x}$  of  $\underline{y}$  sheets. Applicants are encouraged to use more than one (1) sheet to avoid the crowding of information on one (1) sheet. Sheets need to be 24 X 36 inches in size.

c. Drawing Requirements – Engineering Set

- (1) Finalized drawings of all preliminary plat, street, utility, and drainage drawings and other engineering drawings and reports.
- (2) Name of proposed development.
- (3) Date of preparation, scale and north arrow.
- (4) Names, addresses and phone numbers of the applicant, the designer, and the engineer and surveyor.
- (5) Legal description of the subject property, including section, one-quarter (1/4) section, township and range.
- (6) Graphic vicinity map.
- (7) Acreage of subject property.
- (8) Plan set sheets designated as sheet x of y sheets. Applicants are encouraged to use more than one (1) sheet to avoid the crowding of information on one (1) sheet. Sheets need to be 24 X 36 inches in size.

## **Minor Subdivision – Final Plat**

### **(a) Submittal Requirements**

(1) The final plat submission shall consist of three (3) major parts. First a final plat drawing that will be recorded. This drawing is a line drawing of all types of land divisions for the parcel. Second, an engineering set of other supplemental drawings such as final street profiles, etc. Third, other finalized documents as required. – 8 copies of all submittal documents unless otherwise noted.

(2) Payment of all applicable fees or deposits as determined by the Manager. Checks to be made payable to the Town of Superior.

(3) The name, address and phone number of the applicant on a completed application form supplied by the Town. – 1 original plus 7 copies.

(4) Proof of ownership of subject property in the form of a title policy or title commitment, including a schedule of exceptions to title, dated within sixty (60) days of the application, showing that the applicant is the fee title owner of all subject property.

(5) Mailing labels containing names and addresses of all property owners within one thousand (1000) feet of the subject property, disregarding any intervening public right-of-way. A minimum of fifty (50) of the closest property owners must be on this list. The source of such list shall be the records of the Boulder or Jefferson County Assessor, or an ownership update from a title company. – 1 set of mailing labels; 6 photo copies of the mailing list.

(6) A final plat surveyed drawing with dimensions and showing all types of land divisions: lots, walks, rights-of way, tracts, existing and proposed easements.

(7) Final engineering plans and all required supplemental material.

(8) Dedications, reservations and agreements concerning parks, school sites and access roads are subject to Board of Trustees approval. Where such action involves another public agency, a letter of clearance from that agency shall accompany the final plat application.

(9) A signed warranty deed conveying land designated for public purposes or, at the discretion of the Board of Trustees, a certified check for an amount as may have been agreed to with Staff. The deed shall be accompanied by a title insurance policy or other evidence that the land is free and clear of all taxes, liens or other encumbrances.

(10) In the case of a PD, an official signed deed dedicating or reserving certain tracts or the development rights to such tracts for local use as may have been agreed to with Staff.

The deed shall be accompanied by a title insurance policy or other evidence that the land is free and clear of all taxes, liens or other encumbrances.

(11) An official signed document conveying the water rights required by this Chapter to the Town, or, at the discretion of the Board of Trustees, a certified check for an amount as may have been agreed to with Staff. The document shall be accompanied by a title insurance policy or other evidence that the water is free and clear of all taxes, liens or other encumbrances.

(12) A bond or letter of credit equal to the total estimated construction cost of all required subdivision improvements not yet completed at the time of application for final plat approval. Such improvements shall include but not necessarily be limited to streets, roads, paving, curb and gutter, sidewalks, storm sewers, sanitary sewers including collectors and outfall lines, water distribution and transmission lines, fire hydrants, street lights, street signs, traffic control devices, survey monuments, culverts, bridges and landscaping features. Bonds or letters of credit may be negotiated based on development phases of the subdivision.

(13) An executed copy of the subdivision improvement agreement.

(14) If a property owners' association or other entity is to be used for the administration and maintenance of private roads or open space and recreational facilities, a binding and perpetual agreement in regard to maintenance and access control shall be submitted with the final plat. Such agreement shall be in a form acceptable to the Town, shall be recorded with the County Clerk and Recorder prior to or simultaneously with recording of the Final Plat, and shall include provisions for: - 6 copies

- a. Adequate funding and self-enforcement by the property owners association of the terms contained in the agreement.
- b. Continuous safety inspections and immediate follow-up maintenance to correct unsafe conditions.
- c. Receiving and processing complaints by authorized users of the private roads or open space and recreational facilities.
- d. Requiring written permission from the Board of Trustees before the association can be dissolved.

(15) Where a portion of an existing easement is contiguous to a proposed easement for right-of-way of a new subdivision, proof of the dedication of the existing easement or right-of-way acceptable to the Town shall be submitted.

(16) When a new street will intersect with a state highway, a copy of the state highway access permit shall be submitted. If a plat is revised, a copy of the old plat shall be provided for comparison purposes.

(17) A summary statement including the following:

- a. Total development area;
- b. Total number of proposed dwelling units;
- c. Estimated total number of gallons per day of water system requirements;
- d. Estimated total number of gallons per day of sewage to be treated; and
- e. Estimated construction cost and proposed method of financing of the streets and related facilities, water distribution system, sewage collection, flood plain protection, storm drainage facilities, and such other facilities as may be necessary. If improvements are not to be completed prior to approval of the final plat, the cost estimates included in this statement shall be identical to those included in the subdivision improvement agreement.

(18) Certification of inclusion of the land represented by the final plat in SMD1, and the fire district.

(19) Certification from SMD1 that all applicable fees have been paid relative to the final plat including sewer connection fees or plant investment fees or that an agreement has been executed acceptable to SMD1 for such payment.

(20) A check for the applicable water tap and plant investment fees, or a contract for payment of said fees in a form acceptable to the Town.

(21) The data required for final plat review are as follows: Depending on the size of the minor subdivision, some of these items may be waived by the Manager.

a. Street construction plans and profiles shall include:

1. Sufficient data to show how to construct major structures and road appurtenances, such as bridges, large culverts, curbs, drives, walks and cross pans. Detail should include orientation, line and grade, cross sections, dimensions, reinforcement schedules, materials, quality and specifications.

2. A structural street section design report shall be submitted for review by the Town. The design criteria set forth in the Town's Roadway Design Criteria and Standards shall be used in the preparation of the final street construction plans and profiles.

b. Final drainage plans and reports shall be prepared pursuant to the Town's drainage regulations and shall include:

1. Plans and specifications detailing design of the final storm drainage system, including construction details and alignment of storm sewers, catch basins, manholes, ditches, slope protection, dams, and energy dissipaters.
2. Flow line profiles and layout elevations at a minimum one hundred (100) foot stations, and natural ground elevations shown to indicate any significant irregularities for proposed conduits, channels and structures.
3. Cross-sections of each water carrier showing high water elevations and adjacent features which may be affected thereby.
4. Construction details of curb, curb and gutter, valley gutter, driveway apron and ditch culvert.
5. Written approvals as may be required from other agencies or parties that may be affected by the drainage proposal.
6. A drainage report including the supporting calculations for runoffs, times of concentration and flow capacity with assumptions clearly stated and with property justification when needed or requested.
7. A final drainage plan in conformance with the design criteria set forth in the Town's Roadway Design Criteria and Standards.

c. Final utility plans and profiles shall include:

1. Plans and specifications detailing the design of final water, sanitary sewer, natural gas, telephone, electric and cable television facilities to be installed in the area included in the final plat, and any off-site facilities related to the above described utilities which may be considered an integral part of the utilities plan for the subdivision.
2. Water utility facilities design in compliance with the criteria established by the Town, SMD1, or other special district of competent jurisdiction.
3. Sewer utility facilities design in compliance with the criteria established by the Town, SMD1, or other special district having jurisdiction.

(22) Certification of notification of any mineral estate owners and any responses of said estate owners associated with the property on which the subdivision is proposed meeting the requirements of C.R.S. Sec. 24-65.5-103.3.

(23) A check for the applicable water tap and plant investment fees or a contract for payment of said fees in a form acceptable to the Town.

(24) A final landscape plan showing species, sizes, quantity and location. – 20 copies.

(25) A soils report and map prepared by a professional engineer.

(26) A final overlaid grading plan with contours at two (2) foot intervals.

(27) Submittal documents for this application type need to incorporate Design Standards found in Articles XVII through XIX and XXI through XXVIII of Chapter 16 of the LUC.

(28) Any other information seemed appropriate by the Manager for complete review of the application.

(b) Drawing Requirements – Final Plat Drawing

(1) Name of proposed development.

(2) Date of preparation, scale and north arrow.

(3) Names, addresses, and phone numbers of the applicant, the designer, and the engineer and surveyor.

(4) Legal description of the subject property, including section, one-quarter (1/4) section, township and range.

(5) Acreage of subject property.

(6) On the Cover Sheet for the plat map set, certifications pursuant to Subsection (c) of the Introduction and Certifications Section of the SDAS.

(7) Certificate of acceptance on the Cover Sheet of the plat map set as follows:

NOTICE

Public Notice is hereby given that acceptance of this Platted subdivision by the Town does not constitute an Acceptance of the roads and rights-of-way reflected hereon For maintenance by said Town.

Until such roads and rights-of-way meet Town road Specifications and are specifically accepted by this Town by recording with the Clerk of the Town an official acceptance, the maintenance, construction, and other matters pertaining to or affecting said roads and rights-of-way are the sole responsibility of the owners of the land embraced within this subdivision. Town acceptance of the roads and rights-of-way of this platted subdivision shall not be given unless all utilities proposed to be installed in such roads have been constructed and the roads and rights-of-way completed thereafter to Town standards.

(8) Graphic vicinity map.

(9) Excepted parcels shall be marked “Not included in this subdivision” and the boundary completely indicated by bearings and distances. A tie shall be provided to indicate the relationship of such a parcel to the area platted.

(10) All land within the boundaries of the plat shall be accounted for either as lots, walkways, streets, alleys or excepted parcels.

(11) Parcels not contiguous shall not be included in one plat, nor shall more than one (1) plat be made on the same sheet. Contiguous parcels owned by different parties may be embraced in one (1) plat, provided that all owners join in the dedication and acknowledgement.

(12) Block and lot permanent reference points shall be set.

(13) Topographic contours at two (2) foot intervals.

(14) Plan set sheets designated as sheet  $\underline{x}$  of  $\underline{y}$  sheets. Applicants are encouraged to use more than one (1) sheet to avoid the crowding of information on one (1) sheet. Sheets need to be 24 X 36 inches in size.

(c) Drawing Requirements – Engineering Set

(1) Finalized drawings of all supplemental reports and engineering drawings.

(2) Name of proposed development.

(3) Date of preparation, scale and north arrow.

(4) Names, addresses and phone numbers of the applicant, the designer, and the engineer and surveyor.

(5) Legal description of the subject property, including section, one-quarter (1/4) section, township and range.

(6) Graphic vicinity map.

(7) Acreage of subject property.

(8) Plan set sheets designated as sheet  $\underline{x}$  of  $\underline{y}$  sheets. Applicants are encouraged to use more than one (1) sheet to avoid the crowding of information on one (1) sheet. Sheets need to be 24 X 36 inches in size.

## **Site Development Plan (SDP)**

(a) Submittal Requirements – 20 copies unless otherwise noted

(1) Payment of all applicable fees or deposits as determined by the Manager. Checks to be made payable to the Town of Superior.

(2) The name, address and phone number of the applicant on a completed application form supplied by the Town. – 1 original plus 8 copies.

(3) A narrative rationale and description of the proposal including the scope of the project, hours of operation, impacts on adjacent properties and its principal features and attributes including architectural elements and sign program.

(4) Proof of ownership of subject property in the form of a title policy or title commitment, including a schedule of exceptions to title, dated within sixty (60) days of the application, showing that the applicant is the fee title owner of all subject property. – 8 copies.

(5) Current zoning for the subject property.

(6) Planning and architectural theme illustrated by architectural drawings.

(7) Landscaping plan.

(8) Mailing labels containing names and addresses of all property owners within one thousand (1000) feet of the subject property, disregarding any intervening public right-of-way. A minimum of fifty (50) of the closest property owners must be on this list. The source of such list shall be the records of the Boulder or Jefferson County Assessor, or an ownership update from a title company. – 2 sets of mailing labels; 6 photo copies of the mailing list.

(9) Description of the proposed development schedule and phases of development when construction will not be in one (1) phase.

(10) A traffic study by a professional traffic engineer which describes the impacts of the proposed development on the existing or proposed street system and measures and means for dealing with these impacts. The study may also include a circulation and parking analysis report for the proposed development. – 8 copies

(11) An environmental study, including a wildlife inventory, prepared by a professional wildlife biologist or ecologist for the analysis of environmental issues, opportunities or constraints, as well as a list of species, both flora and fauna, found on the site. – 6 copies

(12) A drainage plan and study as per the Town's drainage regulations prepared by a professional engineer detailing the analysis and method for directing the run-off from the site and detaining the run-off over and above the historical flow. – 6 copies

(13) A soils report and map and geological investigation report prepared by a professional engineer. – 6 copies

(14) A fiscal impact report. – 6 copies

(15) An Alta survey that shows existing site characteristics that includes the zoning, easements of record, existing structures, other improvements and vegetation on the site. Structures to be removed should be indicated as such.

(16) Provide a graphic map of surrounding property within five hundred (500) feet, that indicates as-built density and the name of the subdivision. It shall also include the existing structures, parking areas, public and private streets including dimensions and median and curb cuts, pedestrian and transit facilities, drainage facilities and landscaping, fire hydrant locations, and view-corridors to and from the site.

(17) Improvements agreement and performance guarantee, as applicable. – 6 copies

(18) An overlot grading plan with topographic at two (2) foot intervals.

(19) Provide a map showing locations of temporary construction structures and signs.

(20) Provide a Lighting Plan including photo metrics and fixture graphics and specifications.

(21) Submittal documents for this application type need to incorporate Design Standards found in Articles XVII through XXVIII of Chapter 16 of the LUC.

(22) Any other information deemed appropriate by the Manager for complete review of the application. Subsections (10), (11), (12), (13) and (14) may be waived by the Manager based on the size and scope of the project.

(b) Drawings and Drawing requirements. Maps and other drawings shall include the following:

(1) Name of proposed development.

(2) Date of preparation, scale and north arrow.

(3) Names, addresses and phone numbers of the applicant, the designer and the engineer and surveyor.

(4) Legal description of the subject property, including section, one-quarter (1/4) section, township and range.

(5) Acreage of subject property.

(6) A graphic vicinity map.

(7) Topographic contours at two (2) foot intervals..

(8) Plan set sheets designated as sheet x of y sheets. Applicants are encouraged to use more than one sheet to avoid the crowding of information on one (1) sheet. Sheets need to be 24 X 36 inches in size.

(9) Vehicular circulation, parking areas, pedestrian and transit facilities.

(10) On the Cover Sheet for the plan map set, certifications pursuant to Subsection (c) of the Introduction and Certifications Section of the SDAS.

(11) A site plan showing all proposed improvements, in detail, including:

a. Property acreage and dimensions, including lot lines and lot design.

b. Dimensions and location of all proposed structures, their footprints and height, the number of floors, number of dwelling units, all overhangs or protrusions into the public or private access routes, location of entrances and loading points. All structures shall be dimensioned and their locations shall be tied out, meaning sufficient information to determine the coordinates of any corner of any structure. Any structure within ten (10) feet of an easement shall show the distance between the closest point of the structure to the nearest point of the easement. Note total building coverage: percent and square footage. Include setback dimensions from property lines. Provide photo simulations for structures.

c. Name and dimension of all public and private road rights-of-way, points of access on or adjacent to the proposed site and surface materials.

d. Location, dimension and surface materials of required off-street parking and loading areas.

e. The structure's use of parking calculations, the gross floor area, and the number of vehicle trips generated by the various uses on the site. Vehicle trip generation charts by use may be included in the traffic study.

f. Dimensions and locations for all curb cuts, driving lanes, bicycles lanes, pedestrian ways, garages, carports, public transportation pick-up points and mail box kiosks. All public improvements should be labeled, with dimensions, and tied out to property lines.

g. Dimensions and location of all walls, fences and screen plantings adjacent to public rights-of-ways and on the site, particularly around recreational vehicle and equipment storage areas and trash disposal facilities.

h. Location and dimensions of all existing and proposed drainage, utility and other easements, water and sewer lines, water meters, and fire lanes and hydrants. Location and size of drainage facilities and the direction of flow.

(12) A landscape plan showing all landscaping and buffering details, including:

a. Dimensions, square footage, percent of site and location of open space and common areas shall be shown on the plan.

b. Open space requirements for various use categories are set forth in Section 16-6-120 (c). Percentage calculations for open space shall be shown.

c. Building entrances, pedestrian walks or paths, pedestrian-oriented areas and vehicular drives and exterior parking areas (including dimensions, materials and type of surface finish) shall be noted. Recreation areas, use and general equipment locations, as well as all fences, garden structures and plazas shall be shown. Construction details showing methods of construction, materials, finishes, colors and the type and location of the irrigation system shall be included. Hand watering is not acceptable.

d. Slopes and mound areas within the site shall be called out as set forth in Article XXI.

e. The plan shall identify and locate plant masses and type of plants.

f. Lawn areas and ground cover areas shall be identified including square footage of the area and the living and nonliving plant materials to be used.

g. Notes, symbols and general information shall be placed on all landscape plans as required by Article XXI as follows:

1. Landscape installations shall be completed prior to issuance of a certificate of occupancy.

2. A statement or note containing quantity and method of application of suitable soil preparation as determined by soil type. Soil type shall be stated in the note.

3. General description of the automatic irrigation system. If the type of system varies on the site, it shall be so stated.

(13) Architectural Elevations

1. The plan shall show architectural elevations for all structures. All sides of the structure shall be shown. Descriptions of all materials and colors shall be included.

Depending on the scale of the project, elevations may be required at the discretion of the Manager.

2. Prepare a materials and color samples board for structures and signs. Where practical, all wall materials and color samples for walls shall be a minimum of twelve (12) square inches in size. One (1) set – to be retained by the Town.

## **Planned Development (PD) – Zoning**

(a) PD Plan Submittal Requirements – 20 copies of all documents unless otherwise noted.

(1) Payment of all applicable fees or deposits as determined by the Manager. Checks to be made payable to the Town of Superior.

(2) The name, address and phone number of the applicant on a completed application form supplied by the Town. – 1 original plus 8 copies.

(3) A summary narrative of the proposal including the following:

a. Project description and rationale;

b. A use list;

c. Total number of proposed dwelling units; density of all residential and nonresidential areas;

d. Total number of square feet of nonresidential floor space;

e. Total number of off-street parking spaces, including those associated with single-family residential use;

f. Estimated total number of gallons of water per day required;

g. Estimated total number of gallons per day of sewage to be treated; and

h. Estimated construction cost and proposed method of financing of the streets, trails and related facilities, water distribution system, sewage collection system, storm drainage facilities, and such other facilities as may be necessary to complete the development plan.  
– 6 copies

(4) Proof of ownership of subject property in the form of a title policy or title commitment, including a schedule of exceptions to title, dated within sixty (60) days of the application, showing that the applicant is the fee title owner of all subject property. – 8 copies.

(5) A narrative describing the relationship of the proposal to the Superior Comprehensive Plan .

(6) A statement identifying the overall impacts of the proposed development on the Town and specifically, the adjacent properties.

(7) Current and proposed zoning and land use areas for the subject property.

(8) Description of proposed planning and architectural theme illustrated by architectural drawings.

(9) Mailing labels containing names and addresses of all property owners within one thousand (1000) feet of the subject property, disregarding any intervening public right-of-way. A minimum of fifty (50) of the closest property owners must be on this list. The source of such list shall be the records of the Boulder or Jefferson County Assessor, or an ownership update from a title company. – 2 sets of mailing labels; 6 photo copies of the mailing list.

(10) Preliminary drainage plan and report, containing the following minimum data: - 8 copies

a. A basin contour map defining the drainage basins and illustrating the existing drainage patterns and concentration points with contributory acreage and runoff amounts;

b. A map of the proposed land development showing the consequent changes in the drainage patterns, concentration points and flooding limits with acreage, runoff coefficients and runoff amounts for the areas to be developed, both now and in the future, within each basin; and

c. A narrative of the proposed handling of the increased drainage at the concentration points or of internal pattern changes.

(12) Preliminary plans and profiles of the proposed water and sewer facilities, showing the location of all existing or proposed water and sewer and other utilities relative to the development and indicating the size, type and other pertinent data for all existing and proposed utility improvements. – 8 copies.

(13) A traffic study prepared by a professional traffic engineer that addresses internal loadings, off-site traffic impacts and internal circulation and parking that relate to on-site traffic impacts and internal circulation and parking that relate to on-site improvements in addition to those that may necessitate off-site street improvements. – 8 copies.

(14) A fiscal impact study, prepared in conjunction with Town staff and existing fiscal impact model, if determined necessary by the Manager. – 8 copies.

(15) An environmental study, including a wildlife inventory, prepared by a professional wildlife biologist or ecologist and a list of species found on the site, if determined necessary by the Manager. – 8 copies.

(16) A map and report showing soil types prepared by a professional engineer. – 8 copies.

(17) Geology and subsidence report for the project area. – 8 copies.

- (18) Preliminary public land dedication agreement. – 8 copies.
- (19) Preliminary landscaping plan, describing in general detail the area to be landscaped and irrigated and those areas to remain to be designated as natural open space with native vegetation, and showing the approximate size and the location of the plantings. Plants and planting densities need to meet the standards of the Land Use Code and noted on the plan in chart form. If the plants and the planting densities differ from the standards set forth in the Land Use Code, the plan shall note how the plant list and densities differ in chart form. The plan shall also show all public amenities and “hard” and “soft” landscape improvements, as well as the approximate location, type, height, spacing and physical health of existing vegetation.
- (20) Letter from the Rocky Mountain Fire Protection District concerning fire protection and fire flow requirements. – 8 copies.
- (21) Preliminary sign program – building placement areas, sign consistency rules, allowed sizes, monument sign graphics, etc.
- (22) Letter from SMD1 stating its ability to serve the project with utilities and other services. – 8 copies.
- (23) The location of all existing and proposed buildings, structures and improvements separated into planning areas as appropriate on a site plan.
- (24) The location of areas which shall be conveyed, dedicated or reserved as general open space, common park areas, including public parks and recreational area and as sites for schools or other public buildings.
- (25) The proportion of land to be left in a natural condition as major open space, stated in terms of acreage or square footage, as well as the ratio of open space in areas to be developed stated on a square feet per use basis.
- (26) An explanation of the objectives of the PD, including building descriptions, sketches or elevations as may be required to describe the objectives.
- (27) A development phasing schedule indicating the approximate date when construction of the PD or stages of the PD can be expected to begin and be completed.
- (28) A description of the proposed method of providing ongoing (permanent) maintenance of all commonly owned or publicly dedicated buildings, facilities, landscaping, areas and thoroughfares, including security for the obligations, and in the event that the development on the property does not occur within six (6) months of the application, plans for over seeding the property for erosion control and aesthetics. – 8 copies.

(29) Preliminary copies of any special agreements, conveyances, restrictions or covenants, for property owners which will govern the use, maintenance and continued protection of the PD and any of its common open space areas or buildings, in compliance with C.R.S. Sec. 24-67-101, *et seq.* – 6 copies.

(30) Narrative and illustrative text for architectural theme, architectural design, sign program and landscape design guidelines for the PD. Provide a color pallet and materials list for the proposed structures and signs. Provide a materials and color sample boards for structures and signs. Where practical, all wall materials and color samples for walls shall be a minimum of twelve (12) square inches in size. – 1 set - to be retained by the Town.

(31) An official signed document, as applicable, conveying any water rights to the Town, or, at the discretion of the Board of Trustees, a certified check for an amount as may have been agreed to accompanied by a title insurance policy or other evidence that the water is free and clear of all taxes, liens or other encumbrances. – 6 copies

(32) A preliminary overlol grading plan. – 8 copies

(33) Submittal documents for this application type need to incorporate Design Standards found in Articles XVII through XXVIII of Chapter 16 of the LUC.

(34) Any other information deemed appropriate by the Manager for complete review of the application.

(c ) Drawing requirements Maps and other drawings shall include the following:

(1) Name of proposed development.

(2) Date of preparation, scale and north arrow.

(3) Names, addresses and phone numbers of the applicant, the designer, and the engineer and surveyor.

(4) Legal description of the subject property, including section, one-quarter (1/4) section, township and range.

(5) Acreage of subject property.

(6) A graphic vicinity map.

(7) Topographic contours from available data.

(8) Plan set sheets designated as sheet x of y sheets. Applicants are encouraged to use more than one (1) sheet to avoid the crowding of information on one (1) sheet. Sheets need to be 24 X 36 inches in size.

- (9) Vehicular circulation plan, connections to off site streets, parking areas, pedestrian and transit facilities.
- (10) Certifications on the Cover Sheet of the plan map set pursuant to Subsection (c ) of the Introduction and Certifications Section of the SDAS.
- (11) A traverse map of the monumented perimeter of the PD along with all survey notes of PD perimeter and copies of all monument records. The traverse shall have an error of closure of not greater than one (1) part in ten thousand (10,000). A survey tie to the State coordinate system or other permanent marker established by the Town is required if practical.
- (12) Lot and street layout.
- (13) Scaled dimensions of all lots to nearest foot and the area of each lot to the nearest square foot.
- (14) Lots and blocks numbered consecutively.
- (15) Location and principal dimensions and identification of all existing and proposed public and private easements and rights-of-way.
- (16) Existing and proposed street names.
- (17) Location, function, ownership and manner of maintenance of common open space both private and reserved or dedicated for public use. Provide ownership and manner of maintenance in chart form.
- (18) GIS data associated with the development.
- (19) Proposed graphic design and location(s) of monument signs on the site plan.

## **PD Final Development Plan (FDP)**

### **(a) FDP Submittal Requirements – 20 copies unless otherwise noted.**

(1) An FDP may be submitted for all of an approved Planned Development (PD) or in sections covering representative and reasonable portions of the subdivided PD. In such cases, submission shall include a map indicating the sections designated for the FDP and each sheet numbered accordingly, including title, legend, matchlines and other appropriate information. When an entire PD parcel is not subdivided, the applicant shall indicate his or her intended plans for disposition of the remainder of the parcel.

(2) Payment of all applicable fees or deposits as determined by the Manager. Checks to be made payable to the Town of Superior.

(3) The name, address and phone number of the applicant on a completed application form supplied by the Town. – 1 original plus 8 copies.

(4) A narrative rationale and description of the proposal, including the scope of the project, hours of operation and its principal features and attributes.

(5) Proof of ownership of the subject property in the form of a title policy or title commitment, including a schedule of exceptions to title, dated within sixty (60) days of the application, showing that the applicant is the fee title owner of all subject property. – 6 copies.

(6) A narrative describing how the FDP conforms to the planning, landscaping and architectural theme of the approved PD Plan (Zoning Plan).

(7) Mailing labels containing names and addresses of all property owners within one thousand (1000) feet of the subject property, disregarding any intervening public right-of-way. A minimum of fifty (50) of the closest property owners must be on this list. The source of such list shall be the records of the Boulder or Jefferson County Assessor, or an ownership update from a title company. – 2 sets of mailing labels; 6 photo copies of the mailing list.

(8) Final engineering plans for streets, drainage, grading and utilities.

(9) Final landscape plan for the FDP area detailing plan, species, number and location, planting sizes, etc. plus a chart summarizing the planting plan.

(10) Final site plan including a circulation and parking plan.

(11) All dedications, reservations or agreements concerning parks, school sites and access roads, which shall be subject to Board of Trustees approval. Where such action involves another public agency, a letter of clearance from that agency shall accompany the FDP plat application. – 6 copies.

(12) An official signed deed dedicating or reserving certain tracts of the development rights to such tracts for local use as may have been agreed to at the time the PD Plan was approved. The deed shall be accompanied by a title insurance policy or other evidence that the land is free and clear of all taxes, liens or other encumbrances. – 6 copies.

(13) Proof of payment of all fees due to the Town and SMD1 or cost of all required public improvements for the area included in the FDP and all off-site improvements designated as an integral part of the improvements related to the final FDP shall be submitted prior to recording any approved FDP documents. Such improvement shall include but not necessarily be limited to streets, roads, paving curb and gutter, sidewalks, storm sewers, sanitary sewer including collectors and outfall lines, water distribution and transmission lines, fire hydrants, street lights, street signs, traffic control devices, survey monuments, culverts, bridges and landscaping features. – 6 copies.

(14) An executed copy of any subdivision improvement agreements applicable to the FDP. Provide a performance guarantee for improvements required by the FDP. – 6 copies

(15) Where a property owners' association or other entity is to be used for the administration and maintenance of private roads or open space and recreational facilities, a binding and perpetual agreement in regard to maintenance and access control, including provisions for: - 6 copies.

a. Adequate funding and self-enforcement by the property owners' association of the terms contained in the agreement.

b. Continuous safety inspections and immediate follow-up maintenance to correct unsafe conditions.

c. Receiving and processing complaints by authorized users of the private roads or open space and recreational facilities.

d. Requiring written permission from the Board of Trustees before the association can be dissolved.

(16) When a new street will intersect with a state highway, a copy of the state highway access permit. – 8 copies.

(17) A narrative describing final uses, compliance with the PD design guidelines, densities and other development parameters as provided for in the PD Plan approval.

(18) Certification of inclusion of the land represented by the FDP in any municipal or quasi-municipal district(s) formed for the purpose of providing sanitary sewer service and which has jurisdiction in the area platted. – 8 copies.

(19) Certification from any special district having jurisdiction that all applicable fees have been paid relative to the FDP including sewer connection fees or plant investment fees or that an agreement has been executed acceptable to the District for such payment. – 6 copies.

(20) A certified or suitable check payable to SMD1 for the applicable water tap fees or plant investment fees, or a contract for payment of said fees in a form acceptable to the Town. – 6 copies of the contract.

(21) The following engineering plans and data: - 8 copies

a. Final street construction plans and profiles shall include:

1. Sufficient data to show how to construct major structures and road appurtenances, such as bridges, large culverts, curbs, drives, walks and cross pans. Detail should include orientation, line and grade, cross sections, dimensions, reinforcement schedules, materials, quality and specifications.

2. A structural street section design report shall be submitted for review by the Town. The design criteria set forth in the Town of Superior Roadway Design Criteria and Standards shall be used in the preparation of the final street construction plans and profiles.

b. Final drainage plans and reports shall include:

1. Plans and specifications detailing design of the final storm drainage system, including construction details and alignment of storm sewers, catch basins, manholes, ditches, slope protection, dams and energy dissipaters.

2. Flow line profiles and layout elevations at a minimum one hundred (100) foot stations, and natural ground elevations shown to indicate any significant irregularities for all proposed conduits, channels and structures.

3. Cross sections of each water carrier showing high water elevations and adjacent features which may be affected thereby.

4. Construction details of curb, curb and gutter, valley gutter, driveway apron and ditch culvert.

5. Written approvals as may be required from other agencies or parties that may be affected by the drainage proposal.

6. A drainage report including the supporting calculations for runoffs, times of concentration and flow capacity with all assumptions clearly stated and with proper justification when needed or requested.

7. A final drainage plan in conformance with the design criteria set forth in the Town's Roadway design Criteria and Standards.

c. Final utility plans and profiles shall include:

1. Plans and specifications detailing the design of final water, sanitary sewer, natural gas, telephone, electric and cable television facilities to be installed in the area included in the final plat, and any off-site facilities related to the above described utilities which may be considered an integral part of the utilities plan for the subdivision.

2. Water utility facilities design in compliance with the criteria established by the Town, SMD1, or other special district of competent jurisdiction.

3. Sewer utility facilities design in compliance with the criteria established by the Town, SMD1, or other special district of competent jurisdiction.

d. Final grading plan at two (2) foot contour intervals.

(22) Materials and color sample boards for structures and signs. Where practical, all wall materials and color samples for walls shall be a minimum of twelve (12) square inches in size. – 1 set to be retained by the Town.

(23) A description of proposed snow removal methods.

(24) A detailed soils report for the FDP site prepared by a professional engineer. – 8 copies.

(25) An updated traffic study showing conformance to or detailing differences from the original PD traffic study. – 8 copies.

(26) A lighting plan showing photometrics and include a lighting fixture chart with fixture specifications.

(27) A description and location map of temporary construction structures and signs.

(28) Submittal documents for this application type need to incorporate Design Standards found in Articles XVII through XXVIII of Chapter 16 of the LUC and any Design Guidelines approved for the Planned Development.

(29) Any other information deemed appropriate by the Manager for complete review of the application.

(b) Drawings and Drawing requirements. Maps and other drawings shall include the following:

- (1) Name of proposed development.
- (2) Date of preparation, scale and north arrow.
- (3) Names, addresses and phone numbers of the applicant, the designer, and the engineer and surveyor.
- (4) Legal description of the subject property, including section, one-quarter (1/4) section, township and range.
- (5) Acreage of subject property.
- (6) A graphic location and vicinity map.
- (7) Topographic contours from available data.
- (8) Plan set sheets designated as sheet x of y sheets. Applicants are encouraged to use more than one (1) sheet to avoid the crowding of information on one (1) sheet. Sheets need to be 24 X 36 inches in size.
- (9) Vehicular circulation, parking areas, pedestrian and transit facilities.
- (10) Certifications on the Cover Sheet for the plan map set pursuant to Subsection (c ) of the Introduction and Certifications section of the SDAS.
- (11) On the final site plan, show all proposed improvements, in detail and on one or more sheets, including:
  - a. Property acreage and dimensions, including lot lines and lot design.
  - b. Dimensions and location of all proposed structures, their footprints and height, the number of floors, number of dwelling units, all overhangs or protrusions into the public or private access routes, location of entrances and loading points. All structures shall be dimensioned and their locations shall be tied out, meaning sufficient information to determine the coordinates of any corner of any structure. Any structure within ten (10) feet of an easement shall show the distance between the closest point of the structure to the nearest point of the easement. Note total building coverage: percent and square footage. Include setback dimensions from property lines.
  - c. Name and dimension of all public and private road rights-of-way, points of access on or adjacent to the proposed site and surface materials.

- d. Location, dimension and surface materials of required off-street parking and loading areas.
- e. The structure's use, parking calculations, the gross floor area, and the number of vehicle trips generated by the various uses on the site. Vehicle trip generation charts by use may be included in the traffic study.
- f. Dimensions and locations for all curb cuts, driving lanes, bicycles lanes, pedestrian ways, garages, carports, public transportation pick-up points and mail box kiosks. All public improvements should be labeled, with dimensions, and tied out to property lines.
- g. Dimensions and location of all walls, fences and screen plantings adjacent to public rights-of-ways and on the site, particularly around recreational vehicle and equipment storage areas and trash disposal facilities.
- h. Location and dimensions of all existing and proposed drainage, utility and other easements, water and sewer lines, water meters, and fire lanes and hydrants. Location and size of drainage facilities and the direction of flow.

(12) On the final landscape plan, show all landscaping and buffering details including:

- a. Dimensions, square footage, percent of site and location of open space and common areas shall be shown on the plan.
- b. Open space requirements for various use categories are set forth in Section 16-6-120
- (c). Percentage calculations for open space shall be shown.
- c. Building entrances, pedestrian walks or paths, pedestrian-oriented areas and vehicular drives and exterior parking areas (including dimensions, materials and type of surface finish) shall be noted. Recreation areas, use and general equipment locations, as well as all fences, garden structures and plazas shall be shown. Construction details showing methods of construction, materials, finishes and colors of the recreation facilities and the type and location of the irrigation system shall be included. Hand watering is not acceptable.
- d. Slopes and mound areas within the site shall be called out as set forth in Article XXI.
- e. The plan shall identify and locate plants masses and type of plants.
- f. Lawn areas and ground cover areas shall be identified including square footage of the area and the living and nonliving plant materials to be used.
- g. Locations of monument signs.

h. Notes, symbols and general information shall be placed on all landscape plans as required by Article XXI as follows:

1. Landscape installations shall be completed prior to issuance of a Certificate of Occupancy.
2. A statement or note containing quantity and method of application of suitable soil preparation as determined by soil type. Soil type shall be stated in the note.
3. General description of the automatic irrigation system. If the type of system varies on the site, it shall be so stated.

(13) Architectural Elevations

- a. The plan shall show locations and architectural elevations for all structures and signs. All sides of the structure and signs shall be shown. Signs and sign structures are to comply with the sign program proposed in the approved PD Plan. Descriptions of all materials and colors shall be included. Provide photo simulations of the structures.
- b. Provide a color pallet and materials list for the structures and signs that are in conformance with the PD. Provide a materials and color sample boards for structures and signs. Where practical, all wall materials and color samples for walls shall be a minimum of twelve (12) square inches in size. – 1 set – to be retained by the Town.



## **Re-subdivision/Lot line Adjustments**

(a) General Note – Re-subdivision is considered a new subdivision – either a major subdivision or a minor subdivision - and subject to the specified submittal requirements for these types of development applications.

(b) Submittal Requirements for Lot Line Adjustments – 6 copies unless otherwise noted.

(1) Payment of all applicable fees or deposits as determined by the Manager. Checks to be payable to the Town of Superior.

(2) The name, address and phone number of the applicant on a completed application form supplied by the Town.

(3) A certified survey final plat drawing of the subject of the property showing the lot line adjustment.

(4) A title insurance policy dated no later than sixty (60) days prior to the application.

(5) A narrative description of the lot line adjustment proposal with a rationale for the need for the adjustment.

(6) Any other information deemed appropriate by the Manager for complete review of the application.

(b) Drawing Requirements

(1) Name of proposed development and legal description..

(2) Date of preparation, scale and north arrow.

(3) Names, addresses and phone numbers of the applicant, the designer, and the engineer and surveyor.

(4) Acreage of subject property.

(5) A graphic location and vicinity map.

(6) Plan set sheets designated as sheet x of y sheets. Applicants are encouraged to use more than one (1) sheet to avoid the crowding of information on one (1) sheet. Sheets need to be 24 X 36 inches in size.

(7) Certifications on the Cover Sheet of the plat map set pursuant to Subsection (c ) of the Introduction and Certifications Section of the SDAS.

## **Subdivision Exemption**

### (a) Submittal Requirements – 6 copies unless otherwise noted

- (1) Payment of all applicable fees or deposits as determined by the Manager. Checks to be payable to the Town of Superior.
- (2) The name, address and phone number of the applicant on a completed application form supplied by the Town.
- (3) A certified survey drawing of the subject of the exemption property.
- (4) A title insurance policy dated no later than sixty (60) days prior to the application.
- (5) A narrative description of the exemption proposal.
- (6) Any other information deemed appropriate by the Manager for complete review of the application.

### (b) Drawing Requirements

- (1) Name of proposed development and legal description..
- (2) Date of preparation, scale and north arrow.
- (3) Names, addresses and phone numbers of the applicant, the designer, and the engineer and surveyor.
- (4) Acreage of subject property.
- (5) A graphic location and vicinity map.
- (6) Plan set sheets designated as sheet x of y sheets. Applicants are encouraged to use more than one (1) sheet to avoid the crowding of information on one (1) sheet. Sheets need to be 24 X 36 inches in size.
- (7) Certifications on the Cover Sheet of the plan map set pursuant to Subsection (c ) of the Introduction and Certifications Section of the SDAS.

## **Annexation**

### (a) Submittal Requirements – 20 copies unless otherwise noted.

- (1) Payment of all applicable fees or deposits as determined by the Manager. Checks to be made payable to the Town of Superior. All submittals must conform to the Colorado Municipal Annexation Act of 1965, C.R.S. Section 31-12-101, *et. seq.*
- (2) The name, address and phone number of the applicant on a completed application form supplied by the Town – 1 original plus 12 copies.
- (3) A narrative rationale and description of the proposal, including the scope of the project and its principal features and attributes. Identify the proposed zoning and uses of the property in the narrative. Provide a general development concept plan.
- (4) Proof of ownership of subject property in the form of a title policy or title commitment, including a schedule of exceptions to title, dated within sixty (60) days of the application, showing that the applicant is the fee title owner of all subject property. – 6 copies
- (5) A narrative describing the relationship of the proposal to the Superior Comprehensive Plan.
- (6) Mailing labels containing names and addresses of all property owners within one thousand (1000) feet of the subject property, disregarding any intervening public right-of-way. A minimum of fifty (50) of the closest property owners must be on this list. The source of such list shall be the records of the Boulder or Jefferson County Assessor, or an ownership update from a title company. – 1 set of mailing labels; 6 photo copies of the mailing list.
- (7) A statement identifying the overall impacts of the proposed development on the Town, special districts, and specifically, the adjacent properties.
- (8) Evidence that the property can be served by public sewer, water and storm drainage services. - 6 copies.
- (9) Annexation Petition and an Impact Statement identifying impacts to the Town and Special Districts..
- (10) A draft annexation agreement identifying dedications and other terms of the annexation. – 6 copies
- (11) Water rights conveyance agreement or cash-in-lieu agreement. – 6 copies
- (12) A certified annexation property boundary survey map with calculations certifying one-sixth boundary contiguity to the existing Town boundary.

(13) Additional documents not specified above required by the State of Colorado Municipal Annexation Act of 1965, C.R.S. Sec. 31-12-101, *at seq.* The Manager will identify the number of copies.

(14) Any other information deemed appropriate by the Manager for complete review of the application.

(b) Drawing requirements.

(1) Name of proposed development.

(2) Date of preparation, scale and north arrow.

(3) Names, addresses and phone numbers of the applicant, the engineer and the surveyor.

(4) Legal description of subject property, including section, one-quarter (1/4) section, township and range.

(5) Acreage of subject property.

(6) A graphic location and vicinity map.

(7) Plan set sheets designated as sheet x of y sheets. Applicants are encouraged to use more than one (1) sheet to avoid the crowding of information on one (1) sheet. Sheets need to be 24 X 36 inches in size.

(8) Certifications on the Cover Sheet of the plan map set pursuant to Subsection (c ) of the Introduction and certifications Section of the SDAS.

## **Plat, Street, Alley, Right-of-Way or Easement Vacation**

### (a) Submittal Requirements – 8 copies unless otherwise noted.

(1) Payment of all applicable fees or deposits as determined by the Manager. Checks to be made payable to the Town of Superior.

(2) The name, address and phone number of the applicant on a completed application form supplied by the Town – 1 original plus 8 copies.

(3) A narrative rationale and description of the proposal, including the scope of the project and its principal features and attributes.

(4) Proof of ownership of subject property in the form of a title policy or title commitment, including a schedule of exceptions to title, dated within sixty (60) days of the application, showing that the applicant is the fee title owner of all subject property. – 6 copies

(5) Mailing labels containing names and addresses of all property owners within one thousand (1000) feet of the subject property, disregarding any intervening public right-of-way. A minimum of fifty (50) of the closest property owners must be on this list. The source of such list shall be the records of the Boulder or Jefferson County Assessor, or an ownership update from a title company. – 1 set of mailing labels; 6 photo copies of the mailing list.

(6) A certified boundary survey, monumented with a legal description of property to be vacated and future ownership.

(7) Any other information deemed appropriate by the Manager for complete review of the application.

### (b) Drawing Requirements

(1) Name of proposed development.

(2) Date of preparation, scale and north arrow.

(3) Names, addresses and phone numbers of the applicant, the engineer and the surveyor.

(4) Legal description of subject property, including section, one-quarter (1/4) section, township and range.

(5) Acreage of subject property.

(6) A graphic location and vicinity map.

(7) Plan set sheets designated as sheet x of y sheets. Applicants are encouraged to use more than one (1) sheet to avoid the crowding of information on one (1) sheet. Sheets need to be 24 X 36 inches in size.

(8) Certifications on the Cover Sheet of the plan map set pursuant to Subsection (c ) of the Introduction and Certifications Section of the SDAS.

## **Historic Designation**

### (a) Submittal Requirements – 6 copies unless otherwise noted.

- (1) Payment of all applicable fees or deposits as determined by the Manager. Checks to be made payable to the Town of Superior.
- (2) The name, address and phone number of the applicant on a completed application form supplied by the Town – 1 original plus 12 copies.
- (3) A narrative rationale and description of the proposal, including the scope of the project and its principal features and attributes. In particular, identify the historical basis for the proposal.
- (4) Proof of ownership of subject property in the form of a title policy or title commitment, including a schedule of exceptions to title, dated within sixty (60) days of the application, showing that the applicant is the fee title owner of all subject property.
- (5) A site plan showing the location of the structure outline on a lot or parcel.
- (6) Photographs of all sides of any structure proposed for historic designation..
- (7) Any other information deemed appropriate by the Manager for complete review of the application.

### (b) Drawing Requirements – Site Plan

- (1) Name of proposed historic designation.
- (2) Date of preparation, scale and north arrow.
- (3) Names, addresses and phone number of the applicant, plus the designer and the engineer and surveyor as necessary.
- (4) Dimension the outline of the structure proposed for historic designation.
- (5) Identify the sites adjoining streets.
- (6) Minimum size of site plan sheet: 11 X 17 inches.
- (7) Certification on the Cover Sheet of the plan map set pursuant to Subsection (c ) of the Introduction and Certifications Section of the SDAS.

## **VariANCES**

### (a) Submittal Requirements – 6 copies unless otherwise noted.

- (1) Payment of all applicable fees or deposits as determined by the Manager. Check to be made payable to the Town of Superior.
- (2) The name, address and phone number of the applicant on a completed application form supplied by the Town. – 1 original and 6 copies
- (3) Proof of ownership of subject property in the form of a title policy or title commitment, including a schedule of exceptions to title, dated within sixty (60) days of the application, showing that the applicant is the fee title owner of all subject property. – 6 copies
- (4) Certified boundary survey, monumented with legal descriptions of the subject property and all existing and planned encroachments, if the variance involves building encroachments.
- (5) Referencing the criteria for a variance in Sec. 16-2-110 (c ) of the LUC, provide a written discussion explaining the hardship for which relief is being sought and the site features of the property plus a plot plan or Alta survey showing existing buildings and improvements as applicable.

### (b) Drawing Requirements

- (1) Name of proposed development.
- (2) Date of preparation, scale and north arrow.
- (3) Names, addresses and phone numbers of the applicant, the designer and the engineer and surveyor.
- (4) Acreage of subject property.
- (5) A graphic location and vicinity map.
- (6) Plan set sheets designated as sheet x of y sheets. Applicants are encouraged to use more than one (1) sheet to avoid the crowding of information on one (1) sheet. Sheets need to be 24 X 36 inches in size.
- (7) Certifications on the Cover Sheet of the plan map set pursuant to Subsection (c ) of the Introduction and Certifications Section of the SDAS.