

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

## **TABLE OF CONTENTS**

Introduction, Design Standards, Vested Rights & Recording Documents	2
Certification Requirements & Forms	3
Preapplications	8
Rezoning	9
Special Use Permit (SUP)	12
Conditional Use Permit (CUP)	16
Temporary Use Permit (TUP)	19
Major Subdivision – Final Plat	20
Minor Subdivision – Final Plat	26
Site Development Plan SDP	32
Planned Development (PD) – Zoning	36
Final Development Plan (FDP)	41
Lot Line Adjustment	47
Subdivision Exemption	49
Annexation	51
Vacation of Plat, ROW, Easement, etc.	53
Historic Designation	55
Variances	56

# SUPERIOR DEVELOPMENT APPLICATION STANDARDS (SDAS)

## Introduction, Design Standards, Vested Rights & Recording Documents

- (a) **The Superior Development Application Standards (SDAS)** listed below describe the submittal documents required for each type of Development Application identified under Article II of the [Land Use Code](#), located at Chapter 16 of the Superior Municipal Code. The requirements are specific to each type of development. Application forms can be downloaded from the [Current Planning](#) webpage or obtained at the Town Hall front desk or by telephone request (303-499-3675 ex 116).

Note that **Building Permit** applications (including those for Signs, Site Disturbance, and Utility Construction) are submitted using the [Community Core](#) building permit software. For more information about Building Permit requirements, please visiting the [Permit Guidance](#) webpage.

- (b) **Design Standards** for different types of developments are specified in various Articles of the [Land Use Code](#) (LUC) or in the site specific Planned Development documents, which can be found under Development Projects section of the [Current Planning](#) website. Submitted documents required for various development applications must reference and incorporate the design standards of Articles XVII through XXVIII of the LUC as appropriate.
- (c) **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.
- (d) **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 as directed by the Town. Applicants need to consult with Staff regarding this phase of the approval process.

## **Certification Forms Required on Plan Cover Sheets**

### **Site Development Plan**

- 1) Certificate of Ownership
- 2) Planning Commission
- 3) Town Board
- 4) Town Clerk

### **Final Plat (Major and Minor Subdivisions)**

- 1) Owner's and Mortgagee's Certificate of Dedication and Ownership
- 2) Owner's Estoppel Certificate
- 3) Surveyor's Certificate
- 4) Planning Commission
- 5) Town Board

### **PD Plan**

- 1) Certificate of Ownership
- 2) Town Clerk
- 3) Planning Commission
- 4) Town Board

### **FDP**

- 1) Certificate of Ownership
- 2) Town Clerk
- 3) Planning Commission
- 4) Town Board

### **Annexation**

- 1) Surveyor's Certificate
- 2) Certificate of Ownership
- 3) Planning Commission
- 4) Town Board
- 5) Town Clerk

### **Re-Zoning Plan**

- 1) Surveyor's Certificate
- 2) Certificate of Ownership
- 3) Planning Commission
- 4) Town Board
- 5) Town Clerk

### **Special Use Permit**

- 1) Certificate of Ownership
- 2) Town Clerk
- 3) Planning Commission
- 4) Town Board

### **Conditional Use Permit**

- 1) Certificate of Ownership

- 2) Town Clerk
- 3) Planning Commission

**Lot Line Adjustment**

- 1) Surveyor's Certificate
- 2) Town Manager

**Subdivision Exemption**

- 1) Surveyor's Certificate
- 2) Town Manager

**Vacation of Street, Alley, etc.**

- 1) Surveyor's Certificate
- 2) Planning Commission
- 3) Town Board
- 4) Town Clerk

**Historic Designation**

- 1) Planning Commission
- 2) Town Board
- 3) Town Clerk

**Variance**

- 1) Surveyor's Certificate
- 2) Town Board of Adjustment
- 3) Town Clerk

**CERTIFICATION FORMS**

**Certificate of Ownership**

I certify that I, \_\_\_\_\_, am the sole owner of the property and consent to this plan.

In witness whereof I hereunto set my hand this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_

Owners

Mortgagees or Lien Holders

STATE OF \_\_\_\_\_ )

) ss.

County of \_\_\_\_\_ )

The foregoing certificate of 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

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**Planning Commission Certificate**

Recommended approval this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by the Town of Superior Planning Commission, Resolution No. PC \_\_\_\_\_ Series 20\_\_\_\_.

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**Board of Trustees 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:

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

\_\_\_\_\_  
Mayor

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**Town Clerk Certificate**

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

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

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**Board of Adjustment Certificate**

Approved by the Board of Adjustment 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:

\_\_\_\_\_

Town Clerk

\_\_\_\_\_

Mayor

---

**Town Manager Certificate**

Approved by the Manager 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:

\_\_\_\_\_

Town Clerk

\_\_\_\_\_

Town Manager

## **Pre-applications**

Pre-applications are required for all development applications. The submittal items below are common all types of development.

- 1) Notify the Planning Department by email ([planning@superiorcolorado.gov](mailto:planning@superiorcolorado.gov)) of a pre-application request.
- 2) A pre-application conference will be scheduled by the Town Staff if necessary.
- 3) Not later than ten (10) working days prior to the conference, submit the following documents (electronically unless paper copies are requested by Staff):
  - a. Brief narrative rationale and description of the request.
  - b. Simple map and/or drawing illustrating the request. Minimum sheet size: 11 X 17 inches.
  - 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.
  - d. Any other information the applicant feels will aid the Town Staff in understanding the proposal.



## **Rezoning**

(a) Submittal Requirements (electronic documents are required, though Staff may request additional paper copies)

1) Fee payment. Fee amount between \$500-\$5,000 depending on scope; TBD by Town Manager. Checks or money orders payable to the Town of Superior can be made at Town Hall (124 E Coal Creek Dr) or by credit card over the phone (303-499-3675 ex 100) if not in excess of \$2500.

2) Complete application form (available on the Current Planning webpage)

3) Project narrative, including:

a. Rationale and description of the proposal, including the scope of the project and its principal features and attributes.

b. Description the relationship of the proposal to the Superior Comprehensive Plan.

c. Statement identifying the overall impacts of the proposed development on the Town, special districts and specifically, the adjacent properties.

5) 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) Proposed zoning uses for the subject property.

7) Description of planning and architectural theme for the project.

9) Mailing labels: Municipal Code section 16-2-60 requires the Town to provide written notice of public hearings to homeowners located within one thousand (1,000) feet of the property that is the subject of the application or appeal. Staff will provide the applicant with the list of addresses, and the applicant is then required to deliver mailing labels comprised from that list to Staff no later than twenty-one (21) days prior to date of the scheduled hearing.

10) Evidence that the property can be served by sewer and water in the form of a letter from the Town Public Works Department.

11) A traffic report that assesses the traffic impact of the development due to the rezoning request.

12) Submittal documents for this application type need to incorporate Design Standards found in Articles XVII through XXVIII of Chapter 16 of the 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 (electronic documents are required, though Staff may request additional paper copies):

- 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 the following certification forms pursuant to the Certifications Section of the SDAS.
  - a. Surveyor's Certificate
  - b. Certificate of Ownership
  - c. Planning Commission

d. Town Board

e. Town Clerk

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 (electronic documents are required, though Staff may request additional paper copies):

1) Fee payment. Fee amount between \$500-\$5,000 depending on scope; TBD by Town Manager. Checks or money orders payable to the Town of Superior can be made at Town Hall (124 E Coal Creek Dr) or by credit card over the phone (303-499-3675 ex 100) if not in excess of \$2500.

2) Complete application form (available on the [Current Planning](#) webpage)

3) Project narrative, including:

a. Rationale and description of the proposal, including the scope of the project and its principal features and attributes.

b. Description the relationship of the proposal to the Superior Comprehensive Plan.

c. Statement identifying the overall impacts of the proposed development on the Town, special districts and specifically, the adjacent properties.

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: Municipal Code section 16-2-60 requires the Town to provide written notice of public hearings to homeowners located within one thousand (1,000) feet of the property that is the subject of the application or appeal. Staff will provide the applicant with the list of addresses, and the applicant is then required to deliver mailing labels comprised from that list to Staff no later than twenty-one (21) days prior to date of the scheduled hearing.

6) A vicinity map (graphic scale)

7) Existing conditions map or Alta survey for the subject property. Identify existing zoning and easements.

8) Certified boundary survey, monumented with legal descriptions.

9) An improvements agreement and performance guarantee, if applicable.

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.

11) Final Engineering Plans

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.

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

14) Provide state highway cut permits where necessary.

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

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

(b) Drawings and Drawing Requirements (electronic documents are required, though Staff may request additional paper 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.

d. 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.

e. 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.

f. A Cover Sheet for the plan map set with certifications pursuant to Certifications Section of the SDAS.

1. Certificate of Ownership

2. Town Clerk

3. Planning Commission

4. Town Board

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

(a) Submittal Requirements (electronic documents are required, though Staff may request additional paper copies):

1) Fee payment. Fee amount between \$500-\$5,000 depending on scope; TBD by Town Manager. Checks or money orders payable to the Town of Superior can be made at Town Hall (124 E Coal Creek Dr) or by credit card over the phone (303-499-3675 ex 100) if not in excess of \$2500.

2) Complete application form (available on the [Current Planning](#) webpage)

3) Project narrative, including:

- a. Rationale and description of the proposal, including the scope of the project and its principal features and attributes.
- b. Description the relationship of the proposal to the Superior Comprehensive Plan.
- c. Statement identifying the overall impacts of the proposed development on the Town, special districts and specifically, the adjacent properties.

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: Municipal Code section 16-2-60 requires the Town to provide written notice of public hearings to homeowners located within one thousand (1,000) feet of the property that is the subject of the application or appeal. Staff will provide the applicant with the list of addresses, and the applicant is then required to deliver mailing labels comprised from that list to Staff no later than twenty-one (21) days prior to date of the scheduled hearing.

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

- 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 mailbox 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.

7) Any associated engineering plans for drainage, sewer and water, etc.

8) 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](#).

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

(b) Drawing requirements (electronic documents are required, though Staff may request additional paper copies):

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.

- a. Certificate of Ownership
- b. Town Clerk
- c. Planning Commission

## **Temporary Use Permit**

(a) Submittal Requirements (electronic documents are required, though Staff may request additional paper copies):

- 1) Fee payment. Fee amount of \$500 payable by check or money order to the Town of Superior can be made at Town Hall (124 E Coal Creek Dr) or by credit card over the phone (303-499-3675 ex 100) if not in excess of \$2500.
- 2) Complete application form (available on the [Current Planning](#) webpage)
- 3) 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.
- 4) A site plan drawing illustrating the proposed elements as described in (3) above, 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) Any other information deemed appropriate by the Manager for complete review of the application.

## **Major Subdivision – Final Plat**

(a) Submittal Requirements (electronic documents are required, though Staff may request additional paper copies):

1) The final plat submission shall consist of two (2) 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..

2) Fee payment. Fee amount between \$500-\$5,000 depending on scope; TBD by Town Manager. Checks or money orders payable to the Town of Superior can be made at Town Hall (124 E Coal Creek Dr) or by credit card over the phone (303-499-3675 ex 100) if not in excess of \$2500.

3) Complete application form (available on the [Current Planning](#) webpage)

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: Municipal Code section 16-2-60 requires the Town to provide written notice of public hearings to homeowners located within one thousand (1,000) feet of the property that is the subject of the application or appeal. Staff will provide the applicant with the list of addresses, and the applicant is then required to deliver mailing labels comprised from that list to Staff no later than twenty-one (21) days prior to date of the scheduled hearing.

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, match lines, and other appropriate information.

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

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. 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, streetlights, 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:

- 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
- 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 (see the [Finance Department](#) webpage for fee schedules).

21) A final landscape plan showing species, sizes, location and quantity.

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 (electronic documents are required, though Staff may request additional paper copies):

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 the Certifications Section of the SDAS.
  - a. Owner's and Mortgagee's Certificate of Dedication and Ownership
  - b. Owner's Estoppel Certificate
  - c. Surveyor's Certificate
  - d. Planning Commission
  - e. Town Board
- 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 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.

(c) Drawing Requirements – Engineering Set (electronic documents are required, though Staff may request additional paper copies):

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 (electronic documents are required, though Staff may request additional paper copies):

1) The final plat submission shall consist of two (2) 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..

2) Fee payment. Fee amount between \$500-\$5,000 depending on scope; TBD by Town Manager. Checks or money orders payable to the Town of Superior can be made at Town Hall (124 E Coal Creek Dr) or by credit card over the phone (303-499-3675 ex 100) if not in excess of \$2500.

3) Complete application form (available on the [Current Planning](#) webpage)

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: Municipal Code section 16-2-60 requires the Town to provide written notice of public hearings to homeowners located within one thousand (1,000) feet of the property that is the subject of the application or appeal. Staff will provide the applicant with the list of addresses, and the applicant is then required to deliver mailing labels comprised from that list to Staff no later than twenty-one (21) days prior to date of the scheduled hearing.

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 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 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:

- 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 (see the [Finance Department](#) webpage for fee schedules).

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

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

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

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

(b) Drawing Requirements – Final Plat Drawing (electronic documents are required, though Staff may request additional paper copies):

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 the Certifications Section of the SDAS.

a. Owner's and Mortgage's Certificate of Dedication and Ownership

b. Owner's Estoppel Certificate

c. Surveyor's Certificate

d. Planning Commission

e. Town Board

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

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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.

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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) Topographic contours at two (2) foot intervals.

14) 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 (electronic documents are required, though Staff may request additional paper copies):

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.

## Site Development Plan (SDP)

(a) Submittal Requirements (electronic documents are required, though Staff may request additional paper copies)

1) Fee payment. Fee amount between \$500-\$5,000 depending on scope; TBD by Town Manager. Checks or money orders payable to the Town of Superior can be made at Town Hall (124 E Coal Creek Dr) or by credit card over the phone (303-499-3675 ex 100) if not in excess of \$2500.

2) Complete application form (available on the [Current Planning](#) webpage).

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.

5) Current zoning uses for the subject property.

6) Planning and architectural theme illustrated by architectural drawings.

7) Landscape Plan.

8) Mailing labels: Municipal Code section 16-2-60 requires the Town to provide written notice of public hearings to homeowners located within one thousand (1,000) feet of the property that is the subject of the application or appeal. Staff will provide the applicant with the list of addresses, and the applicant is then required to deliver mailing labels comprised from that list to Staff no later than twenty-one (21) days prior to date of the scheduled hearing.

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.

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.

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.

13) A soils report and map and geological investigation report prepared by a professional engineer.

14) A fiscal impact report.



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.

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 Land Use Code](#).

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 (electronic documents are required, though Staff may request additional paper copies):

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) 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 the following certification forms pursuant to the Certifications Section of the SDAS.

- a. Certificate of Ownership
- b. Planning Commission
- c. Town Board
- d. Town Clerk

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 mailbox 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

- a. 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.
- b. Depending on the scale of the project, elevations may be required at the discretion of the Manager.
- c. 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.

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

(a) Submittal Requirements (electronic documents are required, though Staff may request additional paper copies)

1) Fee payment. Fee amount between \$5,000 or \$10,000 depending on scope; TBD by Town Manager. Checks or money orders payable to the Town of Superior can be made at Town Hall (124 E Coal Creek Dr) or by credit card over the phone (303-499-3675 ex 100) if not in excess of \$2500.

2) Complete application form (available on the [Current Planning](#) webpage).

3) A summary narrative of the proposal, including:

a. Project description and rationale

b. List of uses

c. Total number of dwelling units

d. Density of all residential and nonresidential areas

e. Total square feet of nonresidential floor space

f. Total number of off-street parking spaces, including those associated with single-family residential uses

g. Estimate of the gallons of water required per day

h. Estimate of the gallons of sewage to be treated per day

i. 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

j. Description of the relationship of the proposal to the Superior Comprehensive Plan

k. Statement identifying the overall impacts of the proposed development on the Town and specifically, the adjacent properties

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

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

7) Preliminary drainage plan and report, containing the following minimum data:

- 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.

8) Mailing labels: Municipal Code section 16-2-60 requires the Town to provide written notice of public hearings to homeowners located within one thousand (1,000) feet of the property that is the subject of the application or appeal. Staff will provide the applicant with the list of addresses, and the applicant is then required to deliver mailing labels comprised from that list to Staff no later than twenty-one (21) days prior to date of the scheduled hearing.

9) 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.

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.

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.

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.

13) A soils report and map and geological investigation report prepared by a professional engineer.

14) A fiscal impact report prepared in conjunction with Town staff and existing fiscal impact model, if determined necessary by the Manger.

15) Geology and subsidence report for the project area.

16) Preliminary public land dedication agreement.

17) 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.

18) Letter from the Rocky Mountain Fire Protection District concerning fire protection and fire flow requirements. – 8 copies.

19) Preliminary sign program – building placement areas, sign consistency rules, allowed sizes, monument sign graphics, etc.

20) Letter from SMD1 stating its ability to serve the project with utilities and other services.

21) The location of all existing and proposed buildings, structures and improvements separated into planning areas as appropriate on a site plan.

22) 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.

23) 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.

24) An explanation of the objectives of the PD, including building descriptions, sketches or elevations as may be required to describe the objectives.

25) 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.

26) 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.

27) 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.*

28) 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.

29) 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.

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

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

32) Submittal documents for this application type need to incorporate Design Standards found in Articles XVII through XXVIII of [Chapter 16 of the Land Use Code](#).

33) 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 (electronic documents are required, though Staff may request additional paper copies):

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) 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 the following certification forms pursuant to the Certifications Section of the SDAS.

a. Certificate of Ownership

b. Town Clerk

c. Planning Commission

d. Town Board

- 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.



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

(a) Submittal Requirements (electronic documents are required, though Staff may request additional paper copies)

1) Fee payment. Fee amount between \$5,000 or \$10,000 depending on scope; TBD by Town Manager. Checks or money orders payable to the Town of Superior can be made at Town Hall (124 E Coal Creek Dr) or by credit card over the phone (303-499-3675 ex 100) if not in excess of \$2500.

2) Complete application form (available on the [Current Planning](#) webpage).

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.

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

6) Mailing labels: Municipal Code section 16-2-60 requires the Town to provide written notice of public hearings to homeowners located within one thousand (1,000) feet of the property that is the subject of the application or appeal. Staff will provide the applicant with the list of addresses, and the applicant is then required to deliver mailing labels comprised from that list to Staff no later than twenty-one (21) days prior to date of the scheduled hearing.

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

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

9) Final site plan including a circulation and parking plan.

10) 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.

11) 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.

12) 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, streetlights, street signs, traffic control devices, survey monuments, culverts, bridges and landscaping features.

13) An executed copy of any subdivision improvement agreements applicable to the FDP. Provide a performance guarantee for improvements required by the FDP.

14) 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:

- 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) When a new street will intersect with a state highway, a copy of the state highway access permit.

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

17) 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.

18) 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.

19) 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.

20) The following engineering plans and data

- 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.

21) 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.

22) A description of proposed snow removal methods.

23) A detailed soils report for the FDP site prepared by a professional engineer.

24) An updated traffic study showing conformance to or detailing differences from the original PD traffic study.

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

- 26) A description and location map of temporary construction structures and signs.
  - 27) 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.
  - 28) Any other information deemed appropriate by the Manager for complete review of the application.
- (b) Drawings and Drawing requirements (electronic documents are required, though Staff may request additional paper copies):
- 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) 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 the following certification forms pursuant to the Certifications Section of the SDAS.
    - a. Certificate of Ownership
    - b. Planning Commission
    - c. Town Board
    - d. Town Clerk
  - 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 mailbox 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. 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.

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.

## **Lot line Adjustments**

(a) Submittal Requirements (electronic documents are required, though Staff may request additional paper copies):

- 1) Fee payment. Fee amount of \$500 by check or money order payable to the Town of Superior can be made at Town Hall (124 E Coal Creek Dr) or by credit card over the phone (303-499-3675 ex 100) if not in excess of \$2500.
- 2) Complete application form (available on the [Current Planning](#) webpage)
- 3) Project narrative, including a rationale and description of 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 certified survey final plat drawing of the subject of the property showing the lot line adjustment.
- 6) Any other information deemed appropriate by the Manager for complete review of the application.

(b) Drawing requirements (electronic documents are required, though Staff may request additional paper copies):

- 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) 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) A Cover Sheet for the plan map set with certifications pursuant the Certifications Section of the SDAS.
  - a. Surveyor's Certificate
  - b. Certificate of Ownership

c. Town Manager



## **Subdivision Exemption**

(a) Submittal Requirements (electronic documents are required, though Staff may request additional paper copies):

- 1) Fee payment. Fee amount \$500-\$5,000 depending on scope; TBD by Town Manager. Checks or money orders accepted payable to the Town of Superior can be made at Town Hall (124 E Coal Creek Dr) or by credit card over the phone (303-499-3675 ex 100) if not in excess of \$2500.
- 2) Complete application form (available on the [Current Planning](#) webpage)
- 3) Project narrative, including a rationale and description of 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 certified survey drawing of the subject of the exemption property.
- 6) Any other information deemed appropriate by the Manager for complete review of the application.

(b) Drawing requirements (electronic documents are required, though Staff may request additional paper copies):

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

a. Surveyor's Certificate

b. Certificate of Ownership

c. Town Manager

## **Annexation**

(a) Submittal Requirements (electronic documents are required, though Staff may request additional paper copies):

- 1) Fee payment. Fee amount \$5000-\$10,000 depending on scope; TBD by Town Manager. Checks or money orders accepted payable to the Town of Superior can be made at Town Hall (124 E Coal Creek Dr) or by credit card over the phone (303-499-3675 ex 100) if not in excess of \$2500.
- 2) Complete application form (available on the [Current Planning](#) webpage)
- 3) Project narrative rationale and description of the proposal, including the scope of the project and its principal features and attributes as well as a description of the relationship of the proposal to the Superior Comprehensive Plan. 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.
- 5) Mailing labels: Municipal Code section 16-2-60 requires the Town to provide written notice of public hearings to homeowners located within one thousand (1,000) feet of the property that is the subject of the application or appeal. Staff will provide the applicant with the list of addresses, and the applicant is then required to deliver mailing labels comprised from that list to Staff no later than twenty-one (21) days prior to date of the scheduled hearing.
- 6) A statement identifying the overall impacts of the proposed development on the Town, special districts, and specifically, the adjacent properties.
- 7) Evidence that the property can be served by public sewer, water and storm drainage services.
- 8) Annexation Petition and an Impact Statement identifying impacts to the Town and Special Districts.
- 9) A draft annexation agreement identifying dedications and other terms of the annexation.
- 10) Water rights conveyance agreement or cash-in-lieu agreement.
- 11) A certified annexation property boundary survey map with calculations certifying one-sixth boundary contiguity to the existing Town boundary.
- 12) 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.
- 13) Any other information deemed appropriate by the Manager for complete review of the application.

(b) Drawing requirements (electronic documents are required, though Staff may request additional paper copies):

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) 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) A Cover Sheet for the plan map set with certifications pursuant to the Certifications Section of the SDAS.

a. Surveyor's Certificate

b. Certificate of Ownership

c. Planning Commission

d. Town Board

e. Town Clerk

## **Vacation of Plat, ROW, Easement, etc.**

(a) Submittal Requirements (electronic documents are required, though Staff may request additional paper copies):

1) Fee payment. Fee amount \$500-\$5,000 depending on scope; TBD by Town Manager. Checks or money orders accepted payable to the Town of Superior can be made at Town Hall (124 E Coal Creek Dr) or by credit card over the phone (303-499-3675 ex 100) if not in excess of \$2500.

2) Complete application form (available on the [Current Planning](#) webpage)

3) Project 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.

5) Mailing labels: Municipal Code section 16-2-60 requires the Town to provide written notice of public hearings to homeowners located within one thousand (1,000) feet of the property that is the subject of the application or appeal. Staff will provide the applicant with the list of addresses, and the applicant is then required to deliver mailing labels comprised from that list to Staff no later than twenty-one (21) days prior to date of the scheduled hearing.

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 (electronic documents are required, though Staff may request additional paper copies):

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) 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) A Cover Sheet for the plan map set with certifications pursuant to Certifications Section of the SDAS.

- a. Surveyor's Certificate
- b. Certificate of Ownership
- c. Planning Commission
- d. Town Board
- e. Town Clerk

## Historic Designation

(a) Submittal Requirements (electronic documents are required, though Staff may request additional paper copies):

1) Fee payment. Fee amount \$500 by check or money order payable to the Town of Superior can be made at Town Hall (124 E Coal Creek Dr) or by credit card over the phone (303-499-3675 ex 100) if not in excess of \$2500.

2) Complete application form (available on the [Current Planning](#) webpage)

3) Project 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 (electronic documents are required, though Staff may request additional paper copies):

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) 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) A Cover Sheet for the plan map set with certifications pursuant the Certifications Section of the SDAS.

a. Planning Commission

b. Town Board

c. Town Clerk

## **VariANCES**

(a) Submittal Requirements (electronic documents are required, though Staff may request additional paper copies):

1) Fee payment. Fee amount \$500-\$5,000 depending on scope; TBD by Town Manager. Checks or money orders accepted payable to the Town of Superior can be made at Town Hall (124 E Coal Creek Dr) or by credit card over the phone (303-499-3675 ex 100) if not in excess of \$2500.

2) Complete application form (available on the [Current Planning](#) webpage)

3) 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.

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) Certified boundary survey, monumented with legal descriptions of the subject property and all existing and planned encroachments, if the variance involves building encroachments.

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

(b) Drawing requirements (electronic documents are required, though Staff may request additional paper copies):

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) 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) A Cover Sheet for the plan map set with certifications pursuant to Certifications Section of the SDAS.



- a. Surveyor's Certificate
- b. Certificate of Ownership
- c. Town Board of Adjustment
- d. Town Clerk