



**Town of Carbondale  
Administrative Site Plan Review  
Checklist**

(970) 963-2733

**Project Name:**

**Applicant:**

**Applicant Address:**

**Location:**

**Date:**

**Staff Member:**

**Section 2.3 of the UDC requires a pre-application meeting with planning staff prior to submittal of a land use application.**

**Per Section 2.3.2.B of the UDC, the Planning Director shall determine the form and number of application materials required.**

**Required Attachments**

- Filing Fee of \$400 **and Land Use Application (separate attachment)**
- The applicant shall submit to the Director all of the information required in the application packet, along with any information identified in the pre-application meeting and all required information stated elsewhere in this Code for a administrative site plan review. At minimum, the application shall include the following:
  - a. A site plan on a dimensioned plat of the property clearly indicating the following information:
    - i. The site location and dimensions.
    - ii. The immediately adjoining properties and an indication of the land uses existing existing on adjoining properties;
    - iii. The location on the site of all existing and proposed buildings and structures;
    - iv. The location of all parking areas (vehicle and bicycle), driveways, and sidewalks;
    - v. The location of all proposed landscaping and fencing or walls. Elevations of fences and walls shall be provided if proposed;
    - vi. The location of existing and/or proposed drainage facilities;
    - vii. The location of streets, alleys, trails;
    - viii. The location of all solid waste containers;
    - ix. The location of all snow storage areas; and
    - x. The location and size of existing and proposed utilities, existing and proposed easements and an indication of any changes in these utilities which will be necessitated by the proposed project.

