



**Planning & Development**  
11701 Community Center Drive  
Northglenn, CO 80233  
P: 303-450-8739  
F: 303-450-8708  
[northglenn.org](http://northglenn.org)

# SITE PLAN Application Guide

## OVERVIEW

A site plan is a review procedure intended to provide a process by which development is reviewed for compliance with development and design standards of the Unified Development Ordinance (UDO). The site plan review procedure ensures that the City has an opportunity to mitigate potential impacts of development prior to issuance of a building permit. A complete description of the procedures for a site plan review can be found in Section 11-6-5 of the UDO. Site plan applications are categorized as either major or minor; while minor site plans are approved by the Director of Planning and Development, major site plans require approval by the Planning Commission.

## SUBMITTAL REQUIREMENTS

The following application package must be submitted to the Planning and Development Department to commence review. Submittals should be electronic, or one (1) paper copy will also be accepted. Any missing information may cause the application to be incomplete and, therefore, rejected.

- Completed **Application Form**.
- Application Fee** of \$1,000 for major site plans; \$500 for minor site plans; \$100 for administrative amendments; and \$250 for amendments requiring Planning Commission approval.
- Project Description/Justification Letter** that summarizes the proposed development.
- Site Plan drawing package**, that includes all information required in the attached Site Plan Checklist. The site plan package shall be formatted in 24"x36" size. The site plan package shall be prepared by a licensed engineer and/or architect.

The following information may be required. Please refer to your Pre-Application Meeting notes to verify what additional information is required.

- ALTA Survey**, that shows all current improvements and easements on the property
- Traffic Impact Analysis**, prepared by a licensed engineer that assesses the traffic impacts of the project and provides recommendations for mitigation.
- Drainage Report**, required in accordance with the provisions of Chapter 16, Article 13 of the Municipal Code and must be prepared by a licensed engineer. Stormwater quality and detention are required on sites when more than one (1) acre is disturbed.
- Stormwater Easement and Maintenance Agreement**, including necessary easement and maintenance standards for all drainage and water quality improvements required as part of the development in accordance with the city's Public Works standards and specifications.
- Utility Report**, in accordance with Chapter 3 and 4 of the city's standard and specifications and must be prepared by a licensed engineer.
- Floodplain Development Permit**, in accordance with Article 4 of the UDO is required for all development located within a designated floodplain.
- Industrial Waste Questionnaire**, is required for all commercial or industrial development applications.



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**Additional Information**, as may be required by the Planning staff or if applicable to the proposed site plan request.

**PROCESS**

- Prior to submittal of a site plan application, you are required to schedule a Pre-Application Meeting in accordance with Section 11-6-4(a) of the UDO. Contact the Planning and Development Department at 303-450-8739 to schedule a Pre-Application Meeting.
- Applications can be submitted electronically to [development@northglenn.org](mailto:development@northglenn.org) or directly to Planning and Development Department staff at City Hall (11701 Community Center Drive).
- Upon receipt of an application, the Planning staff will review the application package for completeness. If the application is deemed complete, it will be referred out to the city's Development Review Committee, which consists of various city departments, including Planning, Building, Engineering, Public Works, North Metro Fire Rescue, and any other agency/department that might have an interest in the application.
- The Planning and Development Department will compile all comments from the various city departments and other agencies and provide a written review letter within 15 business days of submittal. If a resubmittal is required, it will be requested in the review letter. Any resubmittals will follow this same procedure.
- Once an application has completed the staff review, Minor Site Plans can be approved and Major Site Plans will be scheduled for public hearing before the Planning Commission . Major and Minor Site Plans are described later in this application guide.
- In order for a Site Plan to be approved, it must meet the approval criteria outlined in Section 11-6-5(a) of the code, which is further described later in this guide. Approvals may include conditions which must be addressed prior to issuance of a building permit to commence construction.
- Planning Commission meetings are scheduled the first and third Tuesdays of the month at 7:00 p.m. in the City Council Chambers at City Hall (11701 Community Center Drive). The exact date and time for your meeting will be coordinated with you upon a complete application.
- For Major Site Plans, the Planning and Development Department will notice the Planning Commission public hearing in accordance with code requirements, meaning that a sign will be posted on the subject property at least fifteen (15) days before the public hearing date. Additionally, staff will publish notice of the public hearing in the local newspaper and send mailed notices to all property owners within 300 feet of the request. Please note that the public hearing sign shall remain on the property until after the public hearing date. If a replacement sign is required, please contact the Planning and Development Department.
- Any decision on a Minor Site Plan made by the Director may be appealed to the Planning Commission. The Director may, for any Minor Site Plan, refer it to Planning Commission and/or City Council for recommendation and approval using the major site plan review procedure. Any decision on a Major Site Plan made by the Planning Commission may be appealed to the City Council.
- Following approval, a final executed site plan must be submitted with all applicable signatures. The city will retain record of all approved site plans and any subsequent amendments.
- No building permit may be issued until a site plan has been approved.



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- Site plan approvals shall expire if the authorized use or construction is not substantially underway within two (2) years after the date of approval or unless an extension is granted.

### **CODE REQUIREMENTS**

Section 11-6-5(a) of the Unified Development Ordinance (UDO) addresses the requirements for a site plan application. The following references are only excerpts from the UDO pertaining to the site plan review process. Additionally, site plan applications shall be in compliance with all applicable development standards and zoning district regulations identified in the UDO. Please refer to the city's Municipal Code for a complete listing of all requirements outlined in the UDO.

#### ***Section 11-6-5(a)(2)(A). Exemptions***

The following development is exempt from the site plan review procedure:

- a. A change in use that does not involve or require other development (such as new or expanded structures, additional parking, etc.);
- b. Tenant improvements that do not increase gross floor area or building height, increase the density or intensity of use, or affect parking or landscaping requirements; and
- c. Construction of single-family detached dwellings or duplex dwellings not to exceed nine dwelling units, additions to such dwellings, and structures accessory to such dwellings.

#### ***Section 11-6-5(a)(2)(B). Major Site Plan***

Major site plan approval is required for any of the following development, unless exempted from site plan approval under subparagraph 1 above.

- a. New development or the expansion of existing development requiring 10 or more new or added dwelling units;
- b. New development on a parcel larger than five acres;
- c. New development requiring 30 or more new or added vehicle parking spaces;
- d. Any single use or combination of uses proposed in a structure that is more than 10,000 square feet in building size, or multiple buildings totaling more than 10,000 square feet, not including single-family detached or duplex dwellings; or
- e. Any minor site plan determined by the Director to require major site plan review.

#### ***Section 11-6-5(a)(2)(C). Minor Site Plan***

Minor site plan approval is required for any development not meeting the requirements set forth in subparagraph B above, unless exempted from site plan approval under subparagraph A above.

#### ***Section 11-6-5(a)(3)(E)(iii). Major Site Plan Approval Criteria***

In reviewing a proposed major site plan application, the Planning Commission shall consider whether:

1. The site plan complies with applicable standards in this UDO, including Article 2, Zoning Districts; Article 3, Use Regulations; Article 4, Development Standards; and any other applicable standards of this UDO.
2. The site plan is consistent with any previously approved plat, planned unit development, or any other precedent land use approval; and
3. The site plan is consistent with the Comprehensive Plan and other adopted City policies and plans.

*Please note that a Site Plan must comply with*



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*all applicable requirements outlined in the Northglenn UDO.  
 The city's UDO can be found at [www.northglenn.org/municode](http://www.northglenn.org/municode).*

**SITE PLAN DRAWING PACKAGE CHECKLIST**

The following information shall be included as part of the Site Plan drawing package. The number of pages may vary based on the project.

COVER SHEET	
<input type="radio"/>	<p>The top center of the site plan shall contain the following information in the title block:</p> <p style="text-align: center;">NAME OF THE PROJECT            APPLICATION TYPE (MAJOR OR MINOR SITE PLAN)            ADDRESS            LEGAL DESCRIPTION</p> <p>Title block shall be continued on each sheet of the document.</p>
<input type="radio"/>	Vicinity map with scale and north arrow.
<input type="radio"/>	Contact information for the following: Owner, Developer, Architect, Landscape Architect, Engineer, Surveyor
<input type="radio"/>	<p>Site data table that includes the following:</p> <ol style="list-style-type: none"> <li>1. lot size</li> <li>2. zoning of the site</li> <li>3. building coverage</li> <li>4. parking coverage</li> <li>5. landscaping coverage</li> <li>6. impervious coverage</li> <li>7. number of parking spaces required (including the ratio) and provided</li> <li>8. number of accessible parking spaces required and provided</li> <li>9. required setbacks and proposed setbacks</li> <li>10. maximum height allowed and proposed height</li> <li>11. any other relevant data as requested by the Planning and Development Department</li> </ol>
<input type="radio"/>	<p>City Approval Certificate:</p> <p>This is to hereby certify that on ___ day of _____, 20____, the City of Northglenn, Colorado, has approved this site plan for the development of <u>____(Name of Development)____</u> in conformance with the ordinances of the City of Northglenn.</p> <p>By: _____            Chair, Planning Commission [Major Site Plans Only]</p> <p>_____            Director, Planning and Development</p>



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<b>Director, Public Works</b>	
<input type="radio"/>	<p><b>Owner's Certificate:</b></p> <p>I (or we), (name of owner/s), as Owners (whether one or more) of the (size of property in acres) tract described above and foregoing site plan (name of development) do hereby establish said development of said property according to all lines, dedications, restrictions and notation on said site plan. I (We) further certify that all improvements shown on said site plan shall be constructed in location shown.</p> <p>When owner is an individual or individuals        WITNESS my (or our) hand in the City of _____, _____, this ____ day of _____, 20____.</p> <p>_____</p> <p>(Name of owner, repeat if multiple owners)</p> <p>When owner is a company or corporation        IN TESTIMONY WHEREOF, the (name of company or corporation) has caused these presents to be signed by (name of president), its President thereunto authorized, attested by its Secretary (or authorized trust officer), (name of secretary or authorized trust officer), and its common seal hereunto affixed by this ____ day of _____, 20____.</p> <p>By: _____</p> <p>(Name of President or Authorized Agent)        (Name of Company)        (Title)</p> <p>ATTEST:</p> <p>By: _____</p> <p>(Name of Secretary or Authorized Trust Officer)        (Title)</p> <p>(Affix Corporate Seal)</p>
<input type="radio"/>	<p>Add the following note: Signage is not reviewed as part of this site plan approval. All signage requires a separate review in accordance with the requirements of the Sign Code.</p>
<b>Site Plan</b>	
<input type="radio"/>	Reference to the development name and address.
<input type="radio"/>	Scaling of site plan in engineering format.
<input type="radio"/>	North arrow.
<input type="radio"/>	Perimeter boundary of the site including dimensions, property corners, etc. Also include legal bearings and distances for all property lines.



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<input type="radio"/>	Location of all structures and improvements labeled as existing or proposed; including building, fencing, signage, sidewalks and walkways, parking lots, drive-thru facilities.
<input type="radio"/>	Show all building setback lines and label the shortest distances from each building to the nearest property line.
<input type="radio"/>	Location of all easements with Adams County reception numbers.
<input type="radio"/>	Square footage of any structures.
<input type="radio"/>	The city's parking standards are found in Section 11-4-6 of the UDO. Include dimensions of parking stalls and location of accessible spaces. Show location of bicycle parking.
<input type="radio"/>	Show vehicle stacking if the site contains a drive-thru facility.
<input type="radio"/>	Dimension drive aisles and driveway access points.
<input type="radio"/>	Show existing and proposed sidewalks. Sidewalks may be required if none currently exist.
<input type="radio"/>	Show the required accessible route from the building to the nearest sidewalk.
<input type="radio"/>	Show location of any existing or proposed dumpster enclosures. All dumpster enclosures must be screened with a solid wall and gate that is architecturally compatible with the main building.
<b>Grading and Drainage Plan</b>	
<input type="radio"/>	Show location of all structures and improvements on the site.
<input type="radio"/>	Show existing and proposed contours in 1-foot intervals.
<input type="radio"/>	Include all drainage, detention and stormwater quality improvements and label.
<input type="radio"/>	If subject site is located within a designated floodplain, then the location and elevation of the floodplain and floodway must be shown on the plan.
<input type="radio"/>	All requirements outlined in the City's adopted Public Right-of-Way Standards and Specifications.
<b>Utility Plan</b>	
<input type="radio"/>	Show location of all structures and improvements on the site.
<input type="radio"/>	Include and label existing utilities and include sizing information for water, sewer, electrical, and gas.
<input type="radio"/>	Show the location of all proposed utilities. Include tap and meter locations and size for water and sewer connection. If a meter/tap exists, label it on the site plan as existing and identify size.
<input type="radio"/>	If a grease interceptor is required, show its location.
<input type="radio"/>	Show the location of any required backflow preventer.
<input type="radio"/>	Show the location of all fire hydrants in the general vicinity. The Fire Code requires a hydrant within 150' of any portion of a building.
<input type="radio"/>	All requirements outlined in the City's adopted Public Right-of-Way Standards and Specifications.



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Landscape Plan	
<input type="radio"/>	Landscape plan must show the location of all proposed plantings and must clearly label them.
<input type="radio"/>	A landscape table shall be provided that identifies: <ol style="list-style-type: none"> <li>1. The number of trees and shrubs required (including calculation) and proposed</li> <li>2. Amount of high-water use landscaping (not to exceed 50%) and turf (not to exceed 30%)</li> </ol>
<input type="radio"/>	Location of any existing trees on site proposed to be retained or removed. Any tree removed that is 4" caliper or greater must be replaced.
<input type="radio"/>	Parking lot landscaped islands for parking lots exceeding 12 spaces.
<input type="radio"/>	Any landscape buffering required when residential is adjacent must be shown on the landscape plan.
<input type="radio"/>	Show location and description of any proposed fencing.
Building Elevations	
<input type="radio"/>	Include a scaled detail of all building elevations, including building materials and color.
<input type="radio"/>	Building facades must comply with the architectural and design requirements of Section 11-4-8.
<input type="radio"/>	Details should be provided for any trash enclosure.
<input type="radio"/>	Elevations will need to include the height of the structure.
<input type="radio"/>	The location of all roof-mounted mechanical equipment should be identified. All mechanical equipment shall be screened from view of adjacent properties.
Photometric Plan	
<input type="radio"/>	Include location of all exterior lighting. Details and specifications must be included for all light fixtures.
<input type="radio"/>	Include light levels across the property in footcandles.



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**PROJECT INFORMATION**

Site Plan Type:  Major  Minor  Amendment

General Description of Request: \_\_\_\_\_  
\_\_\_\_\_

*Attach a Project Description Letter that describes in detail the request.*

Property Address or Location: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Zoning District: \_\_\_\_\_ Lot area: \_\_\_\_\_

**PROPERTY OWNER(S) INFORMATION**

Name: \_\_\_\_\_

Company (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**AUTHORIZED AGENT (If other than owner)**

Name: \_\_\_\_\_

Company (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**OWNER(S) & AGENT CERTIFICATION**

I hereby depose and state under the penalties of perjury that all statements, proposals and/or plans submitted with/or contained in this application are true and correct and the application is complete to the best of my knowledge and belief.

Agent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner(s)' Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

**STAFF USE ONLY:**

Case Number:  
\_\_\_\_\_

Date Application Received:  
\_\_\_\_\_