



SITE PLAN REVIEW

**Community Development Department
8101 Ralston Road
Arvada, Colorado 80002**

SITE PLAN REVIEW

The Site Plan Review process is an administrative review that covers the final detail for site design, landscaping, architecture, public improvements to ensure compliance with the development and design standards and provisions of the Land Development Code.

A Site Plan Review is required before issuance of a building permit for the following types of development that are not included in an approved Final PUD Development Plan:

- A. Any commercial or industrial use.
- B. Any group living facility use with more than 5 residents.
- C. Any mobile home park use.
- D. Any multi-family dwelling use.
- E. Any residential use proposed at a density greater than that of an adjacent "rural residential area".
- F. Any development where more than one principal building will be sited on a single lot.
- G. Any development intended for occupancy by a combination of a principal residential use and one or more principal nonresidential uses.
- H. Any civic or institutional use, except for the following uses:
 - 1. Forest or range land'
 - 2. Public lands, parks, and building; and
 - 3. Minor public utilities.
- I. Any accessory dwelling unit use.

Applications for site plan review shall be submitted to the Community Development Department and will be reviewed for completeness. A neighborhood meeting may be required. The Community Development Department will determine if this will be required and will advise the applicant at the pre-submittal meeting or prior to a formal submittal.

The Community Development staff will review the proposed site plan and distribute the application to other departments and referral agencies for review. Based on the results of those reviews, the Community Development Director will take final action on the site plan application and either approve, approve with conditions, or deny such application.

Approval Criteria

A Site Plan Review application shall be approved by the Community Development Director if the Site Plan meets all of the following criteria:

1. The Site Plan is consistent with the Comprehensive Plan.
2. The Site Plan is consistent with any previously approved subdivision plat, PUD development plan, rezoning concept plan, or other precedent plan or land use approval.
3. The Site Plan complies with all applicable development and design Standards set forth in this Code, including but not limited to the provisions in Article 4, "Zoning District," Article 5, "Use Regulations," and Article 6, "Development Standards."
4. Any significant adverse impacts resulting from the use will be mitigated or offset to the maximum extent practicable.
5. For residential development proposed at a density greater than that of an adjacent "rural residential area," the Site Plan is compatible with the character and density of the existing, adjacent rural residential area. In making such determination, the Community Development Director shall apply the following criteria:
 - a. The Site Plan incorporates a rational and compatible transition in Density, design, and use as the new higher-density development approach the established rural residential area.
 - b. The Site Plan's proposed vehicular circulation and access system is adequate to carry the anticipated traffic generated by the new development without adversely affecting the existing rural residential area.

In applying the above criteria, the Community Development Director will take into consideration the extent to which the existing rural residential area is already adjacent to existing, developed areas other than the proposed new development, and whether the Site Plan, if approved, will create a positive precedent for the future cumulative development of the immediate area.

Lapse of Approval

The right to develop in accordance with an approved Site Plan shall automatically lapse and be null and void if all development shown on the approved Site Plan is not complete within three (3) years of the date of Site Plan approval.

Note: A listing of the applicable sections of the Land Development Code is provided for your review; please refer to these sections for more details: *Section 3.15 Site Plan Review, Section 5 Use Regulations, Section 6 Development Standards and Section 7 Subdivision Regulations and Improvements.*

CITY OF ARVADA

SITE PLAN REVIEW APPLICATION CHECKLIST

The checklist below is intended to summarize the requirements of the Land Development Code. Please refer to the Code for specific details. Please note that the City's referral policy requires you to provide us with pre-packaged referral packets as part of your submittal. Prior to officially submitting an application, the Project Planner assigned will prepare a checklist identifying what information is to be provided to each agency. All required materials must be included along with a complete application form in order for an application to be processed.

APPLICATION ITEMS:

- A. Executed Application Form and Processing Fees
- B. Legal Description, Current Proof of Ownership, Title Commitment and Covenants
- C. Statistical Fact Sheet
- D. Vested Property Right request (if applicable)
- E. Request for Engineering Review
- F. Legal description of disk (Word 6.0)
- G. Reports and Studies – For further detail and clarification refer to the City Land Development Code (Note: Additional studies may also be required.)
 - 1. Architectural Elevations and Architectural Guidelines
 - 2. Environmental Audit, if applicable
 - 3. Final Utility Plan
 - 4. Erosion Control Plan
 - 5. Final Public Improvement Construction Plan
 - 6. Final Drainage Study/Plan
 - 7. Final Landscape Plan
 - 8. Traffic Study, if applicable
 - 9. Soils, Geotechnical Report, if applicable
 - 10. Lighting Plan, if applicable
 - 11. Site Plan

Review Process Information

- A. A Neighborhood Meeting may be required before submittal of a formal application. If required, you must coordinate the scheduling of this meeting with the Community Development Department. Written notice must be given at least 12 days prior to the meeting date.
- B. Revised submittals after initial review. Depending on the nature of the Proposed projects, one or more sets of revised plans may be required during the review process.
- C. The Site Plan approval is an administrative process and requires no public hearings. The Community Development Director approves a Site Plan if it meets the established criteria.