

SECTION 27 SITE IMPROVEMENT PLAN

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2701 Intent *(Amended 07/08/08)*

The Site Improvement Plan (SIP) process is required to ensure that development will be in conformance with the Comprehensive Master Plan, Subdivision Resolution, and Zoning Resolution (as amended), and all applicable Federal, State, and local standards. The SIP provides for the enhancement of the County's socioeconomic fabric through sensitive site and building design, and ensures the hardscape and landscape environments are attractive and in balance with the overall bulk and massing of building architecture. The process also encourages sustainability through water conservation, passive energy benefits through appropriate site design, and supports multi-modal transportation options and use of alternative energy sources, when appropriate.

Successful site design will positively influence community property values while ensuring compatibility with adjacent uses. Buildings should be in scale and harmony with the character of the community and environment.

An SIP shall be required for any use or a change in use for any multifamily dwelling; mobile home park; business, commercial or industrial development; any Use by Special Review; a library; a utility major facility; a utility service facility; and any project containing a structure 120 square feet or greater in size, or that occupies an area greater than 500 square feet; or for similar uses contained within a Planned Development, including single-family attached dwellings.

The applicant may submit the building permit application to the Building Division concurrent with the SIP application, upon receiving written approval from the SIP Review Board Manager. Building permits shall not be issued for any development that is not in conformance with the approved SIP.

The SIP shall be defined as: a set of detailed plans and associated information, which shall contain at a minimum:

- Site plan (horizontal layout)
- Landscape plan
- Lighting and photometric plan and fixture detail sheets
- Grading plan
- Drainage report and plan
- Building elevations
- A product sample board or photographic samples

Floor plans, roof plans, three-dimensional drawings, photometric point analysis, and models may be required based upon the potential impacts associated with the proposal prepared in accordance with this section.

2701.01 When vesting is requested, the SIP shall be designated as the Site Specific Development Plan for the purpose of vesting property rights for multifamily, business, commercial, industrial, major facilities of a public

utility, or similar uses contained with a Planned Development. Approval of a Site Specific Development Plan for the purpose of vesting property rights shall be in accordance with the Vested Rights section of this Resolution. The Site Specific Development Plan shall be subject to the terms and conditions applied to the SIP by the Review Board.

- 2701.02 A Preliminary Improvement Plan (PIP) (concept/marketing) shall be defined as a set of plans which are preliminary and conceptual in nature and may include all or some of the SIP elements as required by the Review Board. The purpose of the PIP is to provide an applicant with approval of a design, which through increased detail and further refinement, may be approved as an SIP. The PIP shall not be used to obtain a building permit.

2702 Site Improvement Plan Review Board *(Amended 07/08/08)*

The Site Improvement Plan Review Board is hereby established and shall be referred to as the Review Board. The Review Board shall review all SIP s and supplemental information related to the plan.

- 2702.01 The following staff members shall comprise the Review Board:

- Planning Division (staff planner and Review Board Manager)
- Engineering Division (staff engineer and Development Review Manager)

The Planning Division may include any referral agency or interested party in the review of the SIP in order to promote the health and safety of the citizens and landowners of Douglas County.

- 2702.01 The Director of the Community Development Department shall appoint a Review Board Manager who will facilitate the following:

- The presubmittal meeting with the applicant
- Review of submittals for completeness and acceptability
- Development review conferences/Review Board meetings (as needed)
- SIP minor revisions and modifications
- Financial surety acceptance for site improvements as outlined herein
- Approval of signatory process for the SIP

2703 Approval Standards *(Amended 07/08/08)*

- 2703.01 Prior to the approval of the SIP, the applicant shall submit a fully executed "Requirements for Release of Certificate of Occupancy" or "Requirements for Final Inspections" form, as determined by the staff planner (available from the Planning Division). *(Amended 3/28/01)* Use and development of the site shall conform to the approved SIP. *(Amended 10/14/02)*

- 2703.02 Prior to approval of the SIP, the applicant shall provide the required (and fully executed) original Site Improvement Plan Improvements Agreements (SIPIA) with cost estimates, unless waived by the Review Board Manager based upon the scale and impact of the project.
- 2703.02.1 The staff planner and staff engineer shall acknowledge the acceptability of the cost estimates for the SIPIA.
- 2703.02.2 Once staff has acknowledged the acceptability of the SIPIA, it shall be reviewed and approved by the County Administrator and County Attorney's Office.
- 2703.03 All SIPs shall be fully detailed in accordance with this Section 27 (as applicable). Approval of SIP revisions/modifications shall be in accordance with this Section 27.
- 2703.04 SIPs within a Planned Development may be required to meet standards different than those provided herein. Refer to the specific Development Plan/Guide on record in the Clerk and Recorder's Office.
- 2703.05 The S I P shall be prepared in accordance with generally accepted State, Federal, and professional standards.
- 2703.06 Dedications as authorized in the Douglas County Subdivision Resolution shall be required, as applicable for all SIPs.
- 2703.07 The SIP shall be in compliance with the Douglas County Comprehensive Master Plan, Subdivision Resolution, and Zoning Resolution, as amended.
- 2703.08 The SIP shall be in compliance with the Douglas County Roadway Design and Construction Standards Manual, as amended.
- 2703.09 The SIP shall be in compliance with the Douglas County Storm Drainage Design and Technical Criteria Manual, as amended.
- 2703.10 The Review Board Manager may require detailed technical studies, based upon the scale and impact of the project.
- 2703.10.1 The detailed technical studies cited above may include by reference, but not limitation, the following: soil, traffic, drainage, water, shadow, electromagnetic/RF, noise, wildlife, environmental, and lighting.
- 2703.10.2 The County may require that an independent outside consultant be retained, at the applicant's expense, to perform such studies and/or review such studies when performed by the applicant.
- 2703.11 The Review Board Manager, based upon the scale and impact of the project, may require the applicant to provide a recorded Reciprocal

Easement Agreement (REA) and/or restrictive covenants. The Review Board Manager may require that the aforementioned documents (or a portion thereof) shall not be eligible for revision without approval from the Review Board Manager.

2703.12 The final status of an SIP shall be formally determined via the SIP Review Board Notice of Action.

2703.12.1 The date considered to be the final action for the SIP shall be the date noted on the Notice of Action.

2703.12.2 Should a discrepancy exist between the dates on the SIP and Notice of Action, the date of the Notice of Action shall rule.

2703.12.3 Notice of Action shall be mailed to the applicant, the adjacent property owners who received courtesy notices, any affected HOAs that received courtesy notices, as described herein. The Notice of Action shall be mailed certified, within 3 calendar days of final action.

2703.13 Where an SIP is required in order to bring an existing use into compliance with applicable regulations, all improvements must be completed within 6 months of the SIP approval, unless otherwise agreed to in writing by the owner and the County.

2704 General Procedure (Amended 07/08/08)

2704.01 Prior to submittal of the SIP, the applicant shall attend a presubmittal meeting with the Review Board Manager or designee to discuss the procedures and submittal requirements, unless waived by the Review Board Manager.

2704.01.1 At a minimum, the following shall be provided by the applicant at the presubmittal meeting:

- Existing zoning of proposed site
- Conceptual site layout
- All adjacent zoning and existing uses
- Access locations – proposed and existing
- Existing contours and preliminary proposed grades
- Conceptual drainage information
- Vicinity map \pm 2 mile radius with major road intersection labels
- Conceptual building exterior elevations

2704.01.2 The applicant will be provided with completed presubmittal meeting notes and a submittal checklist within 7 calendar days of the meeting.

2704.02 The applicant shall submit to the Planning Division, as one packet, all information and fees in accordance with the general submittal requirements in this Section 27.

2704.02.1 Cell Sites – SIPs specific to cell sites, in accordance with Section 27A herein, may follow an abbreviated process. The format and required process will be detailed at the required presubmittal meeting noted above.

2704.02.2 Retail Pads – Retail pad sites, located within a previously approved SIP, may follow an abbreviated submittal and approval process. The format and required process will be detailed at the required presubmittal meeting noted above.

2704.03 The final action on an SIP for the location, construction, and improvements of electrical and natural gas facilities, including but not limited to:

- Substations
- Transmission lines
- Structures and equipment associated with such electrical generating facilities, substations, or transmission lines
- Structures and equipment used for the local distribution of natural gas service, e.g., compressors, gas mains, and gas laterals must occur within 90 days after the submittal date, unless the provider and the County reach agreement on an amended time period. [*§29-20-108 C.R.S.*] (*Amended 3/28/01*)

2704.04 Staff will review the submittal for completeness within 7 calendar days of its receipt. Incomplete submittals will not be accepted. The applicant will be given the opportunity to either submit additional information as required, or to have the submittal information returned/discarded.

2704.05 Within 7 calendar days of designating submittal information complete, and therefore, an official project file, staff will date stamp the land use application and forward the file to the Review Board Manager for review process initiation and assignment to a planner. Designation as complete/official project file only refers to submittal elements and not necessarily design elements or referral agency concerns.

2704.06 COURTESY NOTICE

In addition to sending out referral packages, the applicant shall also prepare and forward courtesy notices to adjacent land owners, explaining the proposal. Adjacent landowners shall be identified by address as shown in the records of the Douglas County Assessor's Office. The courtesy notices shall contain, at a minimum, the following information:

- Cover letter with applicant contact information (name, phone number, fax, address) and contact information for the planner;
- Project narrative (same as submitted to the Planning Division);
- Vicinity map, with a two mile radius, showing the site; and
- Additional information as deemed appropriate by the planner.

Courtesy notices shall be mailed to the following land owners:

- All adjacent owners, to such addresses shown in the records of the Douglas County Assessor Office, including those across streets or open spaces/parks and easements;
- All owners to such addresses shown in the records of the Douglas County Assessor Office, using a shared access easement that is proposed for the SIP access;
- All County-recognized HOAs within one mile of the project site, unless the project is in a non-urban area, per the Comprehensive Master Plan. In this case, courtesy notices shall be sent to all County recorded HOAs within two mile radius.

Once the courtesy notice has been completed, the applicant shall provide staff with the following items:

- Alphabetical list of the adjacent landowners;
- Map showing the site and the location of the adjacent landowners;
- Copy of the notice sent to the landowners and HOAs; and
- Certificate of mailing:

The person completing the mailing of the courtesy notice shall execute a certificate of mailing. Such certificate shall read as follows:

CERTIFICATE OF MAILING	
Site Improvement Plan Courtesy Notice	
I hereby certify that a true and correct copy of the attached courtesy notice was placed in the U.S. mail, first-class, postage prepaid this _____ day of _____, 20____, and addressed as follows:	
(list of addresses)	

(signature of person completing the mailing)	(printed name)

In the event a courtesy notice is not sent to an owner shown in the records of the Douglas County Assessor Office as required herein, the Planning Division or planner shall direct the applicant to send the notice to such property owner immediately, but not later than prior to the final action.

2704.07.1 Within 20 calendar days of the date that the official application is date-stamped and accepted for review process initiation, the staff planner will

notify the applicant if the plans are acceptable from a design/format standpoint and are therefore ready to begin the referral process.

- 2704.08 The referral period shall be 35 calendar days. Upon receipt of all referral comments, the applicant and the staff planner shall discuss the requested SIP revisions.
- 2704.08.1 The Review Board Manager may reduce the referral period upon concurrence by the Engineering Division. In the event the referral period is reduced, it will be the applicant's responsibility to obtain comments from the agencies within the reduced time frame.
- 2704.08.2 The referral period may be extended, if necessary. The applicant shall be notified of any extension of the referral period.
- 2704.08.3 Additional referral periods may be required based upon the extent of design changes promulgated through the initial referral period. The length of each additional referral period shall be determined by the Review Board Manager.
- 2704.08.4 Staff shall forward individual referral comment letter/s to the applicant as they are received. Within 7 calendar days of the end of the referral period/s, staff shall forward all referral comments, both internal and external to the applicant and request a written response in addition to revised plans.
- 2704.09 Subsequent to the referral period(s), the applicant shall resubmit the SIP revised to satisfactorily address the issues raised during the referral period(s). All resubmitted plans must contain a revision date, located in proximity to the original submittal date.
- 2704.10 A written response to all referral comments shall be provided by the applicant along with the SIP resubmittal.
- 2704.10.1 Within 10 calendar days of receipt by staff of the revised SIP plan set, along with the applicant's written response to the referral comments, the planner shall contact the applicant as to the acceptability of their resubmittal.
- 2704.10.2 If the resubmittal is acceptable, the applicant proceeds to the SIPIA and CO requirements phase as noted below.
- 2704.10.3 If the redesign/resubmittal is unacceptable, staff shall provide a second set of written comments, detailing the deficiencies, within 10 calendar days of receipt of revised SIP. External agencies may be contacted for additional comment, and their concerns shall be included in the written comments. Additional time to receive their comments may be necessary.

- 2704.10.4 Based upon acceptability of the resubmittal/redesign, it may be necessary to have a third set of written comments, detailing the deficiencies. These shall be provided to the applicant within 10 calendar days of receipt of revised SIP. External agencies may be contacted for additional comment, and their concerns shall be included in the written comments. Additional time to receive their comments may be necessary.
- 2704.10.5 Based upon the acceptability of the revised SIP, the SIP will be considered ready to be approved, approved with conditions, denied, or closed. If the revised SIP is unacceptable, no additional reviews shall be granted unless the applicant signs the request for continued review form. The applicant also has the option of voluntarily withdrawing the application.
- 2704.10 Unless waived by the Review Board Manager, an SIPIA is required to secure the costs of improvements based upon the SIP.
- 2704.11 Following the submittal of the SIPIA as required, the planner shall have 14 calendar days to review the SIPIA for consistency with the revised plans and direct the applicant's authorized representative to either make revisions to the SIPIA or submit a final SIPIA.
- 2704.12 Final plan sets shall consist of one ROLLED set with original, notarized signature(s), and four FOLDED copies of the executed original set.
- 2704.13 The Requirements for Release of CO or Requirements for Final Inspections form, as applicable, shall be executed and submitted to the staff planner prior to SIP approval. (Form available from the Planning Division or on the Douglas County website, www.douglas.co.us) *(Amended 3/28/01)*
- 2704.14 The SIP shall be approved, approved with conditions, or denied. The proposed SIP shall comply with the Douglas County Comprehensive Master Plan, as amended, and the requirements of this Resolution. If the SIP is denied, written comments of the Review Board members, shall be provided to the applicant within 7 calendar days of the denial.
- 2704.14.1 An approval or denial of the SIP may be appealed to the Director. An appeal shall be submitted in writing and submitted to the Planning Division within 15 calendar days of the date of SIP Notice of Action as described herein.

If the Director upholds the decision of the Review Board, the decision may be appealed to the Board of Adjustment (BOA), in writing, and submitted to the Planning Division within 15 days of the decision by the Director. The planner shall then schedule the appeal for a public

hearing before the BOA within 30 days from the time appeal was submitted.

- 2704.14.2 Upon failure to request an appeal, as noted above, the decision becomes final.
- 2704.14.3 If the action being appealed is either upheld/overturned by the Board of Adjustment, the action may be appealed in court.
- 2704.14.4 Once a SIP is denied, the submittal of a new application and processing fee shall be required in order to pursue another proposed SIP. A resubmittal of the same or substantially same request, as determined by the Director, shall not be accepted within 1 year of such denial. The applicant may appeal a decision of the Director to not accept an application, in writing, to the BOA within 15 calendar days from the date of the decision.
- 2704.15 If the scale, impact or phasing of the proposed development warrants, the Review Board Manager may require that the SIP and any other plans or appropriate supplementary materials be recorded in the Office of the Clerk and Recorder.
- 2704.15.1 When a SIP is to be recorded, the applicant shall provide two complete sets of the final approved SIP plan sets on mylar. The final mylar SIP set shall be a tapeless, spliceless, and creaseless original film mylar drawings (a minimum of 3 millimeters thick) using only permanent black ink that will adhere to drafting films (no ball point, transfer type or stickybacks); or an acceptable "fix-line" photographic reproduction or computer generated reproduction (emulsion up) of the original drawings. Inaccurate, incomplete or poorly drawn plans, as well as, Diazo (sepia) or electrostatic generated (Xerox) plans shall be rejected.
- 2704.15.2 The applicant shall submit the required recordation fees along with the mylars noted above.

2705 Performance Requirements *(Amended 07/08/08)*

- 2705.01 An SIPIA is required in order to specify the nature and timing of the work to be completed, unless waived by the Review Board Manager. The Engineering Division shall provide the correct format of the needed SIPIA, dependent upon the types of improvements required.
- 2705.01.1 For landscaping, lighting, and site furnishings, the staff planner may require that the applicant provide up to three bids by a qualified professional, to determine the cost of the required improvements as identified in the SIPIA, at no cost to Douglas County. Based upon

these bids, the planner and engineer shall determine the acceptability of the SIPIA cost estimates.

2705.01.2 Following staff acceptance of the SIPIA, the Engineering Division shall forward it to the County Administrator and County Attorney's Office for review and approval.

2705.02 Use and development of the site shall conform to the approved SIP.
(Amended 10/14/02)

Subsequent to approval of the SIP and issuance of a building permit, when applicable, a CO may be issued, if the construction of all buildings is completed and all parking, drainage improvements and landscaping elements are installed (including fences, walls, walks, water features, bike racks, trash enclosures, street furniture, lighting, etc.) in accordance with the approved SIP, as determined by a site inspection performed by the Planning and Engineering Division staff. The applicant shall perform the tasks required by the Requirements for Release of CO form (available from the Planning Division) prior to any final site inspections. *(Amended 3/28/01)*

Prior to the issuance of a CO, the applicant shall submit to the Engineering Division as-built plans for any required detention pond and water quality facilities, as well as an Engineer's certification stating that the detention pond and water quality facilities have been constructed in accordance with the approved Drainage Report and Plan.

2705.02.1 Occupancy of the site shall not be permitted until the site is clean, safe, and free of all construction debris, as determined by Douglas County field inspectors.

2705.02.2 If adverse weather immediately preceding the CO request prevents the installation of parking, drainage or landscaping elements, a Temporary Certificate of Occupancy (TCO) may be issued (for non-residential projects) upon the applicant providing an Irrevocable Standby Letter of Credit as surety. Bonds (performance, surety, etc.) are not acceptable.

2705.02.3 This surety shall be in an amount equal to 115 percent of the cost of the unfinished work, in accordance with the cost estimates contained in the SIPIA, and shall be submitted prior to the issuance of a TCO. The surety will be held by Douglas County and released, as set forth in the SIPIA, when the work is deemed complete by the planning and engineering staff. The staff planner and Review Board Manager shall coordinate the surety for the landscape and lighting improvements, and the staff engineer shall coordinate the surety for drainage and parking improvements.

- 2705.02.4 When a TCO is issued, based on surety as provided for herein, prior to the completion of all site improvements, the time for the completion of site improvements shall not exceed 6 months.
- 2705.02.5 Failure by the applicant to complete the work or to request a time extension shall result in a forfeiture of the surety and shall cause Douglas County to initiate the construction of such improvements, as detailed in the SIPIA. The Director may grant no more than one time extension of not more than 6 months upon receipt of a written request, accompanied by an extension of the financial surety.
- 2705.03 When a CO is not required, the following shall apply regarding approvals and surety:
- 2705.03.1 When a building addition or modification is proposed, all building improvements and all site improvements (drainage, parking, landscaping, lighting, etc.) shall be fully completed prior to final building inspections by the Building Division. The applicant shall perform the tasks required by the Requirements for Final Inspections form prior to any final site inspections. *(Amended 3/28/01)*
- 2705.03.2 If there is a land use change, but no building construction or exterior alteration proposed, all site improvements shall be completed within 6 months of SIP approval. The Director may grant no more than one time extension of not more than 6 months, upon written request by the applicant, for good cause shown.
- 2705.03.3 If the scale, impact, or phasing of the proposed development warrants, a letter of credit may be required at the time of SIP approval to ensure the required improvements are completed. The letter of credit shall be in an amount equal to 115% of such improvements.
- 2705.03.4 The surety will be held by Douglas County and released, as set forth in the SIPIA, when all site improvements, as identified in the SIPIA, are deemed completed by the planning and engineering staff.
- 2705.04 Files that are inactive, due to the applicant's failure to submit requested materials for a period of 4 months, shall automatically close, and the resubmittal of a new application and fees shall be required to pursue further process.

After 3 months of inactivity, staff shall notify the applicant in writing that the application shall be closed within 30 calendar days. If the applicant fails to submit all the required and/or revised materials within the remaining 30 days, staff shall notify the applicant in writing that the SIP application is closed.

2705.05 The Review Board Manager may grant no more than one time extension, not to exceed 6 months, upon written request from the applicant, for good cause shown, within 15 calendar days of the date of the closure notice.

2706 Expiration of Approval (Amended 07/08/08)

2706.01 The SIP shall be effective for a period of 3 years from the date of approval, unless stated otherwise in such approval. Building permits shall not be issued based on SIPs that have an approval date more than 3 years old, unless the SIP notes a different effective period per above.
(Amended 4/24/02)

2706.01.1 For fully detailed multi-phased plans, building permits shall not be issued based on an approval date more than 3 years from the date of Phase I approval, unless otherwise stated on the SIP.

2706.01.2 The Director may grant one time extension, of not more than 6 months, upon a written request by the applicant, prior to the expiration of the SIP. Failure by the applicant to request a time extension prior to the expiration of the SIP shall render the unbuilt portion of the plan null and void. The submittal of a revised SIP and fees shall be required to obtain a building permit for further site improvements.

2706.01.3 When an SIP is approved for an existing use that has been operating without an SIP in violation of applicable regulations, all improvements shall be completed within 6 months of an SIP Notice of Action date, unless otherwise agreed to in writing by the applicant and the County.

2706.02 A PIP shall be valid for a maximum of 6 months from the approval date. The Director may grant one time extension of not more than 6 months, upon a written request by the applicant, prior to the expiration of the PIP.

2707 General Submittal Requirements (Amended 07/08/08)

The applicant shall be required to submit the following information to the Planning Division. Incomplete applications shall not be accepted for processing. For the purpose of the review process, the plans described herein shall be submitted as bound, stapled, and folded (approximately 9"x12") sets of paper bluelines or blacklines.

2707.01 A completed Planning Division SIP submittal checklist and presubmittal meeting notes previously provided to the applicant by staff (unless waived by the Review Board Manager).

2707.02 A completed land-use application form (available from the Planning Division or on-line).

- 2707.03 Application fee (Planning Division fee only, fee schedule available from the Planning Division or on-line). Engineering Division review fees will be collected by the Engineering Division during the referral stage of the SIP process.
- 2707.04 Narrative description of project – 1 copy, including specific language stating how concerns from the presubmittal meeting have been fully addressed. *(Amended 3/28/01)*
- 2707.05 Site Improvement Plan Set – 2 copies. *(Amended 3/28/01)*
- Site plan exhibit
 - Lighting and photometric plan and fixture detail sheets (see lighting standards within this Section 27 and Section 30 of this Resolution)
 - Landscape plan
 - Grading plan
 - Exterior elevations of the proposed structures – plus 1 color rendering, unless waived by the Review Board Manager.
- 2707.06 Phase III Drainage Report and Map – 1 copy of report with 2 copies of map. *(Amended 3/28/01)*
- 2707.07 A product/materials sample board(s) which specifies all manufacturer colors and numbers, unless waived by the Review Board Manager. The sample board shall be 24"x36" or smaller. Photographs of materials may be used when approved by the Review Board Manager.
- 2707.08 Photographs taken of on-site and off-site existing conditions, keyed to a site plan (8 ½"x11" reductions acceptable).
- 2707.09 Proof of ownership consisting of a current title insurance policy or title commitment no more than 30 calendar days old from the date of the application, or other documentation acceptable to the Review Board Manager on a case-by-case basis.
- 2707.10 A notarized letter of authorization from the landowner permitting a representative to process the application, when the landowner and applicant are different.
- 2707.11 A paper copy of the recorded final plat for which the SIP is proposed (available from the Clerk and Recorder's Office); or for unplatted land, a certified boundary survey of the site prepared by, or under the supervision of, a registered professional land surveyor licensed within the State of Colorado.

- 2707.12 Engineered site construction drawings, unless waived by the Engineering Division – 2 sets (contact the Douglas County Engineering Division and any affected special district for details).
- 2707.13 A sound study, when proposed residential units are located abutting a Federal, State, or major regional arterial highway or within the CARA Noise Zones (defined within this Zoning Resolution), identifying the current noise levels and projected noise levels based on projected highway expansion. Site design may be required to mitigate noise impacts. *(Amended 3/28/01)*
- 2707.14 Referral Packets – All SIPs as noted below shall be properly bound, stapled and folded to approximately 9"x12". Referral packets not in this format can not be accepted by the Planning Division unless a written waiver from the Review Board Manager accompanies such. All plans shall be on 24" x 36" sheets.
- 2707.14.1 When more than 1 sheet is required to delineate the project area, a composite plan showing the entire project area, including a key sheet diagram, shall be provided on the front page.
- 2707.14.2 Once the staff planner has informed the applicant of the agencies to receive referral packets, the applicant shall submit the referral packets to the Planning Division in unsealed envelopes, addressed to the appropriate agency (no return address), with all plan sets and submittal information properly bound, stapled, folded, and compiled. At a minimum the following shall be included in the packets:
- Copies of the completed land-use application form and project narrative
 - Site plan
 - Landscape plan
 - Grading plan
 - Lighting and photometric plan and fixture detail sheets
 - Building elevations
- 2707.14.3 The referral packet for the Douglas County Engineering Division shall be submitted as noted above, but shall also contain, at a minimum, the following:
- A completed Public Works Application Form and Engineering Division Fees (Engineering fee schedule available from the Engineering Division) if not already submitted
 - A completed Planning Division land-use application form (copy) and narrative, as submitted to Planning.
 - Site Improvement Plan Set – 2 copies. *(Amended 3/28/01)*
 - Site plan

- Landscape plan
- Lighting and photometric plan and fixture detail sheets
- Phase III drainage report and plan
- Grading plan
- Exterior elevations of the proposed structures
- Unless waived by Engineering
- Engineered site construction drawings – 2 copies (contact the Engineering Division for details) *(Amended 3/28/01)*
- Traffic study
- Grading, Erosion and Sediment Control (GESCC) plan
- Utility drawings as noted below
- A copy of the recorded final plat (available from the Clerk and Recorder's Office) which shows the lot(s) for which the SIP is proposed; or for unplatted land, a certified survey of the site prepared by, or under the supervision of, a registered professional land surveyor licensed within the State of Colorado.
- Off-site improvement plans, as required.

2707.14.4 The referral packet for affected special districts shall be submitted as noted above, but shall also contain engineered site utility drawings. Locations of both existing and proposed utilities shall be shown. Check with the affected district for the required detailed information on this sheet. (This sheet will not become part of the final approved SIP and will not be numbered consecutively as part of the SIP).

2707.14.5 When requested, the referral packet for the Colorado Geologic Survey (CGS) shall be submitted as noted above but shall also contain a soils report and CGS review fee. (Contact the CGS office for detailed information regarding required contents of the soils report and review fees).

2707.14.6 The initial referral period for new SIPs shall be 35 calendar days. Subsequent referrals periods, as needed, may be reduced in length, with approval from the Review Board Manager

2708 Plan Exhibit General Requirements *(Amended 07/08/08)*

The following information shall be required, unless otherwise noted, on all plans (except the engineered site construction and utility plans). All plans shall be prepared to generally accepted professional standards. Typed labeling is preferred; hand lettering must be neat, consistent, and legible.

The SIP shall depict a detailed and accurate portrayal of the proposed built environment. The final engineered site and architectural drawings shall be consistent with the SIP.

The name and legal description of the proposed development and Planning Division file number shall be centered at the top of all sheets. The business name shall not appear in the title. The name of the proposed SIP shall be based upon the legal description when subdivided or the street address as follows:

<p>SQUIRREL'S NEST, Filing No. 6, Lot 140 SE¼ Section 36, Township 6 South, Range 69 West 2 acres SITE IMPROVEMENT PLAN – SP06-002</p>
--

Within a PD:

<p>PINE SQUARE, Filing No. 6, Lot 14 SE¼ Section 36, Township 6 South, Range 69 West Planning Area 63 - .25 acre SITE IMPROVEMENT PLAN – SP06-002</p>

When unplatted:

<p>(STREET ADDRESS – Address Available from Addressing Specialist) NW/4 SE/4 of Section 16, Township 7 South, Range 67 West 15 acres SITE IMPROVEMENT PLAN – SP06-002</p>
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For a Special Use Permit SIP follow the applicable above noted examples, and include:

- The letters “USR” in front of “Site Improvement Plan”;
- The special use project file number i.e., US05-01; and
- The acreage for both the gross site and the special use permit area.

For USR/SIP:

<p>GRAVEL GULCH, Filing No 1, Lot 2 SE¼ Section 18, Township 6 South, Range 68 West Permit Area – 1 acre – Total Area – 47 acres USR – SITE IMPROVEMENT PLAN – US06 - 01</p>
--

2708.01 Sheet size shall be 24”x36” with the long dimension horizontal. An information block shall be located in the lower right-hand corner or along the right-hand margin of the sheet and shall include the date of preparation and revision(s), including a north arrow; the scale used, including a graphic scale; sheet title, i.e., Site Plan, Landscape Plan or Grading Plan; business name, e.g., Smith’s Ice Cream; and preparer’s name, address and phone number.

- 2708.02 When the application consists of more than one plan, each plan shall include a sheet number, including the individual sheet number and the total number of sheets, i.e., 1 of 3, numbered in consecutive ascending order. For plans containing multiple sheets, include a sheet index on the first sheet.
- 2708.03 All plans shall have a margin line drawn completely around the sheet. The margin along the left-hand edge shall measure 1.5", all other margins shall measure at least .5".
- 2708.04 For subdivided land, label all boundary lines with bearings, distances and curve data as shown on the final plat.
- 2708.05 For unsubdivided land, label all boundary lines with bearings, distances and curve data as shown on the certified boundary survey prepared by, or under the supervision of, a registered professional land surveyor licensed with the State of Colorado. Include a written metes and bounds legal description of the site's boundary.
- 2708.06 Clerk and Recorder's Certificate (per the Certification Section of the Douglas County Subdivision Resolution) if requested by the staff planner, when the scale, impacts, or phasing warrants. When the SIP is to be recorded, only Sheet 1 of the set will contain the Clerk and Recorder's certificate.
- 2708.07 SIP Certification
Approval by the Review Board does not signify that the requirements of the Americans with Disabilities (ADA), Federal Fair Housing, Colorado Fair Housing, and Colorado Title 9 Acts have been satisfied. The applicant is responsible to ensure said requirements have been met. Contact the Douglas County Building Division, U.S. Department of Justice, ADA Technical Assistance Center, and Colorado Housing Specialist with specific questions.

Douglas County Building Division
100 Third Street
Castle Rock, CO 80104
303-660-7497

Colorado Division of Civil Rights
1560 Broadway, Ste. 1050
Denver, CO 80202-5143
303-894-2997
www.dora.state.co.us/civil-rights

Office of the Americans with Disabilities
Act
Civil Rights Division
US Department of Justice
950 Pennsylvania Avenue, N.W.
Housing and Civil Enforcement Section
Washington, DC 20530
202-514-4713

ADA Technical Assistance Center
Region VIII
Rocky Mountain ADA & IT Center
3630 Sinton Rd., Suite 103
Colorado Springs, CO 80907-5072
719-444-0252
719-444-0268
www.adainformation.org

(202) 305-1882 (TTY)
www.usdoj.gov/crt/housing/index.html

U.S. Department of Justice
950 Pennsylvania Avenue, N.W.
Civil Rights Division
Disability Rights Section
Washington, D.C. 20530
800-514-0301
800-514-0383 (TTY)
www.ada.gov

2708.08 Either the corporate/limited liability corp. (LLC) or individual signature block shall be placed on the first sheet of the plan set. For multiple sheet plans, the appropriate initial block shall be placed on all subsequent sheets.

APPROVAL CERTIFICATE

THIS SITE IMPROVEMENT PLAN HAS BEEN REVIEWED AND FOUND TO BE COMPLETE AND IN ACCORDANCE WITH DOUGLAS COUNTY REGULATIONS.

_____	_____
Engineering Division	Date
_____	_____
Planning Division	Date

- Building permits pursuant to this Site Improvement Plan (SIP) shall NOT be issued after three years from date of SIP approval (Phase I), as noted hereon. Failure to obtain a building permit in the 3-year period after approval of Phase 1, shall cause the unbuilt portion of this plan to be null and void.
- Approval of site construction drawings by the Douglas County Engineering Division shall be required (as applicable) prior to issuance of building permits. Approval of site construction drawings expires two years after their date of signature.
- Signs shown hereon are NOT approved. All signs require approval of a sign permit in accordance with Section 29 of the Douglas County Zoning Resolution.

The undersigned as the owner or owner's representative, of the lands described herein hereby agree on behalf of itself and its successors and assigns to develop and maintain the property described hereon in accordance and compliance with this approved SIP and the Douglas County Zoning Resolution.

(print corporation/LLC name)

By: _____ (Signature)
 Title: _____
 Date: _____

ATTEST:

Acknowledged before me this _____ day of _____, 20__, by _____ as

_____ and _____ as Secretary of _____, a _____ corporation/L.L.C.

Witness my hand and official seal.
My Commission expires: _____

Notary Public

(Corporate/L.L.C. Approval Block)

APPROVAL CERTIFICATE

THIS SITE IMPROVEMENT PLAN HAS BEEN REVIEWED AND FOUND TO BE COMPLETE AND IN ACCORDANCE WITH DOUGLAS COUNTY REGULATIONS.

_____	_____
Engineering Division	Date
_____	_____
Planning Division	Date

- Building permits pursuant to this Site Improvement Plan (SIP) shall NOT be issued after three years from date of SIP approval (Phase I), as noted hereon. Failure to obtain a building permit in the 3-year period after approval of Phase 1, shall cause the unbuilt portion of this SIP to be null and void.
- Approval of site construction drawings by the Douglas County Engineering Division shall be required (as applicable) prior to issuance of building permits. Approval of site construction drawings expires two years after their date of signature.
- Signs shown hereon are NOT approved. All signs require approval of a sign permit in accordance with Section 29 of the Douglas County Zoning Resolution.

The undersigned as the owner or owner's representative of the lands described herein, hereby agree(s) on behalf of himself/herself (themselves), their heirs and assigns to develop and maintain the property described hereon in accordance with this approved SIP and in compliance with the Douglas County Zoning Resolution.

(signature of owner(s))

Acknowledged before me this _____ day of _____,
20____, by _____.

Witness my hand and official seal.

My commission expires: _____

Notary Public

(Individual Approval Block)

For use on subsequent pages of plan set:

Approval Certificate	
Engineering	_____ Initials/Date
Planning	_____ Initials/Date
Owner	_____ Initials/Date
Lessee (If Applicable)	_____ Initials/Date

- 2708.09 Identify the adjoining land uses and zoning.
- 2708.10 Locate, dimension, and indicate the use of all easements (existing and proposed) on or adjacent to the site. Do not show existing or proposed utility lines on the site plan. A separate engineered utility drawing may be included as required by the Engineering Division; special district, or water, and sanitation District (if applicable); or as requested by utility providers.
- 2708.11 Indicate and dimension the location of all individual septic disposal system leach fields (existing and proposed), and indicate a replacement field location. *(Amended 3/28/01)*
- 2708.12 Provide all above-grade utility pads, boxes, transformers, etc. with appropriate screening.
- 2708.13 For all development within the Centennial Airport Review Area, the following statement shall be placed on the SIP: *(Amended 4/12/00)*

Owner waives, remises, and releases any right or cause of action it may now have or which it may have in the future against the County of Douglas, its officers, employees and agents related to or resulting from the passage of aircraft in the airspace above the property that is the subject of this Site Improvement Plan.

- 2708.14 For sites located within the Runway Safety Zone or Fan Safety Zone, as defined herein, an aviation easement in a form established by the Board, signed by the landowner, recorded in the Office of the County Clerk and Recorder, and a note on the SIP indicating the book and page of the recorded easement, shall be required (see Appendix C). *(Amended 4/12/00)*

2708.15 Delineate major drainageways affecting the site and any 100-year floodplain on or adjacent to the site.

2708.16 When the development will be phased, the following procedure shall be followed:

2708.16.1 For an SIP completely designed and detailed for all phases, with phase lines shown, include a Phase III Drainage Report and Plan for all phases; or

2708.16.2 For an SIP designed in detail for Phase I only, with additional phases shown conceptually:

(1) Show phase lines

(2) Add the following note to each sheet of the SIP in proximity to each approval certificate:

For all future phases, the applicant shall submit a revised Site Improvement Plan of the phase for which a permit is requested, and shall receive approval from the Review Board prior to issuance of a building permit.

(3) All perimeter landscaping shall be designed in detail with Phase I.

2708.16.3 Perimeter landscape buffers shall be installed with the site construction for Phase I.

2709 Narrative Exhibit (Amended 07/08/08)

The applicant shall provide a narrative on 8½"x11" paper, typed, addressing the following:

2709.01 Provide name and address of the landowner, the developer or representative and the person/firm preparing the SIP, if different than the owner.

2709.02 Provide the subdivision name, filing number, planning area number when located in a Planned Development, lot and block number; or street address and section, township, range if not in a subdivision; and name of project.

2709.03 Indicate zoning of the site and the zoning and current uses of adjacent land.

2709.04 Identify source of water and sanitation facilities. If the water source has irrigation limitations, discuss how landscape irrigation will be

accomplished. When irrigation water is to be provided from off-site, provide the following specifics:

- Name, address and phone number of water provider
- Source of water
- Contractual details (e.g., frequency of delivery and length of contract).

2709.05 Define overall impacts of the proposed development on the adjacent land, including how the development complies with the intent of this section herein.

Discuss how the building architecture provides visual interest consistent with the community's identity, character, and scale. Explain how building facades and rooflines are articulated to reduce the mass, scale, uniform, and monolithic appearances of large buildings. Describe how the architectural features and patterns provide visual interest at the scale of the pedestrian. Drawings, photographs of models, and computer photographic simulations may be included to further illustrate design concepts.

2709.06 Describe the proposed development schedule and phases of development for all proposed construction.

2709.07 Provide the following business related data:

- Number of employees
- Square footage of building
- Lot area
- Total project value (building and site development costs excluding land value)
- Anticipated business opening date.

2710 Site Plan Exhibit *(Amended 07/08/08)*

2710.01 SIPs are to be prepared at a scale of 1" = 40', 1" = 20' or another scale approved by the staff planner which allows for maximum clarity of the proposal.

2710.02 Include a vicinity map to scale of 1" = 2000' showing the relationship of the site to the surrounding area within a 2 mile radius superimposed on a current Douglas County Zoning Map keeping the same scale. If the site is within a Planned Development, also include a Planned Development map at 1" = 1000' for a 1 mile radius which shows the site superimposed on the affected planning area(s).

2710.03 Provide a site data chart on the SIP based on the following example:

ITEM	SQUARE FOOTAGE*	% OF GROSS SITE *
Gross Site Area	20,000	100
<ul style="list-style-type: none"> • Building Footprint • Parking/Roads 	8,000 <u>800</u>	40 <u>4</u>
(including planted interior parking islands)	8,800	44
HARDSCAPE TOTAL		
<ul style="list-style-type: none"> • Planted Area (include water retention/quality parking lot islands, if used) • Existing vegetation • Trails and walks • Porous Pavement 	4,000 6,200 <u>1,000</u> <u>11,200</u>	20 31 <u>5</u> 56
LANDSCAPE TOTAL		
ITEM	DESCRIPTION	
Building site: 2 Stories	16,000 sq. ft. TOTAL	
Parking:	64 spaces (1/250 sq. ft.)	
<ul style="list-style-type: none"> • Required • Provided • Porous Pavement • Alternative Fuel • Bicycle 	67 spaces	

***NOTE:** When a portion of a site's natural vegetation is proposed as landscape area, as permitted herein, these totals may not add up to 100.

2710.04 Label and show dimensions of all existing and proposed structures. All existing buildings shall be delineated in detail. All proposed buildings shall be shown such that they fully conform to the actual architectural drawings to be used for construction purposes. Show points of ingress/egress, include setback dimensions from lot lines, and indicate structures to be removed.

2710.05 Show location of trash enclosure(s). Trash enclosures should be integrated into the mechanical/service area of structures and shall be fully screened, or shall be screened with sufficient landscaping. Locate trash enclosures away from site entries and road-ways. Provide a dimensioned elevation drawing of the proposed enclosure specifying materials and colors.

2710.06 Locate and dimension required off-street parking and loading areas. Identify all required handicap spaces. Note total number of parking spaces provided. Refer to the Parking Standards section of this Zoning Resolution or applicable Planned Development information for detailed parking requirements.

- 2710.07 Locate and dimension all public and private streets, walks and trails, rights-of-way and points of access on, or adjacent to, the proposed site and note surface materials.
- 2710.08 Show location and approximate dimensions of all existing and proposed signs. Signs and their locations shown on the SIP are not approved by the SIP review process. Final approval of signs and their location are by the issuance of a sign permit, in accordance with the Sign Standards section of this Resolution. Specific sign standards and application information may be obtained from the Planning Division.
- 2710.09 Show all exterior lighting. All proposed and existing fixtures shall be depicted in plan view (wall mounted, ground and/or pole mounted, single versus multiple head, etc.). The height of all fixtures shall be noted. All lighting shall be arranged so as to prevent light trespass and glare on adjacent sites and streets. Elevation details and manufacturer's product information is required. These shall be placed on the lighting photometric plan sheet or combined with other information, as long as legibility is maintained. Refer to the Lighting Standards section of this Resolution.
- 2710.09.1 The Review Board Manager may waive the requirement for a photometric plan depending on the scale and impact of the lighting proposed.
- 2710.09.2 The following note shall be included on lighting/photometric plan sheets:
- Prior to issuance of a certificate of occupancy and/or conducting final inspections, Douglas County shall conduct an evening site visit to ensure: illuminance levels generated by the lighting meet all County criteria as well as those indicated on the approved Site Improvement Plan; do not create disability glare on adjacent properties; and that all fixtures are full cutoff as defined by the Illuminating Engineers Society of North America (IES). In the event lighting levels do not meet these criteria, remedial action may include re-lamping with lower wattage bulbs, relocating fixtures, shielding fixtures, removing fixtures, or replacing fixtures.
- 2710.09.3 The Review Board Manager may require lighting studies and analysis in addition to the lighting/photometric plan. The applicant shall be required to cover the costs of review(s) and supplemental studies performed by the County's lighting consultant.
- 2710.10 Show location of all fire hydrants. If none exist on site, note the approximate distances and directions of the closet hydrant adjacent to the site within 500'.

- 2710.11 Identify the street address of each building on the first sheet. If unknown, the address(es) will be assigned through the official referral process in compliance with the Douglas County Addressing Manual and shall be added to the SIP prior to approval.

2711 Requirements Specific to the Landscape Plan *(Amended 07/08/08)*

A landscape plan is a requirement of the SIP process. The plan requirements herein provide standards for the design and installation of appropriate landscapes in public and private spaces. The intent of these standards is to conserve water, reduce nutrient runoff from fertilizers, and minimize maintenance, while providing both beauty and utility.

Landscaping is the treatment of the ground surface with live plant materials such as grasses, ground covers, trees, shrubs, vines, and other horticultural materials. The design may also include elements such as wood chips, stone, mulch materials, hardscape, walls, and edge treatments. Landscaping visually enhances and buffers development from adjoining sites or streets, thereby improving aesthetic qualities and improving compatibility with adjacent development. Successful landscape design requires less maintenance, reduces stormwater-runoff rates and volumes, and mitigates water-quality concerns and storm drainage maintenance.

Successful landscape design can enhance corporate image, increase property values and lease income. It influences the microclimate of the site by moderating temperature, humidity, noise, and wind. It provides improved air, pedestrian, and vehicular circulation and an integrated interface between residential areas and adjoining land uses.

Landscape plans should be designed to minimize the use of irrigation required for plant health. This can be achieved by the following landscaping practices:

- Choosing plants that are appropriate to semi-arid climate and soil conditions. Native plants and plants with documented low-water requirements should receive priority in landscape design.
- Locating plants with similar water needs in the same hydrozone to maximize irrigation system efficiency.
- Placing plants in locations that are appropriate to their growth habit (i.e., avoid placing shade-loving shrubs on a southwesterly facing embankment or planting trees 10' on center if they have 30' canopies at maturity).
- Installing properly designed and maintaining irrigation systems with the most current water conservation technology.
- Using organic mulch to hold moisture in the soil and reduce soil temperature.
- Preparing soil to increase plant health (i.e., deep tilling or plowing and incorporation of soil amendments to increase water retention, fertility, and organic content).

These principles form the basis for the standards contained herein (these principles and additional information relative to water-efficient landscapes in Colorado, can be found in the Green Industry Best Management Practices (BMPs) for the Conservation and Protection of Water Resources in Colorado, prepared for the Green Industries of Colorado).

A CO or compliance shall not be issued for development that is not in conformance with the landscape plan contained in the approved SIP. Approved plans must comply with the following:

- 2711.01 The minimum area to be landscaped with live plant material shall be 15 percent of the gross site area, unless off-site landscaping is supported; the site is located within a Planned Development wherein additional landscaping has been provided; or there are severe site constraints or other extraordinary circumstances, as determined by the Review Board Manager. In such case, 15 percent live plant material may be reduced. .
- 2711.02 Additional buffering, in the form of landscaping above the 15 percent minimum requirement, may be required for sites adjacent to residential, agricultural, or environmentally sensitive areas, or areas with significant view corridors.
- 2711.02.1 For Use By Special Review applications the “gross site area” may be determined by the Review Board Manager to be the “special use permit” area boundary. The minimum area to be landscaped may be more than 15 percent if additional screening or buffering is required, or there are other extraordinary circumstances as determined by the Board of County Commissioners.
- 2711.02.2 Interior parking lot islands may count toward the 15 percent minimum requirement if they are constructed as water-quality detention facilities (per Douglas County Engineering specifications), and meet the design criteria herein.
- 2711.02.3 The 30-foot landscape buffer, required when adjacent to residential uses, shall not be counted toward the 15 percent minimum requirement.
- 2711.02.4 For undeveloped areas with natural vegetation that provides buffering, screening, or valuable wildlife habitat or movement corridors, the following may be considered as either partially or fully meeting the 15 percent landscape requirement, with approval from the Review Board Manager:
- Existing vegetation that achieves buffering/screening, as required herein.
 - Existing topography, in conjunction with vegetation that supports buffering/screening, as required herein.

- Native grasses that are maintained in good condition with adequate ground cover, when noxious weeds are actively controlled to a reasonably low level of prevalence and rate of spread.
 - Native, or beneficial, non-invasive grasses are present.
 - Trees and shrubs are maintained in good condition.
- 2711.02.5 Restoration/conservation/preservation efforts on portions of a site that are part of larger areas, such as wildlife habitat conservation areas, habitat corridors, or wildlife movement corridors, etc. may count toward the 15 percent requirement, with approval from the Review Board Manager. The planting plan included in the SIP shall use approved native or beneficial non-native plants suited to the site. Plant type, size, and quantity shall be determined based on a staff analysis of the specific area.
- 2711.02.6 The scale and impact of the project may require that additional landscape materials be installed off-site in the public right-of-way between the property line and flow line.
- 2711.02.7 For redeveloped/repurposed areas with existing vegetation, every attempt shall be made to incorporate existing vegetation within the new design (i.e. parking lot islands, buffering, etc.)

2712 Landscape Materials (Amended 07/08/08)

Douglas County is in a semi-arid, high plains/foothills location, which dictates the use of hardy and/or indigenous plants. These plants, plus other water, soil, and conservation techniques listed herein, provide the opportunity for decreased development and maintenance costs, while enhancing the County's identity as part of our larger ecosystem. Douglas County's goal is to conserve our natural, cultural, and fiscal resources to encourage sustainable development.

- 2712.01 Environment-appropriate and water-conserving plant materials are required. The Planning Division maintains a list of sources for information on plant material. These include Colorado State University, the Colorado Nursery Association, Denver Botanic Gardens, Denver Water Department, the United States Department of Agriculture, and local nurseries. Evaluation of acceptable plant materials shall be based on provision of reliable information as to a species water demand and hardiness. Proposed use of artificial turf as a replacement for live turf grass shall be evaluated on a case-by-case basis and may be appropriate in some urban locations.
- 2712.02 All landscape materials shall be in compliance with current standards recommended by the American Association of Nurserymen. Plants shall have a growth habit that is normal for the species and shall be of sound

health, vigorous growth, and free from insect pests, diseases, and injuries. All plants shall equal, or exceed, the measurements specified on the approved plan.

Substitutions shall not be permitted without the written approval of the Review Board Manager.

2712.03 The required quantity and size of plant materials shall be based upon the proposed use, design, adjacent uses, and overall impact and scale of the project.

2712.04 Organic mulch is strongly encouraged to a minimum depth of 4" for all plant groupings and trees. Mulch depths shall be maintained throughout the life of the SIP. Rock mulch is discouraged, except in areas containing plants with a propensity to root rot, in water-quality/detention islands or facilities, in areas located adjacent to foundations, or in narrow areas where efficient irrigation would be difficult. The use of impermeable sheet plastic under mulched areas shall not be permitted.

2712.05 The following shall be the acceptable minimum plant size:

PLANT TYPE	MINIMUM SIZE*
Deciduous Canopy Tree Ornamental Tree	2.0" minimum caliper* 1.5" caliper
Coniferous Tree	6' minimum height*
Shrubs	5 gallon container Minimum 24" height at installation Multiple canes for deciduous shrubs
Vines	1 gallon container
Groundcover	5 gallon if horizontal shrubs (Less than 24" at maturity); 1 gallon if perennials Spacing shall provide 80% ground plane coverage in 2-3 yrs.

* Where buffering/compatibility issues exist substantially larger sizes may be required.

The caliper (diameter) of deciduous trees shall be measured at a point of 6" above finished grade (for all trees less than 12" in diameter). The height of coniferous trees shall be measured from finished grade to the tree top. All measurements shall be performed consistent with the American Association of Nurserymen ANSI-Z60.1, as amended.

2712.06 A landscape buffer of at least 30' in width shall be required between any residential use and an adjacent non-residential parking facility (aisles or stalls). This requirement may be reduced if the residential use was approved as a Use by Special Review. Vegetation that provides appropriate screening and buffering shall be required, based on adjacent uses, views, and potential impacts. Options for buffering may include:

- Layered hedges of 4' effective height or greater, with no plants less than 2' at maturity. Boulders a minimum of 3' tall and 4' wide may enhance the plantings.
- Drainage or water retention swales, planted with shrubs having an effective height of 4' or greater, as measured from the top edges of the swale, with no plants less than 2' at maturity.
- View-obscuring solid fences or decorative walls.
- Berms and plantings of 4' effective height or greater, with average side slopes no steeper than 3:1.
- Canopy and coniferous trees.
- Combinations of these five options.

The 4' effective height of buffering shall be measured from the finished grade of the residential site when such residential site is equal to or above the finished grade of the non-residential site; and measured from the non-residential site when such non-residential site is above the residential site. This buffer shall not apply to the 15 percent minimum landscaping requirements.

2712.07 When a parking lot is located adjacent to a street, a hedge or group of shrubs, and landscape features with an effective height of 4', or other approved visual screening shall be required on site. These may include the following:

- Layered hedges of 4' effective height, with no plants less than 2' high at maturity. Boulders a minimum of 3' tall and 4' wide may enhance the plantings.
- Drainage or water retention swales, planted with shrubs having an effective height of 4' or greater, as measured from the top edges of the swale, with no plants less than 2' at maturity.
- View-obscuring solid fences or decorative walls.
- Berms with plantings of 4' effective height, with average side slopes no greater than 3:1.
- Canopy and coniferous trees providing adequate space.
- Combinations of these five options.

The 4' effective height of buffering shall be measured from the finished grade of the adjacent street when the street is equal to or above the finished grade of the parking lot; and measured from the finished grade of the parking lot when such lot is above the finished grade of the street.

2712.08 Where planting as required herein is prohibited by the existence of an easement, planting shall be provided in an appropriate location off-site and/or within public rights-of-way as allowed, or within interior locations on the site, to achieve the intent of Section.

2713 Parking Lot Islands (Amended 07/08/08)

Parking lot islands reduce glare, provide shade for parked cars, opportunities for detention and water-quality, and a better environment for pedestrians and visitors. Islands should be designed to provide physical and visual relief from pavement, while having four-season interest and year-round screening. Islands can also be used to enhance water-quality through specific construction techniques, which can reduce the need for island irrigation and reduce the size of other on-site water detention facilities. Refer to The Urban Storm Drainage Criteria Manual, Volume 3, as amended; The Douglas County Storm Drainage Design and Technical Criteria Manual, as amended. .

Interior landscaped parking lot islands may satisfy part of the 15 percent minimum landscaping requirement if they are water-quality/detention islands, built to Douglas County Engineering's specifications. The required landscaped islands shall generally not be transferred to the parking lot perimeter. Distribution of required parking lot islands shall be approved based upon specific site design.

2713.01 All parking areas in excess of 40 spaces shall contain landscape islands located interior to the perimeter of the parking area. The ratio of required landscaped islands shall be in accordance with Section 28 of this Resolution.

2713.02 Each Non Porus Landscaped Detention (PLD) island shall be at a minimum, equal in size to two full-sized parking spaces. Each island shall be designed as follows:

- PLDs can vary in size and location depending on unique site conditions landscaping for PLDs shall be based on each situation in accordance with the landscape intent of this section. All PLDs must be labeled as such on the SIP.
- A landscape island that is not a porous landscape detention island shall contain 2 canopy or coniferous trees, 8 shrubs or ornamental grasses, mulch, and drip irrigation. Boulders a minimum of 3' tall and 4' wide may also be included. Pedestrian paths connecting islands throughout a parking lot are strongly encouraged. Turf grasses (bluegrass) are not permitted in any parking lot islands.
- An island used as a grass (non-bluegrass, or other low water vegetation) swale may vary in size and shall meet the landscape intent of the section.
- All shrubs planted in islands shall be a minimum of 2' tall at installation and have a minimum width and height of 4' at maturity. All ornamental grasses planted in islands shall be hardy perennials, and a minimum 2' tall at installation and a minimum of 3' tall at maturity.

2713.03 All parking islands shall have a minimum width of 10'. Angled stall islands shall be a minimum of 10' in width at their stall entry point and a minimum of 5' in width at the common mid-point between a double row (refer to diagrams contained in Section 28 of this Resolution).

2714 Plan Exhibit Specific to the Landscape Plan (Amended 07/08/08)

As landscape plans are developed, plants should be selected that are well adapted to the climate, topography, and geologic/soil condition of the site. Plants with low-water-use requirements shall be chosen for areas with southern and western exposures.

Plant selection should consider factors such as the size of the area to be planted, moisture requirements, soil type, exposure conditions, steepness of slope, pedestrian traffic, area usage, drainage conditions, and maintenance requirements, in addition to appearance. Slope stabilization may be achieved by planting species that produce dense fibrous roots to help prevent soil erosion.

Landscape plans shall be prepared at the same scale as the other sheets in the submittal. The submittal shall specify plants that are appropriate to the site, are placed in suitable locations, and are grouped according to similar water needs (i.e., hydrozones). The landscape plans shall contain the following:

2714.01 Dimensioned pedestrian walkways and pedestrian-oriented areas (existing and proposed), with noted materials, type of surface, color, and texture/finish. Walkways within the site shall be located and aligned to connect areas or points of pedestrian origination and destination. Walkways shall link street sidewalks with building entries.

Where applicable, on-site pedestrian and bicycle circulation systems shall be designed to provide for connections to parks, schools, shopping, and transit stops. Where applicable, all bus and light rail stops within ¼ mile of the site shall be noted on the SIP, and appropriate connections and pedestrian amenities shall be provided on site.

2714.02 Interior landscaping, such as courtyards or other areas surrounded by a building on three or more sides, may be counted toward the 15 percent minimum, provided that all of the following are met:

- Area must be exclusively for pedestrian use.
- Hardscape shall be colored and/or textured materials; porous pavement is highly encouraged.
- Lighting shall be pedestrian level (per Section 30 herein, maximum height and lumen levels).
- Appropriate site furnishings are provided (seating, planters, sculpture, etc.) and included in the SIPIA.
- Shade is provided by an architectural feature and/or vegetation.

Interior landscape areas may count toward a maximum of 1.5 percent of total landscape requirements if provided in one location, or a maximum of 2 percent of total landscape requirements if provided in multiple locations.

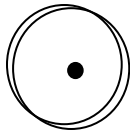
Porous pavement sidewalks or plazas may count toward the maximum 15% landscaped minimum for any SIP. Specifications and limits of porous pavement shall be shown on the SIP, as well as in the site data chart.

2714.03 Plant materials shall be drawn at approximately three-fourths of mature size.

2714.04 Planted areas shall be identified by name, size, and quantity of material to be used. Hardscape materials shall be noted and described. Do not include graphic shadows on the landscape plan.

Unless otherwise requested by the staff planner, the following symbols shall be used for plant materials:

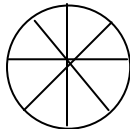
Trees:



Deciduous Canopy Trees

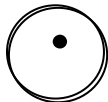


Deciduous Ornamental Trees

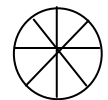


Coniferous (Evergreen) Trees

Shrubs:



Deciduous Shrubs

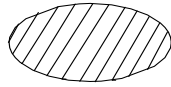


Coniferous (Evergreen) Shrubs

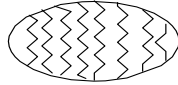
Vines:



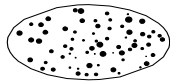
All Types

Ground Covers (less than 24" at maturity):

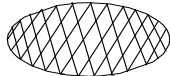
SOD: irrigated



Seed Mix: irrigated



Seed Mix (native): non-irrigated native



Annuals/Perennials

- 2714.05 The square footage of each planted area and area to be maintained in a natural state (proposed to meet the 15 percent minimum area requirement) shall be identified.
- 2714.06 Plants with similar water needs shall be grouped together into hydrozoned areas. These zones shall be labeled as high-, moderate-, and low-water-use zones, based on the inclusion of plants designated as such by the sources cited herein.
- 2714.06.1 Zones shall be depicted on the landscape plan with a heavy line, with labels describing the water-use categories.
- 2714.06.2 Zones shall be accompanied by a plant list specific to each zone. All plants shall be appropriate for the water requirements of the designated zone, and plants located within the drip line for trees and shrubs shall have the same water-use requirements. High-water-use turf grasses (bluegrass, fescue) shall be included only in the high-water-use zone.
- 2714.06.3 Precise botanical names shall be used to confirm stated water usage.
- 2714.06.4 Irrigation system design shall be based on the most efficient water application method for each zone.
- 2714.06.5 A high-water-use area is NOT mandatory, as decorative and inviting landscaped areas may be achieved with low- and moderate-water-use plants. High-water-use plants are not permitted in the Non-urban portions of the County, as defined in the Comprehensive Master Plan. For non-residential projects in urban areas, a maximum of 1.5 percent of the total site area may be allowed for high-water-use plants. This area shall be confined to one of the following:

- Main pedestrian entrance to building(s), or
- Park/recreational area within a project.

High-water-use zones shall be avoided in areas less than 10' wide and on slopes steeper than 4:1.

For multi-family projects, up to 5% of the site may be considered for high-water use to accommodate recreational areas. Consider synthetic turf to minimize maintenance costs and provide a year-round surface. When natural grass is required, cultivars of bluegrass or fescue that require the least amount of water shall be used.

- 2714.07 The location and dimension of landscape elements including fences, walls, border edge treatments, signs, lighting, bike racks, trash enclosures, street furniture, and recreational facilities shall be included, as applicable. The staff planner may require details of all landscape structures.
- 2714.08 Locate, dimension, and identify significant natural vegetative areas, specimen trees, wildlife habitat/corridors, and landscape features to be preserved and improved. Removal of these areas is highly discouraged.
- 2714.09 Planting details to include typical methods of planting, minimum required mulch materials and depths, underlayments, etc., shall be shown on the plan. Water-quality/detention area details are available from Douglas County Engineering, and shall be included on the SIP.
- 2714.10 Final grades shall be shown as solid lines (screening acceptable, 70 percent visible).
- 2714.11 All streets, rights-of-way, and points of access on or adjacent to the proposed site shall be labeled. Note off-street parking and loading areas and surfacing material.
- 2714.12 Sight distance triangles in accordance with the Douglas County Roadway Design and Construction Standards shall be shown on the plan. All landscaping within the County right-of-way, or so close as to affect the horizontal, vertical, or access sight distance shall comply with the Douglas County Roadway Design and Construction Standards and the Douglas County Storm Drainage Design and Technical Criteria Manual, and shall be shown on the SIP.
- 2714.13 The following note shall be placed on the landscape plan:

If transformers, ground-mounted HVAC units, utility pedestals, etc. are not shown on the SIP, additional landscaping/screening may be required

based upon field conditions discovered via the site inspection made by staff prior to issuance of the CO, or final inspection, as applicable.

2714.14 A landscape legend shall be provided on the plan in the following format:

SYMBOL	QTY	BOTANICAL NAME	COMMON NAME	SIZE	NOTES	HYDROZONE*
WC	6	Catalpa Erubescens	Western Catalpa	2.5" caliper	Ball and burlap; mulch with min. 4" pole peelings	Low
BS	7	Pinus Ponderosa	Ponderosa Pine	8' height	Ball and burlap; mulch with min. 4" pole peelings	Low
RB	10	Berberis thunbergii Atropurpurea	Red Leaf Barberry	5 gallon	24" height	Low
	300 sq. ft.	- - -	Pole Peeling Mulch	4" in depth	Locate in all shrub beds and under all trees	All

NOTE: In the event of a discrepancy between the plan graphic and the landscape legend, the plant material quantity as determined by the plan graphic shall take precedence.

* Include data source for plant water use requirements.

2714.15 The following maintenance statement shall be placed on the plan:

Landscaping shall be planted and maintained in a neat, clean, and healthy condition by the owner. This shall include proper pruning, mowing, and aeration of lawns; weeding; replacement of mulch; removal of litter; and the regular watering of all plantings. Irrigation shall be maintained to maximize water conservation. Soil shall be tested to confirm its suitability for the plants chosen and shall be amended as needed to maximize moisture retention, water conservation, and plant health. Should any plant material die, the owner, successor, or assigns shall be responsible for the replacement of the plant(s) within one planting season. Plant material replacement should be an appropriate species for the hydrozone location. Replacement of plant material shall occur at the following rate:

TYPE	PLANT REPLACEMENT WITHIN	
	1 Year	2 + Years
Tree- Deciduous	Increase caliper by 1"	Increase Caliper by 1.5"
Tree- Coniferous	Increase height by 1.5'	Increase height by 2'
Shrub	Replace with plants of at least ½ mature size	Replace with plants of at least ½ mature size

Additional replacement shall be in conformance with the landscape material species requirements set forth by this plan or alternative material species acceptable to the Douglas County Review Board Manager.

2715 Irrigation (Amended 07/08/08)

Irrigation directly affects the physical condition of the landscaped environment. Good irrigation practices maintain and promote plant growth and health by placing the correct

amount of water in the appropriate location for optimum efficiency. This results in the wise use of our limited water resources, enhances the built environment, and minimizes maintenance and operation costs.

Water conservation can be achieved with the following irrigation practices:

- Employment of qualified irrigation system contractors.
 - Use of correct emission techniques (drip/bubbler/flood/sprinkler, etc.) for the most efficient application of irrigation water.
 - Minimization of run-off, leakage, over-spray, misting/fogging, or over-watering.
 - Irrigation during evening or early morning hours only (after 8 p.m. and before 6 a.m.).
 - Diligent maintenance of the landscape to maximize the efficiency of the irrigation system, (e.g., tall grass can block spray heads).
- 2715.01 Sources of irrigation water and types of irrigation used in each hydrozone shall be noted on the landscape plan. Automatic irrigation systems shall be required for the first three years, following the date of issuance or final inspection (when a CO is not required). Evidence of irrigation rights must be provided if the source is a private well.
- 2715.02 Hand watering of shrubs and trees shall not be permitted unless the only water available is from an off-site source. In the event the site is served by a well that prohibits outdoor usage, a waiver of the landscape requirements noted herein shall not be granted. The applicant shall be required to obtain an off-site water source and provide acceptable documentation of such source (i.e., pre-paid contract for weekly delivery).
- 2715.03 Hydrozones (based on low-, moderate-, or high-water-use) shall be clearly delineated on the landscape plan, according to the proposed plants and corresponding types of irrigation.
- 2715.03.1 Low- and moderate-water-use areas are required to have drip irrigation, except that low- or moderate-water-use turf grass areas may be irrigated by spray heads. High-water-use areas may use spray heads or drip irrigation.
- 2715.03.2 All irrigation systems shall utilize weather or sensor based irrigation control technology. These requirements shall be documented by notes on the landscape plans.
- 2715.04 Information regarding specific design techniques to prevent water infiltration or damage at the street section may be required by the Douglas County Engineering Division.

Resources for Information on Plants and Water Use

- Colorado Nursery Association Website
www.coloradonurseries.org
- The Flowering of Denver – Emerson R. Birchfield
Denver Botanic Gardens, Denver, CO 1989
- Landscaping for Water Conservation: Xeriscape!
Aurora, CO, City of Aurora 1999
- The Rocky Mountain Perennial Plant Guide – Colorado Nursery Association
Denver, CO 1995
- The Undaunted Garden – Lauren Springer
Fulcrum Publishing Co, 1983
- The Undaunted Garden: Planning for Weather-Resilient Beauty – Lauren Springer
Golden, CO Fulcrum Publishing, 1994
- Waterwise Landscaping – Jim Knopf
Boulder, CO Chamisa Books, 1999
- Waterwise Landscaping with Trees, Shrubs & Vines – Jim Knopf
Chamisa Books
- Xeriscape Color Guide
Fulcrum Publishing, Edited by Denver Water
- Xeriscape Colorado, The Complete Guide – Connie Ellefson, David Winger
Westcliff
- The Xeriscape Flower Gardner – Jim Knopf
Boulder, CO Johnson Books, 1991
- Xeriscape Handbook – Gayle Weinstein
Fulcrum Publishing
- Xeriscape Plant Guide
Fulcrum Publishing, 1996, edited by Denver Water
- United States Department of Agriculture, Plants Database
www.plants.usda.gov

2716 Requirements Specific to the Grading Plan (Amended 2/23/05)

The grading plan shall portray the sensitive blending of hardscape and landscape elements, as well as the creation of a harmonious and compatible interface between the project site and adjacent sites and/or rights-of-way. It shall enhance views of the site and preserve the integrity of the natural topography by avoiding excessively steep slopes. Grading can also direct drainage to landscaped areas, so that irrigation can be minimized.

Generally, structures should accommodate the natural slope of the land rather than cause the slope to accommodate the structures. The use of high retaining walls should be avoided. If retaining walls are necessary, they should be appropriate to the scale and location of the site. Terracing, quality materials, and additional landscaping may be required. Conversely, steep slopes create erosion and water runoff, which contribute to high maintenance costs and water waste. Creating relatively flat landscape areas, which catch and hold irrigation and rain, can conserve water.

The grading plan shall be prepared at a scale of 1" = 40' or 1" = 20', or another scale approved by the staff planner, which allows for maximum clarity. Additionally, the grading plan shall be at the same scale as the landscape plan. The grading plan shall conform to the following:

- 2716.01 All proposed and existing buildings, structures, (i.e., fences, walls, signs, lights, bike racks, trash enclosures and street furniture), walks, trails, parking and loading areas, and streets shall be labeled. Proposed retaining walls shall generally be no greater than 4' in height. If multiple parallel retaining walls are proposed, a minimum 5' wide horizontal separation shall be required between the faces of adjacent walls. This separation shall be designed to accommodate plants that will screen and soften the walls' vertical planes.
- 2716.02 Retaining walls in excess of 30" in height (as measured from the lowest ground surface adjacent to the wall) used in conjunction with detention areas or ponds, or located adjacent to a pedestrian access or walking surface, shall require permanent barriers for the purpose of protecting the public from potential hazards. The barriers may consist of either fences or walls or a combination thereof, and shall be no less than 42" in height measured from the highest elevation adjacent to the retaining wall. Barriers shall be constructed in a manner complimentary to other elements and materials used on site and may require additional landscaping to soften the structure.
- 2716.03 Existing contour lines, shown as dashed lines (screening acceptable), and proposed grades shown as solid lines. The contour interval shall be 2' unless otherwise approved by the staff planner.

- 2716.04 The staff planner may require berms to be shown at a contour interval of 1'. These contour lines shall be graphically distinguishable from the other contour lines on the plan.
- 2716.05 Existing grades greater than a 4:1 slope (25 percent) shall be shown.
- 2716.06 Proposed grades greater than a 3:1 slope (33.3 percent) shall be shown. Different hatching and screening patterns shall be used to indicate existing and proposed grades.
- 2716.07 Low and high points shall be labeled.
- 2716.08 Flow direction shall be shown with arrows.
- 2716.09 Detention/retention areas and storm sewer infrastructure with the required drainage easements shall be shown and labeled.
- 2716.10 Top of wall and bottom of wall elevations shall be labeled at 20-foot intervals along all retaining walls.

2717 Requirements Specific to the Drainage Report and Plans

Phase III Drainage Reports and Plans shall be submitted in conformance with the Douglas County Storm Drainage Design and Technical Criteria manual, as amended. These reports and plans may be submitted as a separate document, two sets to Engineering and one set to Planning.

2718 Requirements Specific to the Grading, Erosion, and Sediment Control (GESC) Plan and Report (Amended 07/08/08)

A GESC Plan and Report shall be submitted to the Engineering Division in conformance with the Clearing, Grading and Land Disturbance section of this Resolution, and the Douglas County Storm Drainage and Technical Criteria Manual. Include methods of erosion control (temporary/permanent), soil and vegetation removal, stockpiling and reuse (may be a separate 8.5" x 11" sheet included with the site plan narrative). The GESC Plan and Report is not to be included in the SIP plan set.

2719 Building Elevation Exhibit (Amended 2/23/05)

- 2719.01 Plans shall be prepared at a scale of 1/4" = 1' - 0" or another scale approved by the staff planner which allows for maximum clarity of the proposal.
- 2719.02 All building features, including articulated planes, shall be labeled and dimensioned.
- 2719.03 All building materials and finishes shall be labeled with manufacturers' colors and numbers to correspond to the product/materials sample board.

- 2719.04 When applicable, the roof plane, behind the wall, shall be shown as dashed lines.
- 2719.05 When roof top mechanical equipment, heating, ventilation, and air conditioning (HVAC) is proposed, it shall be shown as dashed lines, behind the wall.
- 2719.06 All roof-top mechanical equipment/HVAC, kitchen exhaust vents, ~~and~~ paint booth exhausts, etc. shall be screened from off-site views.
- 2719.07 When HVAC is proposed as ground-mounted units, it shall be shown as dashed lines. All HVAC shall be screened from off-site views with berming, wing walls, and/or four-season landscaping.
- 2719.08 The following note is required on elevation sheets:

The building elevations shown and approved hereon are intended to demonstrate how all HVAC shall be screened according to Douglas County Zoning Resolution requirements. It is the applicant's responsibility to ensure that this approved screening occurs in the field as demonstrated by these plans, regardless of curb requirements, mechanical plan changes, or other circumstances. Failure to provide approved screening may result in delay of final inspections and/or issuance of a Certificate of Occupancy.

2720 Graphic Visual Aids

The staff planner may request building floor plans, roof plans, elevation/sectional drawings, perspective drawings, axonometric drawings, 3-dimensional models and color photo/video simulations when the impacts of a proposal warrant such information.

The Review Board Manager may require the following in order to assist staff in determining the acceptability of the design based upon Section 2701:

- An on-site mock-up of the proposed building and site materials.
- A test area (\pm 150 sq ft) of the building to be painted.

2721 Plan Revisions (Amended 07/08/08)

Revisions to approved SIPs shall not be permitted without first consulting with the Review Board Manager.

The Review Board Manager shall determine if the proposed revisions will be processed as a minor modification affidavit, minor revision, or major revision. The applicant may appeal the Review Board Manager's decision, in writing to the Director within 15 calendar days of the decision. The Director shall render a decision, in writing, within 15 calendar days of receipt of the appeal request. This decision may be appealed to the BOA, in writing, within 30 days of the Director's decision.

- 2721.01 The title shall remain unchanged for minor modifications.
- 2721.02 Titles for revisions to the SIP shall be generally consistent with the originally approved SIP; except as otherwise provided for below:
- 2721.02.1 SIP on Lot with Amended Legal Description – The title shall reflect the new legal description. The word “revision” (preceded by the applicable revision number) following the words “Site Improvement Plan” shall be included in the title. *(Amended 8/25/99)*
- 2721.02.2 SIP on Pad Site – For retail pads within previously approved centers, the SIP title shall note the specific legal description of the pad site lot. The originally approved SIP file number for the overall center shall also be included. *(Amended 8/25/99)*
- 2721.02.3 For Minor/Major Revisions – Use the title to the originally approved SIP and add the word “revision” (preceded by the applicable revision number) following the words “Site Improvement Plan” in the title.

For Minor/Major Revisions:

SQUIRREL’S NEST, Filing No. 6, Lot 140 – 1ST REVISION

NW/4 Section 6, Township 7 South, Range 68 West

2 acres

SITE IMPROVEMENT PLAN

SP06-001 (Revision to SP87-049)*

*The revised SIP file # shall be that of the originally approved SIP; not the most recent revision.

For Special Use Permit Expansions:

GRAVEL GULCH, Filing No. 1, Lot 2 – 1ST REVISION

SE/4 Section 36, Township 8 South, Range 69 West

Permit Area – 15 acres

USR – SITE IMPROVEMENT PLAN

US06-001 (Expansion of US89-069)*

*The revised SIP file # shall be that of the originally approved SIP; not the most recent revision.

2722 Minor Modification Affidavit *(Amended 07/08/08)*

A minor modification affidavit shall be for the purpose of correcting errors, insubstantial changes to plant materials, and other minor changes on the approved SIP, as deemed appropriate by the Review Board Manager. In order to support sustainability goals, the following minor modification requests shall be processed at no charge to the applicant:

- Conversions of previously-approved landscaping to water-conserving landscaping
- Modification of lighting fixtures or bulbs to reduce energy use
- Designation of hybrid/alternative fuel vehicle parking spaces
- Addition of recycling bins/collection areas to a project
- Addition of solar energy collection systems to an existing building.

The applicant shall submit the following:

- 2722.01 Modification fee (if applicable)
- 2722.02 Completed Land-Use Application
- 2722.03 A copy of the approved SIP, marked to indicate the proposed modification
- 2722.04 A written narrative explanation of the modification
- 2722.05 Proof of ownership, as required
- 2722.06 Other information deemed necessary by the Review Board Manager to review the request

Upon the approval by the Review Board Manager, a form stating the nature of the modification, date of approval, and bearing the signature of the Review Board Manager shall be scanned into the County Content Management System.

2723 Minor Revisions to Plan Exhibits *(Amended 07/08/08)*

The Review Board Manager shall determine whether the revision to the SIP is minor, based on scale, impact, or phasing. Minor revisions shall be subject to additional review which may result in design changes or additional approval conditions. The entirety of the site may be required to be brought into conformance with current zoning regulations (including lighting upgrades and reasonable reduction of overall water usage, including installation of required weather or sensor based irrigation control technology) prior to approval of the SIP revision. In the interest of supporting the County's economic development efforts with regard to small business, these upgrades may be permitted to be phased over a time frame negotiated by the applicant and the Review Board Manager. The applicant shall submit the following:

- 2723.01 Revision fee
- 2723.02 Completed Land-Use Application
- 2723.03 A written narrative

- 2723.04 New plans and other information, e.g., proof of ownership and supporting design detail, as requested by the Review Board Manager. The appropriate approval certificate(s) shall be included on the new plans.

Retail pad sites may be approved via an abbreviated process as noted previously.

2724 Major Revisions to Plan Exhibits (Amended 07/08/08)

The Review Board Manager shall determine whether the revision to the SIP is major, based on scale, impact, or phasing. Major revisions shall be subject to additional review, which may result in design changes and additional approval conditions. Major revisions shall follow the full SIP process as described herein. The entirety of the site shall be brought into conformance with current zoning regulations, including increasing sustainability and conservation, prior to SIP revision approval. New plans and other information, as applicable.

2725 Preliminary Improvement Plan Requirements (Amended 07/08/08)

- 2725.01 Prior to submittal of a Preliminary Improvement Plan (PIP), the applicant shall meet with staff to discuss the procedures, submittal requirements, and the level of detail required on the plans.
- 2725.02 A PIP shall be for the purpose of providing a preliminary approval of a design concept which is not fully detailed. Building permits shall not be issued based on a PIP.
- 2725.03 Subsequent to the approval of the PIP, and prior to issuance of any building permits, the applicant shall be required to submit a SIP application with complete fees, which is in substantial compliance with the PIP as determined by the Director.
- 2725.04 The plans shall be prepared in accordance with this Section, except for the level of detail which may be reduced, provided that adequate detail is provided to allow the Review Board to assess the impacts. The changes to the SIP process are as follows:
- 2725.04.1 An approval signature block shall be placed on the plan. For multiple sheet plans it shall be placed on the first sheet. The signature block shall be as follows:

