

# Guide to Location and Extent Requests

## INTRODUCTION

The Douglas County Department of Community Development is committed to providing open, transparent application processes to the public. This Guide is provided to assist anyone interested in the procedures and expectations involved in the Location and Extent process. The information in this packet is a summary of Section 32 of the Douglas County Zoning Resolution (DCZR).

## WHAT IS A LOCATION AND EXTENT?

A Location and Extent is a process used for the review of proposed public facilities or uses as provided by Section 30-28-110 of the Colorado Revised Statutes. This statute requires the Douglas County Planning Commission to review plans for the construction of any road, park, or other public way, ground, or space, public building or structure, or public utility, whether publicly or privately owned, prior to the authorization of construction of any such areas or facilities. Douglas County also uses the Location and Extent process for the review of traditional public schools and charter schools under the provisions of Section 22-32-124 of the Colorado Revised Statutes.

Construction of a public space is considered to be any activity primarily funded by taxes, or by an entity which has the capability to levy taxes, and is of benefit to the public, such as airports, schools, parks, utilities, and other similar public areas or structures. Charter schools are subject to this process due to their relationship with the Douglas County School District. Minor routine extensions of public utility lines and minor modifications to existing uses or facilities are not subject to this procedure.

## WHEN IS A LOCATION AND EXTENT NECESSARY?

A Location and Extent application must be submitted prior to construction of a public facility to allow review by the Douglas County Planning Commission as required by state statute. The statute stipulates that the entirety of the review must be completed within 30 days, unless extended with permission from the applicant.

## HOW DOES THE LOCATION AND EXTENT PROCESS RELATE TO OTHER ZONING PROCESSES?

A Location and Extent process is the sole land use review process required of most public entities. Additional review and permitting may be required through the Douglas County Department of Public Works Engineering depending on the scope of the project. Additional permits and requirements could include access permits; Grading, Erosion, and Sediment Control (GESC) permits; and requirements related to the provision of storm drainage and storm water detention facilities.

## IN THIS PACKET

Who Needs This Packet.....	1
Step-by-Step Guide and Fees.....	2-3
Sample Location and Extent Exhibit....	4

### Step 1

Presubmittal Review

### Step 2

Submittal,  
Completeness Review, and  
Pre-Referral Review

### Step 3

Referral Period and  
Courtesy Notification

### Step 4

Post-Referral Review  
and Application Revision

### Step 5

Planning Commission  
Public Meeting

### Step 6

Final Submittal(s)



# Steps 1-2 of the Location and Extent Process

## Presubmittal Review

### COUNTY STAFF'S GOAL FOR COMPLETION: 7 DAYS

The presubmittal review is the initial review of a proposal to identify potentially significant issues and submittal requirements. While Planning Services staff strives to identify critical issues at presubmittal, additional issues may be identified during the formal application review and referral process.

At the presubmittal meeting, staff will discuss the project with the applicant and advise as to how the application will be processed. In addition to the presubmittal meeting, the applicant may be required to attend a pre-application meeting with the Board of County Commissioners. The pre-application meeting with the Board may not be required if the proposed public facility is included within the taxing and service area boundaries of an applicant district and is described in its service plan, or for a school submitted by or on behalf of the Douglas County School District.

Presubmittal reviews are held weekly and proposals are evaluated by Planning Services, Public Works Engineering and Building staff. The applicant may schedule a meeting to request a presubmittal review by calling 303-660-7460.

Written comments from the presubmittal review team are typically provided to the applicant within a few days of the presubmittal meeting. Presubmittal comments are valid for one year from the date of the presubmittal meeting.

## Submittal, Completeness Review, and Pre-Referral Review

### COMPLETED WITHIN: 1-2 DAYS

(INCOMPLETE SUBMITTALS WILL NOT BE ACCEPTED)

Following the presubmittal review, the applicant may submit a formal application to Planning Services. A planning technician reviews the application submittal to ensure that all required items have been included. Once the submittal is determined to be complete, staff reviews the application and schedules a meeting before the Planning Commission within 30 days, unless an extension of time is agreed to by the applicant. Staff notifies the applicant of the date and time of the public meeting. The planner also reviews the documents to ensure all exhibit and submittal requirements have been met.

#### Submittal Checklist (summarized from Section 3203 of the DCZR)

- Completed Land Use Application
- Application fee
- Location and Extent Plan exhibit
- Location and Extent Report
- A written narrative to describe the proposed project
- Stamped envelopes addressed to abutting landowners

#### Location and Extent Exhibit Checklist (summarized from Section 3205 of the DCZR)

- Sheet size of 24" x 36" with a 1" minimum margin on all sides for each sheet
- Drafted at a scale of 1" = 50', or as approved by staff
- Name of the proposed use or facility
- A legal description of the property
- Vicinity map of the project and surrounding area, including a 1-mile radius superimposed on a Douglas County Development Reference map or Zone District map, maintaining the same scale as mentioned above
- Existing and proposed access to the site as well as the surface and width of the road with all easements and drainage ways, loading, parking and outdoor storage areas identified
- Existing and proposed topography shown at 2' contour intervals, or another contour interval approved by staff (show existing topography with dashed lines and proposed topography with solid lines)
- Provide the location and dimension of all existing and proposed structures, the use of structures, the building elevations and building height
- Identify the source and availability of water, and method of waste disposal, as applicable
- Provide an illustrative landscape plan, showing all proposed landscape - materials, fences, walls, planters and any other landscape features
- Identify utility lines and appurtenances (for example, equipment shelters)

#### Location and Extent Report Checklist (summarized from Section 3206 of the DCZR)

- Community impact report that describes potential impacts to private and public interests and the project site itself, as well as measures proposed to mitigate these impacts
- A Phase III Drainage Report as required with submittal or as a condition of approval by Public Works Engineering
- A narrative or traffic study describing the transportation network and establishing the availability and adequacy of the system, as required by Public Works Engineering
- A guarantee of any public improvements such as dedication of rights-of-way or sidewalk construction, as required by Public Works Engineering
- Additional information may be requested by staff, and the above requirements can be waived by the Director of Community Development, as appropriate

STEP

1

STEP

2

# Step 2-6 of the Location and Extent Process

## Referral Period and Courtesy Notification

### REGULATORY REFERRAL PERIOD: 14 DAYS

The planner compiles referral packets using the documents submitted by the applicant, inserts a Referral Response Request form to solicit comments, and distributes packets to necessary referral agencies. The referral period provides an opportunity for various agencies and other stakeholders to comment on the application. Referral agencies have 14 days to comment.

The planner forwards referral comments to the applicant as they are received so the applicant can immediately begin addressing comments directly with the referral agencies. The planner assists in facilitating meetings or discussions between the applicant and referral agencies, as necessary. The applicant must pay any referral agency fees, if charged.

Concurrent with the distribution of referral packets, the planner prepares and mails courtesy notices to abutting landowner(s) that state the application is in process.

STEP  
3

## Post-Referral Review and Applicant Revisions

### COMPLETED WITHIN: 2-4 DAYS

The planner ensures all referral responses have been forwarded to the applicant. The planner summarizes outstanding comments and encourages the applicant to address the comments in a timely manner. The applicant reviews the outstanding comments and revises all necessary exhibits, plans, and studies accordingly.

STEP  
4

## Planning Commission Public Meeting

### STATUTORY MANDATE HEARING: WITHIN 30 DAYS OF SUBMITTAL

The proposed project must be presented to the Planning Commission at a public hearing within the 30-day timeframe established by statute. If this cannot be done within the 30-day timeframe due to an incomplete application, etc., the hearing may be continued with the consent of the applicant. The planner creates a staff report in preparation for the meeting, a copy of which is provided to the applicant.

At the hearing, the planner will present general project information. The applicant should be prepared to present pertinent information and address questions about the proposal. Common question topics include impacts to abutting landowners, layout, referral agency comments, and traffic.

The Planning Commission will approve the application, approve with conditions, table for further study, or deny the application. In the event of a denial, the Planning Commission's decision may be overruled by the body having jurisdiction over the project (Board of County Commissioners, Public Utility Commission, or District Board).

For school sites, the Planning Commission "may review and comment" on the application, and if dissatisfied, the Planning Commission may request a hearing before the Board of Education. The Board of Education has final authority to determine the location and construction of facilities.

STEP  
5

## Final Submittal(s)

### COUNTY STAFF'S GOAL FOR COMPLETION: 5 DAYS

The applicant submits a revised Location and Extent Exhibit, if necessary, to address any conditions requested by the Planning Commission. Planning Services staff places a final record copy of the Location and Extent Exhibit in the project file. The applicant submits any plans and permit applications required by the Douglas County DPWE.

STEP  
6

## LOCATION AND EXTENT FEES

Location and Extent	\$325
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*Make checks payable to Douglas County  
Depending on the project, additional fees may apply*



# Sample Location and Extent Exhibit

## Name of Facility and Legal Description

**2270 PLAZA DRIVE**  
**BEN FRANKLIN ACADEMY - CLASSROOM ADDITION**  
**A PART OF THE NW 1/4 OF SECTION 4, TOWNSHIP 6 SOUTH, RANGE 68 WEST OF THE 6TH P.M.**  
**PLANNING AREA 85 - 10.135 ACRES**  
**LOCATION AND EXTENT ZR2012-005 (ZR2011-007)**

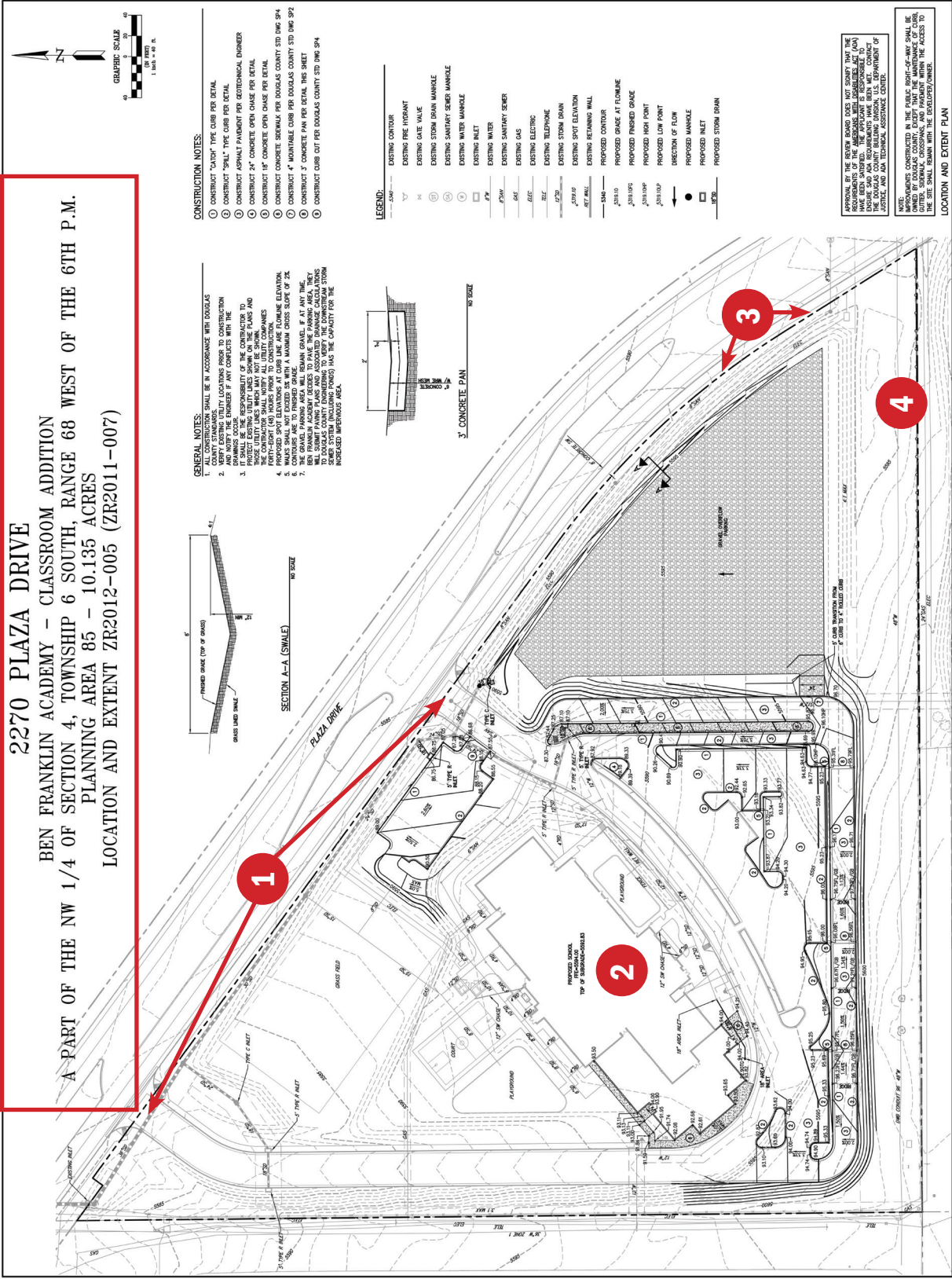
LUND	
12250 W. Regent Avenue, Suite 100 P.O. Box 9991, Littleton, CO 80120 303.988.9887   303.988.9824 COMMERCIAL ARCHITECTURE & INTERIORS	
NO.	DATE

**BEN FRANKLIN ACADEMY - CLASSROOM ADDITION**  
**PLANNING AREA 85**  
**GRADING PLAN**  
 PREPARED FOR: BEN FRANKLIN PROJECT DEVELOPMENT, LLC  
 ADDRESS: 6800 SOUTH 900 EAST, SUITE 200  
 MADISON, UT 84407

**CALL UTILITY NOTIFICATION**  
**CENTURY COLORADO**  
**611**  
 CALL BEFORE YOU DIG  
 FOR THE MAINTENANCE OF UNDERGROUND  
 MEMBER UTILITIES

DATE: APRIL 17, 2012  
 JOB NUMBER: 560-0102  
 SCALE: 1" = 40'

**SHEET**  
**3 OF 7**



- 1 - Identify existing and proposed access
- 2 - Location and dimension of existing and proposed structures
- 3 - Identify utility lines
- 4 - Show topography at 2 ft. contour intervals