



Site Plan Submittal Form

File No.: _____
(office use only)

Phone: (970) 475-1118
Fax: (970) 330-3472
Utility Locates: 811

1100 37th Street
Evans, CO 80620

For New or Expansion of Commercial, Industrial, or Multifamily Projects

Please submit this completed form and the required plans listed below prior to or concurrent with a Building Permit application for new construction or expansion of these types of buildings. The City of Evans prides itself in offering a quick review process for your project. In order to issue your Building Permit promptly, the City will not accept incomplete submittals. This list is intended to be the minimum requirements – additional information may be required. Please contact the Building Division for Building Permit submittal requirements (970-475-1157) or visit www.cityofevans.org.

Project Title (name of business, etc.): _____

Applicant Contact Information:

Name (please print) Phone Email

Address City/State/Zip

Property Address or Site Location: _____

Lot: _____ Block: _____ Subdivision: _____

FOR ALL PLANS, THE FOLLOWING ARE REQUIRED ELEMENTS

Please submit five copies (unless otherwise noted) on 24"x36" sheets in a scale ranging from 1" = 20' to 1" = 100' horizontal and 1" = 5' vertical. Please keep site plans, site work and utility plans, and building elevations separate. Applicants are encouraged to submit plans in electronic format (.pdf and/or CAD) as well.

- ____ Title/name of project
- ____ Name, address, email address, phone and fax numbers of applicant/owner
- ____ Name, address, email address, phone and fax numbers of builder/architect/engineer
- ____ Graphic scale, north arrow, date, and sheet numbers
- ____ Site address and/or legal description

**BUILDING DIVISION and FIRE DEPARTMENT – CONSTRUCTION – 970-475-1157
(Please contact the Building Division for Building Permit requirements.)**

- ___ Architectural site plan (see Planning requirements, below)
- ___ Utility plan and all detail sheets (see Engineering requirements below)

**ENGINEERING DIVISION – SITE WORK and UTILITIES – 970-475-1113
(Off-site improvements may require additional plans.)**

- ___ Architectural site plan (see Planning requirements below)
- ___ Utility plan and profile and all applicable detail sheets (3 copies, separate from site plan and elevations)
- ___ Stormwater detention and drainage plan (3 copies, separate from site plan and elevations)
- ___ Grading and erosion control plan (3 copies, separate from site plan and elevations)
- ___ Roadway plan and profile if applicable (3 copies, separate from site plan and elevations)
- ___ Survey and topographic plan, including benchmark survey data (3 copies, separate from site plan and elevations)
- ___ Drainage study (3 copies, letter size)
- ___ Traffic study, if required (3 copies, letter size)
- ___ Final site work and utility plans must contain a signature block indicating the approval of the Director of Public Works

**FORESTRY DIVISION – LANDSCAPING – 970-339-4081x101
(Please contact the City Forester when planting trees.)**

- ___ Landscaping (see Planning requirements, below)

PLANNING DIVISION – ELEVATIONS, SITE PLAN and LANDSCAPING – 970-475-1118

- ___ Building elevations of all sides drawn to scale and indicating building height, roof pitch, and proposed materials and colors (3 copies, separate from site work and utility plans)
- ___ Architectural site plan with the following:
 - All lot dimensions and a table indicating lot area, building footprint and total building area, pavement coverage area, number of parking spaces, open space area
 - Property lines and rights-of-way, easements, oil/gas well setbacks, adjacent streets and street names, and floodplain status of the site
 - Parking stalls, including dimensions and ADA-accessible spaces, driveways, sidewalks, and curb cuts
 - Location of drainage detention areas and other storm water drainage features
 - Fencing, fire hydrants, lighting, signage, and other existing and proposed improvements
 - Proposed use(s) including the number of bedrooms/units for multifamily residential (in order to determine the number of required parking spaces)
 - Trash dumpster enclosures, including materials to be used
 - Footprint of all proposed and existing structures, including location of entrances, service areas, and loading areas, and distances from structures to each property line (setbacks)
 - Existing overhead power lines
- ___ Landscaping plan with the following:
 - Existing trees, clearly labeled "to remain" or "to be removed"
 - Landscaping, including parking lot, with species and size of each tree and shrub, type of groundcover, and irrigation (See Ch.19.47 of the Municipal Code and the City's Approved Landscape Planting List)
 - Adjacent uses and bufferyards, if required (See Ch.19.47 of the Municipal Code)
 - Sight distance triangles, where applicable (See Ch.15.58 of the Evans Municipal Code)
 - Parks, trails, and/or open space, with connections to existing trails if applicable
 - Utilities (underground and overhead)
 - Drainage detention areas
 - Note to contact City Forester (970-339-4081x101) when planting trees