

## 18.25 - Site Plan Regulations

### Chapter 18.25 - SITE PLAN REGULATIONS

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**18.25.010 Purpose.** It is the intent of this Chapter to promote orderly and sound development standards as they apply to the City. Site development standards are intended to enhance and protect the community's natural as well as man-made environments. Site plan approval is needed for a building permit for all multi-family, commercial and industrial developments as well as parks, open space and trails. For site plans within approved PUDs see Section 18.25.050. New Single Family Residential Units or Duplexes must submit Plot Plans per Section 18.25.070.

**18.25.020 Site Plan Process.** The requirements as set forth in this section may be waived or modified as determined by the City Manager or his/her designee based on the size of the proposed land area to be developed and the intensity of development proposed by the applicant.

A. Pre-application Conference. Landowners considering development shall meet with the City at a pre application conference (PAC) prior to submitting any Site Plan Applications for the purpose of reviewing the City's requirements and application materials with staff.

B. Sketch Plan

1. If the property to be developed is larger than three (3) acres or the proposed building will be greater than 10,000 sq ft the applicant will need to bring a sketch plan to the Pre-application Conference (PAC). The sketch plan shall be at least 11 X 17 inches in size and include:

- a) Lot dimensions
- b) Building location and dimensions
- c) Parking information including number of proposed spaces and location
- d) Access points to adjacent streets
- e) Location of both existing and proposed utilities and connections
- f) Proposed landscaping location and description
- g) A visual representation and written description of the proposed architectural details, including signs and lighting
- h) A written description of the proposed development

C. Application Requirements. After a pre application conference, the applicant shall submit to the City the Site Plan materials. Complete Site Plan applications shall include the following:

- 1. Completed Land Use Application form.
- 2. Required Site Plan fees and a deposit in an amount specified by the City for the cost of reviewing and processing the application.
- 3. One full-size paper copy, and five 11" x 17" paper reductions of the Site Plan Map. See Section 18.25.030 for further details.
- 4. The following supportive information in narrative form (cover letter) that will enable City staff to evaluate the impacts of the development on the City:
  - a) Soils description and limitations.
  - b) A statement of any known hazards and other important environmental conditions present on the property.
  - c) Floodplain information.
  - d) A description of all structures to be built on the site, including size, quantity, use and the number of units per structure.
  - e) A statement explaining the phasing of the development.
  - f) Complete listing of landscape material costs and installation costs.

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- g) Evidence of current ownership, acceptable to the City Attorney, such as a copy of an updated title policy or commitment, current within thirty (30) days.
  - h) A list of all landowners and addresses within 500' of the subject property.
  - i) If the use is nonresidential, the number of employees and the type of activity shall be specified. If the use is residential, the type of units and the number of each unit to be built shall be specified.
  - j) For all commercial, industrial and multifamily applications, an economic impact report describing the impacts of the development on City services and tax base must be submitted. If the application is part of a previously approved PUD and as part of the PUD approval process there was an economic impact report submitted then no report is necessary. If there was not an economic impact report submitted as part of a PUD approval process then an economic impact report is required.
5. An electronic copy of all submitted documents, either via email, CD or flash drive.

D. Staff Review and Approval. Within ten (10) business days of receipt, staff will review the application for compliance with all applicable plans, standards and regulations and approve, approve with conditions or indicate the application is incomplete and notify the applicant of any deficiencies. The applicant shall then correct any deficiencies in the application package and resubmit that site plan. If a neighborhood meeting is required, the information from the neighborhood meeting shall be submitted to the City as a part of the approval process, which may affect the ten (10) business day response period.

E. Public Notification and Neighborhood Meetings. For all Site Plan applications the applicant shall be responsible for the following:

- 1. Notify all neighbors within five hundred (500') feet of the proposed project that a land use application has been submitted for a Site Plan including the basic details of the project size, type, location etc.
- 2. Post the Property with a sign (the City will provide this sign to the applicant) that includes the following information:

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- 3. If there are any easements or public utilities on the property the applicant shall be responsible for submitting all plans for review and comment to the appropriate entity. The applicant shall submit all comments from easement holders and public utilities to staff.
- 4. If the total acreage of the project is greater than three (3), the total square footage of all buildings is greater than ten thousand (10,000) feet, or adjacent zoning is not the same as the subject property, the applicant will be required to hold a neighborhood meeting to present the project and hear comments. This is separate from the City's public hearing process, and City staff may or may not attend. The applicant will be responsible for notifying the neighbors as outlined in Section 18.25.020 E.1, notifying the City of the meeting, and making a summary report to the City with regard to attendees, questions, and other issues raised at that meeting. This neighborhood meeting shall take place after the site plan is accepted as complete by the City but prior to any scheduled public hearing or other public meeting that is required by the City.

F. Post Approval Actions. Upon final approval by the City, the applicant shall submit two (2) original Mylars of the approved site plan to the City to be signed, then to the Weld County Clerk and Recorder's Office for recording. The recording fees shall be paid by the developer.

**18.25.030 Site Plan Map Standards.** The site plan map(s) shall be a minimum of twenty four (24) inches by thirty - six (36) inches and shall provide the following information:

- A. Title of Project
- B. North arrow, scale (no greater than 1" = 50') and date of preparation.
- C. Vicinity map showing aerial photos.
- D. Address of project.
- E. Legal description of property.
- F. Name, address, email and phone number of property owner.
- G. Name, address, email and phone number of person or firm responsible for plan (applicant).
- H. Lot size (square footage).
- I. Bearings and distances of all lot lines.
- J. Existing and proposed easements and rights-of-way.

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- K. Parking plan showing all spaces, landscaping and dimensions including required accessible parking.
- L. Existing and proposed paved areas and sidewalks on the site and in the adjacent rights-of-way, all dimensioned, showing how pedestrians will have access to the site and buildings.
- M. Gathering areas for people.
- N. Existing and proposed curb cuts on the site and in the adjacent rights-of-way (on both sides of perimeter streets), all dimensioned.
- O. Existing and proposed two-foot contours.
- P. Existing waterways on or adjacent to the site.
- Q. Footprint (including roof overhangs and eaves, decks, balconies, outside stairs and landings) of all proposed structures and their use with their dimensions and locations noted with respect to the property lines.
- R. Existing structures and their use.
- S. Square footage of the proposed building and the footprint of the proposed building.
- T. Proposed structure height.
- U. For commercial and industrial uses, the type of activity and number of employees.
- V. For multi-family residential, the number of residential units and bedrooms per unit.
- W. Location of proposed signs and lights.
- X. A completed sign permit, including specifications for the signs and lights, including type, height and general conformance to the Code. For commercial and industrial uses, a photometric plan prepared by a qualified electrical or lighting engineer shall be submitted that depicts all lighting fixtures and the light spread (in foot-candles) of these fixtures across the site to all property boundaries.
- Y. Proposed traffic controls and striping for parking areas (all lanes, driveways and parking spaces must be dimensioned).
- Z. Trash disposal areas and enclosures including specifications for enclosures.
- AA. Location and size of existing and proposed water and sewer service connections and tap sizes (including those for irrigation systems).
- BB. Location and size of water and sewer lines to which the service connections will be or are made.
- CC. Location and size of water meters.
- DD. Location and size of backflow-prevention devices.
- EE. Indication of how and where perimeter drain will drain (if one exists).
- FF. Location of existing electrical lines and poles on or adjacent to the site.
- GG. Location of proposed electrical service connection and meter location.
- HH. Location of electric transformer.
- II. Location of all fire hydrants. If none exist on site, note distance and direction of the closest hydrant adjacent to the site within three hundred (300) feet.
- JJ. Location of detention/retention areas and storm sewer infrastructure with the required drainage easements.
- KK. The distance from the proposed building or structure to adjacent lot lines, easements and adjacent structures.
- LL. Certificate blocks for signatures of owner, engineer, surveyor and City approval, as applicable on all maps.

**18.25.040 Review Criteria.** The following criteria shall be used to determine acceptance and possible approval of a Site Plan.

- A. All of the information required on a site plan is shown.
- B. The lot size and lot dimensions are consistent with what is shown on the Weld County Assessor's data base and/or approved final plat.
- C. No buildings or structures infringe on any easements.
- D. The proposed site grading is consistent with the requirements of the current City of Evans Master Drainage Plan.
- E. The use, density and dimensions shown conform to the requirements as set forth in the appropriate zoning or to the approved PUD requirements.
- F. The applicable design principles and development standards have been adequately addressed and the proposed improvements are in conformance.
- G. All economic concerns regarding impact to City services have been addressed appropriately.

**18.25.050 Site Plans within approved Planned Unit Developments.**

- A. Site Plan approval for properties and projects within an approved PUD are required unless a development agreement states otherwise to ensure that the approved design standards within the PUD are met.
- B. The review process for Site Plans within an approved PUD shall follow Section 18.25.020 with the addition below.
  - 1. In addition to a written and graphic form how the proposed structure is consistent with all applicable City plans,

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regulations and standards the applicant shall include information on how the development meets the PUD standards.

### **18.25.060 Amendments to Approved Site Plans.**

A. Minor variations in the location of structures, improvements, or open space areas caused by engineering or other unforeseen difficulties may be reviewed and approved by the Staff. Such changes shall not exceed ten (10) percent of any measurable standard or modify the use, character, or density of an approved site plan. All plans so modified shall be revised to show the authorized changes and shall become a part of the permanent records of the City.

B. Changes to approved site plans that exceed the ten (10) percent threshold, or other major modifications (such as changes in building size or footprint, relocation of access points, changes to required parking, etc.), shall be considered as a new site plan application. A complete site plan application shall be prepared and submitted in compliance with the requirements set forth in this Chapter.

C. For remodels and amendments to existing structures and properties without an approved Site Plan, those properties must also adhere to Sec 19.56.050 D maintenance, restoration, and remodeling of legal nonconforming structures.

### **18.25.070 Plot Plans for New Single Family Dwellings and Duplexes.**

A. A plot plan is needed in order to apply for a building permit all new Single Family Dwellings and Duplexes, whether or not the property is located within an approved subdivision or PUD. The plot plan shows where the proposed building or structure will be located on the lot as well as the architectural design of the structure so that the City can make sure that the proposed location will be in compliance with all applicable regulations.

B. Plot Plan Application.

a. Submit Land Use Application Form.

b. Plot Plan Map - The plot plan map shall be a minimum of eight and one-half (8½) inches by eleven (11) inches and shall provide the following information:

i. Title of project.

ii. North arrow, scale (1"=20' or as approved by the Town/City) and date of preparation.

iii. Name, address and phone number of property owner.

iv. Lot number, block number and name of subdivision.

v. Lot size (square footage).

vi. Bearings and distances of all lot lines.

vii. Existing easements on the lot.

viii. Footprint of the proposed building or structure, dimensioned.

ix. Square footage of the proposed building and the footprint of the proposed building.

x. Distance from the proposed building or structure to all lot lines.

xi. All existing buildings or structures on the lot.

xii. Driveway.

xiii. Existing and/or proposed water and sewer service lines on the lot.

xiv. Elevations of:

1. The finished floor for the house and garage.

2. The ground ten (10) feet away from the house and garage.

xv. Height of all proposed buildings.

xvi. The lot corners

xvii. Street trees (right-of-way landscaping).

xviii. Demonstrate in written and/or graphic form how the proposed structure is consistent with the applicable Design Standards of both the City and a PUD if applicable.

xix. Drainage Information - Provide the City with information regarding how the lot will drain.

C. Staff Reviews Plot Plan Application and Prepares Comments. Staff will review the application for compliance with all applicable plans, standards and regulations and approve, approve with conditions or return the application as incomplete within ten (10) business days of receipt.

D. Plot Plan Review Criteria. The plot plan must meet the following review criteria:

1. All of the information needed on a plot plan is shown.

2. The lot size and lot dimensions are consistent with what is shown on the approved final plat.

3. No buildings or structures infringe on any easements.

4. The proposed site grading is consistent with FHA standards (if insured by FHA) otherwise it shall meet City's approval.

5. The density and dimensions shown conform with the City's Density and Dimensional Standards or the approved

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PUD requirements.

6. The applicable Design Standards and Regulations have been met for both the City and the PUD if applicable, including but not limited to architecture, size and landscaping.

### Code Documents



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