



**TOWN OF WELLINGTON
PLANNING COMMISSION**

February 5, 2024

5:30 PM

Leeper Center, 3800 Wilson Avenue, Wellington CO

WORK SESSION

The Zoom information below is for online viewing and listening only.

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/83233951384?pwd=70Yt8J7UTCKUgiF51je6uPAjLHzyfw.RTm6sgd0FSNRuzcd>

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Webinar ID: 832 3395 1384

Or One tap mobile:

US: +17207072699,,87576162114# or +12532158782,,87576162114# Or Telephone:

US: +1 720 707 2699 or +1 253 215 8782 or +1 346 248 7799

1. Work Session Item

A. Site Plan Review Procedures

The Town of Wellington will make reasonable accommodations for access to Town services, programs, and activities and special communication arrangements. Individuals needing special accommodation may request assistance by contacting at Town Hall or at 970-568-3381 at least 24 hours in advance.

Planning Commission 101

Site Plan Review Procedures





CHAPTER 15 – Land Use Code

ARTICLE 2 – Application Procedures



Sec. 15-2-120. – Site plan.

- (a) Purpose and Applicability
- (b) Procedure
- (c) Findings for Approval
- (d) Amendments to Approved Site Plans



15-2-120(a) – Purpose and Applicability

- a) The site plan shall be submitted to apply for a building permit for all permitted principal uses of multi-family, commercial and industrial developments. The site plan shows lot arrangement and site design so the Town can make sure the site plan complies with all Town regulations. A site plan shall also be submitted for any re-development, substantial changes to an existing site, changes that affect site circulation or access, and for any exterior modifications to an existing building within the C-2, Downtown Commercial District to show compliance with the Cleveland Avenue Architectural Standards. When a development requires approval as a conditional use, the site plan approval process shall be processed concurrently with the conditional use application.



Handout #1

Processing Flow Chart



15-2-120 (b) – Procedure

- b) All site plan applications shall comply with the following specific procedures in addition to the general procedures in Section 15-2-40(b).
1. Preapplication Conference. A pre-application conference is required for a site plan application to discuss specific application procedures, criteria, and requirements for a formal application. This requirement may be waived at the discretion of the Planning Director or designee.
 2. Land Use Application Submittal. In addition to the requirements set forth in Section 15-2-40(c), a site plan application shall include:



Handout #2

Land Use Application



15-2-120(b)(2) – Procedure Continued

- a) Traffic study or waiver request. In accordance with the Standard Design Criteria and Standard Construction Requirements.
- b) Site plan map. The site plan map shall provide information per the site plan application checklist provided by the Planning Director or designee.
- c) Demonstrate, in written or graphic form, how the proposed structure is consistent with the Development Standards found in Chapter 5.
- d) Final landscape plan per Section 15-5-40.
- e) Provide complete building elevations and perspective rendering, drawn to scale, with illustrations of all colors and identifying major materials to be used in the structures. In addition, Town staff may require building floor plans, sectional drawings, additional perspective drawings, models and/or computer visualizations when the impacts of a proposal warrant such information.



Handout #3

Site Plan Checklist



15-2-120(b)(3) – Procedure Continued

3. Review and Approval.

a) Planning Commission Approval.

- 1) The Planning Commission shall review the application at a regular meeting. Staff shall present their staff report and recommendation.
- 2) The Planning Commission shall either approve, approve with conditions, or deny the application.



*15-2-40(c)(7)(c) – Conditions of Approval

- c. Conditions of Approval. The decision-making body may approve the application with conditions as necessary to bring the proposed development into compliance with this Land Use Code or other regulations, or to mitigate the impacts of that development to the surrounding properties and streets.
1. All conditions of approval shall be reasonably related to the anticipated impacts of the proposed development or use or shall be based upon standards duly adopted by the Town.
 2. Any condition of approval that requires an applicant to dedicate land or pay money to a public entity in an amount that is not calculated according to a formula applicable to a broad class of applicants shall be roughly proportional in nature and extent to the anticipated impacts of the proposed development, as shown through an individualized determination of impacts.
 3. Unless otherwise provided in this Land Use Code, any representations of the applicant in submittal materials or during public hearings shall be binding as conditions of approval.

* This subsection is from “General Application Procedures”



15-2-120(b)(3) and (4) – Procedure Continued

3. Review and Approval.

b) Town Board consideration of appeals.

- 1) The Town Board shall consider any appeal within forty-five (45) days of the close of the appeal period, except an appeal associated with a concurrent development application requiring Town Board review or approval, which the Town Board shall consider with final action on the concurrent development application. The Town Board shall apply the site plan review criteria to either uphold, modify, or reverse the Planning Commission's decision.

4) Post Decision Actions. Same as referenced in Section 15-2-40(c), in addition to the following:

- a) Any aggrieved party who wishes to appeal the action shall file a written appeal stating the reasons why the Planning Commission action is incorrect. The applicant shall file the appeal with the Town Administrator/Clerk within seven (7) days of the meeting at which such action was taken.



15-2-120(b)(5) – Procedure Continued

- 5) Post Decision Actions. Same as referenced in Section 15-2-40(c), in addition to the following:
 - a) Memorandum of Agreement for Public Improvements. Staff may require that the applicant execute a MOAPI to assure the construction of on-site and off-site improvements as a condition of approval of the site plan. Guarantees in the site plan agreement shall be secured by an irrevocable letter of credit in an amount determined appropriate by Town staff.



15-2-120(b)(5) – Procedure Continued

- b) Building permit. A building permit shall be issued only when final site plan drawings have been submitted, reviewed, and approved by the Department directors.
 - 1. Exception. A building permit may be issued for the construction of a foundation and shell only for commercial and industrial uses to allow for the partial construction of a speculation building with unknown tenant and use.
- c) Certificate of Occupancy. When building construction and site development are completed in accordance with the approved site plan and building permits, a Certificate of Occupancy may be issued.
- d) Phasing and Expiration of Approval. The site plan shall be effective for a period of three (3) years from the date of approval, unless stated otherwise in the written site plan approval. Building permits shall not be issued based on site plans that have an approval date more than three (3) years old. For multi-phased plans, building permits shall not be issued based on an approval date more than three (3) years from the date of Phase I approval.



15-2-120(c) – Findings for Approval

- 1) The site plan is consistent with the Comprehensive Plan and the intent stated in this Land Use Code.
- 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 the requirements of any applicable adopted storm drainage criteria or master drainage plans.
- 5) The density and dimensions shown conform with Article 4 of this Code or the approved PUD requirements.
- 6) The applicable development standards have been adequately addressed and the proposed improvements conform with Article 5 of this Code.



15-2-120(d) – Amendments to Approved Site Plans

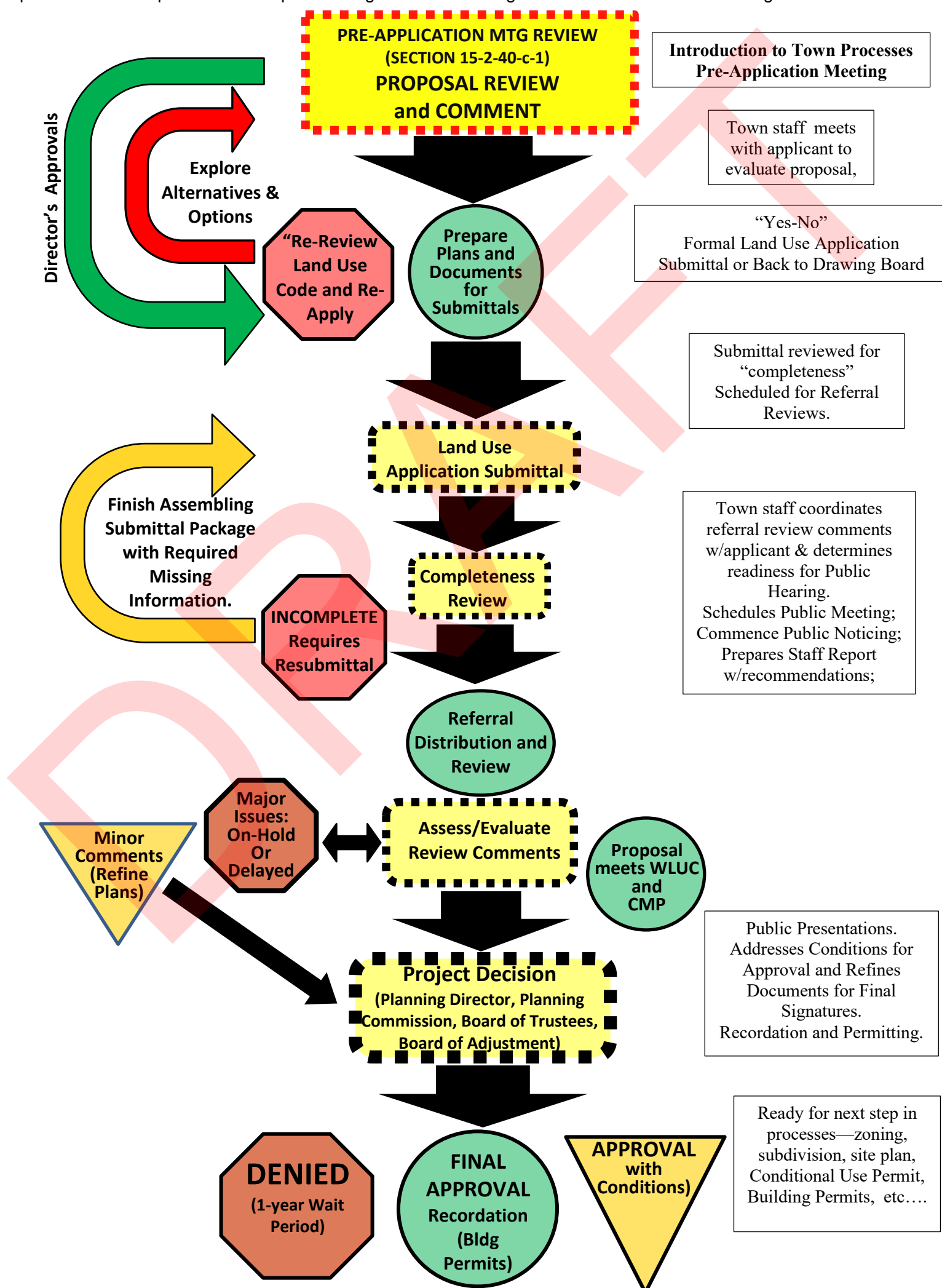
- 1) Minor variations in the location of structures, improvements or open space areas caused by engineering or other unforeseen difficulties may be reviewed and approved by the Town staff. Such changes shall not exceed ten percent (10%) of any measurable standard or modify the use, character, or density 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 Town.
- 2) Changes to approved site plans that exceed the ten percent (10%) 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. Such amendments shall require Planning Commission review and approval to become effective. A complete site plan application shall be prepared and submitted in compliance with the requirements set forth in this Section.



PROCESSING FLOW CHART

(General Application Procedures-
Section 15-2-40)

Land Use Applications are typically processed in accordance with Town of Wellington Land Use Code. Section 15-2-40 - General Application Procedures. All applications begin with a Pre-Application review meeting with town staff to evaluate the proposal, and chart a course of action for timely processing. The Pre-Application meeting is an effective tool to identify opportunities and constraints, and planning procedures prior to the formal submittal. Pre-Application meetings are a highly recommended “no cost” service assisting applicants with the formal submittal processes and requirements. The process begins with contacting Town staff to schedule a meeting.





LAND USE APPLICATION

This Land Use Application form must be completed in-full and filed with the Town in accordance with Subsection 17-5-10 *et seq.* of the Wellington Municipal Code. The completed land use application form and all accompanying materials shall be submitted in accordance with Sections 15-2-50 – 15-2-230 of the Town of Wellington Municipal Code as amended, however for those applications and procedures requiring a Public Notice, please refer to Section 15-2-20.

This application must be executed and accompanied by an attached Procedure Checklist. The checklist (with payment) must be complete and signed by the applicant/agent prior to submission of an application following a Pre-Application meeting unless the Pre-Application meeting was waived by the Director.
INCOMPLETE SUBMISSIONS WILL BE RETURNED TO THE APPLICANT.

PROCEDURE TYPE:

(Checklist Type)

- | | | | |
|---|--|--|-----------------------------------|
| ☐ Site Plan | ☐ Subdivision | ☐ Conditional Use | ☐ Rezone |
| ☐ Special Use | ☐ Plot Plan | ☐ Annexation | ☐ Variance |
| ☐ Preliminary Plat | ☐ (other) _____ | | |

PRE-APPLICATION MEETING DATE: _____

PUBLIC NOTICING:

- ☐
- Required
- ☐
- Not Applicable

Date: _____

(Pre-Application Notes Required w/Formal Submittal).

AGENT'S INFORMATION:

AGENT'S NAME: _____

AGENT'S ADDRESS: _____

City

State

Zip Code

AGENT'S PHONE #: _____

Email: _____

APPLICANT'S INFORMATION:

APPLICANT'S NAME: _____

APPLICANT'S ADDRESS: _____

Street

City

State

Zip Code

APPLICANT'S PHONE #: _____ Email: _____

PROJECT SITE INFORMATION:

NAME OF SUBDIVISION: _____

LOT #: _____ BLOCK #: _____ STATE PARCEL #: _____

COMMON ADDRESS: _____

SITE SIZE: _____ acres _____ square feet

ZONING: _____ (PROPOSED ZONING: _____)

UTILITIES/SERVICE PROVIDERS:

Fire District: _____ Water/Sewer: _____ Gas: _____

Electric: _____ Other _____

Access/Roads: _____

PROPOSED USE: _____

The applicant or their duly authorized agent HEREBY ACKNOWLEDGES that each Land Use Application is considered on a case-by-case basis. In addition, a final Certificate of Occupancy cannot be issued for a building until all aspects of development depicted on the approved Site Plan are complete and have been certified by the Town Planning Director or designee. A Certificate of Occupancy cannot be issued and the occupying of a building without such a Certificate is a violation of the Town's Building Code. **Applicant acknowledges Raw Water contributions may be required at time of Building Permit.**

APPLICANT **OR** **AUTHORIZED AGENT**

OFFICE USE ONLY

DATE RECEIVED: _____ BY TOWN STAFF: _____ FILING FEE: \$ _____

Larimer County Aerial Location Map:



**Form D-5
 AGREEMENT FOR
 PAYMENT OF REVIEW
 EXPENSES**

**LAND USE CODE
 Form D-5
 AGREEMENT FOR PAYMENT OF REVIEW EXPENSES**

THIS AGREEMENT, made and entered into this ____ day of _____, 20____ by and between the TOWN OF WELLINGTON, COLORADO, a municipal Corporation, hereinafter referred to as 'the Town,' and _____ hereinafter, referred to as 'the Applicant,'

WITNESSETH:

WHEREAS, the Applicant is the owner of certain property situated in the County of Larimer, State of Colorado, and legally described as follows, to-wit:

WHEREAS, the Applicant desires to develop said property and has made application to the Board of Trustees of the Town of Wellington for approval of

_____, and

WHEREAS, the Parties hereto recognize that the land use fees as specified by the Municipal Code of the Town of Wellington may not be adequate to fully cover the Town's expenses in considering the referenced application, including, but not limited to, legal publications, engineering services, attorney fees, consultant fees, reproduction of material and public hearing expenses.

NOW, THEREFORE, in consideration of the premises and of the mutual promises and conditions hereinafter contained, it is hereby agreed as follows:

1. FULL AND SEPARATE ACCOUNTING OF REVIEW EXPENSES.

The Town will maintain separate accounts of all monies expended as a result of the review of the above referenced application. Statements of expenses incurred will be made available to the Applicant monthly throughout the time the application is being reviewed by the Town. Expenses charged to the applicant's account shall include, but shall not be limited to legal publications, engineering services, attorney fees, consultant fees, reproduction of material and public hearing expenses.

2. EXPENDITURE OF FEES PAID BY THE APPLICANT.

The Town shall expend the monies collected from the Applicant in the form of land use fees, in the payment of expenses incurred in the review of the Applicants request, including but not limited to, fees charged to the Town for legal publications, engineering services, attorney services, consultant services, reproduction of material and public hearing expenses Only after all expenses incurred in the review of the Applicant's request have been paid, may these monies be used for other purposes as determined by the Town

3. PAYMENT OF REVIEW COSTS BY THE APPLICANT.

In the event that the Town incurs expenses for the review of the Applicant's request greater than the monies collected from the Applicant in the form of land use fees, the Applicant shall reimburse the Town for the additional expenses. Said reimbursement shall be made within ten (10) days of the Town submitting an invoice for the expenses Failure by the Applicant to pay within the specified time shall be cause for the Town to cease processing the application and/or deny approval of the application.

4. APPLICATION TERMINATION.

Except where the law or an agreement with the Town provides otherwise, the Applicant may terminate his application at any time by giving written notice to the Town. The Town shall immediately take all reasonable steps necessary to terminate the accrual of costs to the applicant. e.g. notify newspapers to cancel publications, etc. The Applicant will continue to be liable for all costs reasonably incurred by the Town prior to, and after, submitting a notice of termination.

5. COLLECTION OF FEES AND COSTS.

If the Applicant fails to pay the fees required herein when due, the Town may take those steps necessary and authorized by law to collect the fees due. The Town shall also be entitled to all court and attorney's fees, other costs incurred in collection and interest on the amount due at the rate of 18% per annum.

IN WITNESS WHEREOF, the Town and the Applicant have caused this Agreement to be duly executed on the day and year first above written.

THE APPLICANT

Signature_____

TOWN OF WELLINGTON

Signature _____



SITE PLAN CHECKLIST

The Town of Wellington requires a site plan submittal for all permitted principal uses of multi-family, commercial, and industrial developments. A site plan is also required for any re-development, substantial changes to an existing site, changes that affect site circulation or access, and for any exterior modifications to an existing building within the multi-family, C-2, and Downtown Commercial Districts. Site plan approvals are typically the initial phase in pursuing a building permit. In addition to the Site Plan, supporting documents including full engineering construction documents (CDs), traffic impact studies (TIS), Utility Plans, grading and drainage plans & studies; geotechnical studies, surveys, etc... may be required. This checklist, with an executed land use application form, must be completed and filed with the Town Planner in accordance with **Subsection 17-5-10 et seq.** of the Wellington Municipal Code. Site plans are reviewed by Planning and Engineering staff for completeness, **INCOMPLETE SUBMISSIONS WILL BE RETURNED TO THE APPLICANT.**

After a site plan is deemed "complete" by Town staff, the official Site Plan review process shall begin. Once the project has been reviewed and refined to the satisfaction of Town staff, then it may be scheduled for Planning Commission consideration. All site plan applications must be completed to the satisfaction of the Town Engineer and Planning Director prior to scheduling the Planning Commission public meeting.

Please refer to Section 2.02 - Public Notice; Sections 2.03 & 2.04 –Application Procedures, Section 2.12 – Site Plan; (and Section 2.14 – Signs as applicable). The Town's Landscape and Irrigation Manual is available at the following link: https://www.wellingtoncolorado.gov/DocumentCenter/View/3860/Wellington-Landscape-and-Irrigation-Manual_FINAL?bidId=.

This checklist (with payment) must be completed and signed by the applicant/agent at the time of application submittal.

ENGINEERING NOTE:

It is the applicant's responsibility and best interest to prepare & submit professionally prepared documents consistent with town standards to reduce review time and associated costs. Provide detailed information pertaining to any non-compliant component as part of the submission.

The information provided herein is a guide and is not intended to replace or minimize the applicant's responsibility to comply with the Town's D&CS. Project reviews may require multiple reiterations to achieve compliance with applicable Town code and standards, it shall be the responsibility of the applicant and their team members to address town staff comments and resubmit the revised plans in a timely manner. At a minimum, this checklist is a comprehensive list of what may be required for a land use application submittal. Completeness checks are a preliminary review to determine acceptability of a project for submittal only—it does NOT constitute the more in-depth review and evaluation by Town Staff. *Project review fees must accompany a submittal. Second reviews for projects are billed at a reduced rate, due upon resubmittal.* All fees are flat rate and apply based on specific regional criteria not subject to negotiation unless there are extraordinary circumstances where the Town Engineer may allow a fee modification.

SITE PLAN REVIEW CHECKLIST

Handout #3

- ☐ Projects shall comply with all Laws, Regulations, Codes and Ordinances applicable to the design and the furnishing and performance of the work. Except where otherwise expressly required by applicable Laws, Regulations, Codes or Ordinances, the Town shall be responsible for monitoring compliance with any Law, Regulation, Code, or Ordinance.
- ☐ The Town of Wellington Standard Design Criteria and Standard Construction Requirements (D&CS) <http://www.wellingtoncolorado.gov/DocumentCenter/View/1299/Standard-Design-Criteria-and-Standard-Construction-Requirements> provides the minimum standards and specifications for the project's design and construction in the Town of Wellington, Colorado. All improvements must meet or exceed these minimum standard requirements. All work must be found acceptable by the Town of Wellington before final approvals.
- ☐ Whenever there are practical problems involved in following the provisions of the standards and specifications, the Town may grant modifications. It is the discretion of the Town's Public Works Department to determine on a case-by-case basis whether variances to the Town's standards and specifications are warranted.

The Site Plan application submittal package should clearly and concisely communicate the details and intent of a proposal. A site plan submittal begins with a Pre-Application Meeting- (Sec 2.04.3), and can generally include a: cover/title sheet; an existing site conditions plan (ALTA Survey), a demolition plan, a site plan, an architectural elevations/rendering sheet (and/or material board); drainage-grading & utility plans; landscape plan; details and notes plan; etc... Supplemental documents may include: a traffic study, a drainage study, an environmental impact study; a tree preservation plan; an irrigation plan; photometric plan; etc....

SITE PLAN SUBMITTAL REQUIREMENTS		
Unless otherwise noted or informed, all of the following items are required:		
APPLICANT	TOWN STAFF	SUBMISSION REQUIREMENTS
		Pre-App. Meeting DATE : _____
		Pre-Application Notes & Comments*
		Executed Land Use Application*
		Mailing Map and List (within 500-ft of project)
		Project Narrative (<i>Describe proposed site improvements & Pre-Application Comments</i>). (8-1/2" x 11")*
		Traffic Impact Study (<i>or waiver request</i>)
		Drainage Report*
		2 Full size drawing sets (24" x 36") AND 2 Half size drawing sets (11" x 17")
		PDFs (Digital Format on Thumb/Flash Card)*
		Copy of Final Plat (<i>or Boundary Survey</i>)*
		Title Policy/Commitment *
		Electronic Plan Submission (<i>pdf format on a flash drive, CD, or via online file share</i>)*
		Engineering Processing Fee: \$ _____ Provide Engineering Review Fee Calculation Work Sheet.
		Processing Fee: _____ effective August 9, 2011 per Resolution No. 9-2011*

* Mandatory

Plans shall be drawn to an appropriate engineer scale not exceeding 1 inch = 100 feet for maximum legibility. Full size sheets shall be sized 24"x36" and half size sets 11"x17". Site Plan Drawings shall include all of the following: (*If an item does not apply to your project, write "N/A" in the space next to the item.*)

SITE PLAN REVIEW CHECKLIST

GENERAL INFORMATION																	
The site plan must provide all of the following:																	
APPLICANT	TOWN STAFF	REQUIREMENT															
		Title Block (Including name, address and phone number of owner <u>and</u> developer/contractor as applicable)															
		Preparation Date															
		North Arrow and Written & Graphic Scale															
		Vicinity Map (to scale)															
		Legal description of the property															
		Property line locations, bearings and distances															
		Adjacent streets and alleys (including location, names and right-of-way widths)															
		Easements (including locations, dimensions and easement type & reference information: Book/Page or Reception Number)															
		Location & size of existing & proposed buildings, structures, and vegetation. Include:															
		Use (including activity and number of employees)															
		For Multi-family residential, include number of units and bedrooms per unit															
		Gross floor area (square feet)															
		Location of building entrances/exits															
		Dimensions must be provided between building walls and the site's perimeter boundary lines (To Minimum Setbacks)															
		Site Data Chart/Lot Coverage and Impermeable Surfaces															
- Total lot area (square feet <u>and</u> acres) - Building & Landscape coverage (square feet; existing and proposed) - Total impermeable surface area (square feet of each; building, asphalt, concrete)																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3" style="text-align: left;">Site Plan Data Chart:</th> </tr> </thead> <tbody> <tr> <td style="width: 30%;">Buildings/Structures: (Footprints)</td> <td style="width: 30%;"></td> <td style="width: 40%;"></td> </tr> <tr> <td>Impervious Area: (Parking/Drives/S-W)</td> <td></td> <td></td> </tr> <tr> <td>Landscape Areas: (On-Site)</td> <td></td> <td></td> </tr> <tr> <td style="text-align: right;">Total:</td> <td></td> <td></td> </tr> </tbody> </table>			Site Plan Data Chart:			Buildings/Structures: (Footprints)			Impervious Area: (Parking/Drives/S-W)			Landscape Areas: (On-Site)			Total:		
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Landscape Areas: (On-Site)																	
Total:																	

GRADING AND DRAINAGE PLAN		
Drainage on and from the site shall be provided on a separate plan sheet and must include the following:		
APPLICANT	TOWN STAFF	REQUIREMENT
		Site spot elevations and contour lines
		Arrows depicting the proposed direction of storm water drainage
		Drainage basins and sub-basins including flow calculations for each (<i>shall be clearly labeled</i>)
		Storage calculations including how storage is accomplished and if drainage basins are intended to be wet or dry

SITE PLAN REVIEW CHECKLIST

		On-site storm drainage facilities or improvements (including storm sewer pipes, access covers, swales and on-site drainage ponds or areas)
		Footprint of existing and proposed buildings along with areas to be paved
		Finished floor elevations (FFE) for all structures
		Minimum pad elevations <i>(if applicable)</i>
		Table showing locations and flow rates both pre and post development where flow enters or leaves the site
		Storm water pipe sizing and hydraulic information (HGL) indicating pipe sizing is sufficient to carry required flow
		Drainage Analysis except where specified herein the review criteria, and standards include the Wellington D&CS or the City of Fort Collins Drainage Criteria for system analysis. The Town Engineer and Floodplain Manager may require additional data on a project-by-project basis. (A predesign meeting would be useful in eliminating complications).
YES ☐	NO ☐	(A SEPARATE DRAINAGE STUDY MAY BE REQUIRED TO BE SUBMITTED FOR REVIEW AND APPROVAL OF THE TOWN ENGINEER)

UTILITY PLANS		
A separate plan sheet shall be provided to show existing and proposed utilities and shall include the following:		
APPLICANT	TOWN STAFF	REQUIREMENT
		Easements of record
		New easements and recording information
		Existing and proposed utilities and service lines
		Location and finished grade elevation of all manholes
		Existing electrical lines and poles on or adjacent to site
		Existing and proposed stormwater sewer and drainage improvements (including stormwater inlet structures and basins)
		Pre-Treatment Waste Water Questionnaire (Commercial Sites)
		TOTAL Water Use Analysis (Including interior and exterior/landscape)
		Location of private service lines and connection locations, including:
		Water meter, service line, and valve locations
		Sanitary sewer service line and cleanouts
		Water and sewer tap sizes, including those for irrigation systems
		Fire Department Connection (FDC)
		Fire hydrants (On-site or within 500-ft; may not be private)
		Electrical service line, meter, and transformer
		Grease interceptor locations
		Others as applicable <i>(shall be clearly labeled)</i>
(EXTENSIONS OF PUBLIC SEWER AND WATER LINES MAY BE REQUIRED AS A CONDITION OF SITE PLAN APPROVAL.)		

PARKING AND CIRCULATION		
Required and accessory off-street parking, loading and unloading, on-site circulation and vehicle stacking space areas must provide all of the following:		
APPLICANT	TOWN STAFF	REQUIREMENT
		Perimeter street rights-of-way including existing and proposed curb cuts

SITE PLAN REVIEW CHECKLIST

Handout #3

		Parking Data Chart w/Parking Ratios (Req'd & Provided); Bicycle rack spaces, etc.....
		Location of existing and proposed driveways to public street rights-of-way
		Existing off-street parking spaces
		Proposed off-street parking spaces
		Standard detail for the dimensions of a typical parking space (<i>Parking spaces that do not conform to the standard detail shall be provided their depth and width dimensions.</i>)
		ADA-accessible parking spaces (location and number)
		Standard detail for dimensions of a typical ADA-accessible parking space
		Standard detail for dimensions of ADA-accessible aisles and path to entrance (<i>Note the color of the pavement marking</i>)
		On-site circulation aisles and dimensions
		Loading and unloading areas
		ADA Route to point of entry
		Vehicle stacking spaces for drive-thru facilities
		The type and thickness of the paving surface shall be noted
		Pedestrian access on the property as well as to and from the site
		Location and type of all on-site traffic control signs and pavement markings (<i>All signs and markings must comply with the current edition of the <u>Manual on Uniform Traffic Control Devices</u>. Provide standard details as necessary.</i>)

BUILDING ELEVATIONS

Proposed elevation drawings for new buildings must provide all of the following:

APPLICANT	TOWN STAFF	REQUIREMENT
		Elevations showing all four sides of the exterior of the building (<i>including building dimensions and grade</i>)
		Heights of existing and proposed buildings and structures
		Materials listed for building walls
		Materials listed for roof
		Rooftop mechanical equipment screening
		Color rendering of the proposed building with color palette legend

SIGNS

Signage associated with the development must provide the following:

APPLICANT	TOWN STAFF	REQUIREMENT
		Location of all ground signs, including scaled drawings with height and size dimensions
		Location of building wall signs with scaled drawings showing height and size dimensions
		Indicate materials to be used and include color palette legend

SITE PLAN REVIEW CHECKLIST

LANDSCAPING PLAN (Section 5.04) (See the Town of Wellington Landscape & Irrigation Manual link below) (https://www.wellingtoncolorado.gov/DocumentCenter/View/3860/Wellington-Landscape-and-Irrigation-Manual_FINAL?bidId=)																				
All Screening and Landscaping shall be provided to meet the requirements of subsection 16-3-330 et seq. of the Wellington Municipal Code. Landscaping, screening, and buffering drawings shall be provided on a separate plan sheet and must include all of the following:																				
APPLICANT	TOWN STAFF	REQUIREMENT																		
		Location of natural features and existing vegetation to be maintained (<i>existing vegetation to be retained must be identified by location, size(trees-dbh/shrubs-diameter at canopy dripline, and common and botanical names)</i>)																		
		Planting/Landscape Material Legend with plan symbols, plant species keys, botanic and common names, plant size, notes, etc..... for proposed and existing site features.																		
Minimum Planting Sizes on all required landscaping shall be as follows: (Per Section 5.04.5)																				
		Deciduous Trees: Two (2") Inch Caliper																		
		Ornamental Trees: One & one-half-inch (1-1/2") Caliper																		
		Evergreen Trees: Six-foot (6') Height																		
		Shrubs: Five (5) Gallon size																		
		NOTE: No one (1) plant species other than turf grass may make up more than twenty-five percent (25%) of the site's total plant materials.																		
		Plant Species selection per the Town of Wellington Recommended Plant List (or as approved by town staff).																		
		Landscape Water Use Calculation (Total annual landscape water use per landscape plan chart and Irrigation exhibit/hydro zone plan). Include total annual landscape water use in the Utility Plan TOTAL Water Use Analysis.																		
Landscape Data Chart/calculations indicating site area treatment.																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #00b0f0; color: white;"> <th style="width: 33%;">Water Use Category</th> <th style="width: 33%;">Total Area Category</th> <th style="width: 33%;">Total Gallons of Water per Square Foot per Category</th> </tr> </thead> <tbody> <tr> <td>High Water Use: (<11.2Gal/SF/Yr)</td> <td></td> <td></td> </tr> <tr> <td>Medium Water Use: (<9.2Gal/SF/Yr)</td> <td></td> <td></td> </tr> <tr> <td>Low-Water Use: (<5.4Gal/SF/Yr)</td> <td></td> <td></td> </tr> <tr> <td>Xeric Water Use*: (<1.1Gal/SF/Yr)</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">Totals:</td> <td></td> <td></td> </tr> </tbody> </table>			Water Use Category	Total Area Category	Total Gallons of Water per Square Foot per Category	High Water Use: (<11.2Gal/SF/Yr)			Medium Water Use: (<9.2Gal/SF/Yr)			Low-Water Use: (<5.4Gal/SF/Yr)			Xeric Water Use*: (<1.1Gal/SF/Yr)			Totals:		
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		Location, height, and materials to be used for screening purposes (including walls, fences, or vegetation)																		
		Location of landscaped areas along with the types of landscaping materials to be used																		
		Location of all proposed drainage basins, swales & berms, depicted by contours at one-foot intervals																		
		Location and dimensions of all existing and proposed structures & easements:																		

SITE PLAN REVIEW CHECKLIST

		Parking lots and drive approaches
		Sidewalks including crosswalks as necessary
		Light poles for parking lots and pedestrian pathways
		Signs
		Above-grade and underground utilities, fire hydrants, and storm drainage systems
		Free-standing electrical equipment
		Other free-standing structural features
		Planting Schedule Table including common and botanical names of all proposed plant species, quantity, size at the time of planting, mature size, and pictographic symbol
		Location and dimensions of areas where the use of non-living landscaped areas are proposed, along with specifications for weed barriers
		Irrigation Plan including the location of POC, backflow preventer, meter, irrigation lines, hose connections, spigots, and other watering sources.
		Location of trash enclosure(s)

OUTDOOR AREAS

Outdoor display, sales, and storage areas shall be shown and will provide all of the following:

APPLICANT	TOWN STAFF	REQUIREMENT
		Location of any areas that are planned to be used for continuous outdoor display and sales purposes
		Location of trash enclosure(s), materials to be used, and specifications
		Location of any outdoor areas to be used for the temporary storage of refuse along with proposed methods to accomplish screening from adjoining street rights-of-way and adjoining properties
		For industrially zoned properties, indicate areas planned to be used for outside storage

PHOTOMETRIC PLAN (Section 5.02 Exterior Lighting)

Exterior lighting drawings must provide all of the following:

APPLICANT	TOWN STAFF	REQUIREMENT
		Sheet Plan Legend w/ manufacturer model numbers & options/features (cut-sheets)
		Location of proposed lighting (<i>free-standing and affixed to buildings</i>)
		Indicate the direction of the proposed lighting
		Provide photometric light pattern and intensity of proposed exterior lighting
		Show light distribution (in foot-candles) to all property boundaries

I, _____, the undersigned applicant or duly authorized agent, confirm that I have personally checked each of the above requirements and attest that this submission for Site Plan Review is accurate and complete. Further, I understand that an incomplete submission will not be reviewed, and if any requirement is determined to be missing or inadequate, a new complete Site Plan submission may be required.

OR

APPLICANT

DATE

AUTHORIZED AGENT

D

SITE PLAN REVIEW CHECKLIST

COMPLETENESS CHECK: (Town Staff)

PLANNING DEPARTMENT

/ /
DATE

ENGINEERING DIVISION

/ /
DATE**OTHER ATTACHMENTS:**

- ☐ Land Use Application:
- ☐ Pre-treatment WasteWater Questionnaire:
- ☐ Form D-5 (Compensation Agreement for Outsourced Review Expenses).
- ☐ Grease Trap/Interceptor Information Sheet:
- ☐ Landscape Water Use Calculation Worksheet:
- ☐ Process Review Fee Schedule and Calculation Work Sheet: