



SITE PLAN Information Sheet and Checklist

The purpose of a site plan is to show how a lot will be developed so that the Town can ensure that the site design will be in compliance with all regulations and codes. A site plan is a prerequisite to a building permit for all multi-family (excluding duplexes), commercial, and industrial developments.

Site plans are reviewed on the following criteria:

1. All of the information required on a site 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 the requirements of any applicable adopted storm drainage criteria or master drainage plans.
5. The density and dimensions shown conform to Section 3: Zoning.
6. The applicable provisions of the Development Code have been met and the proposed improvements conform to the Development Code and Comprehensive Plan.

Application submittal checklist:

- Complete and sign Development Review Application**
- Payment of fees (application and deposit)**
- Receipt showing payment of Berthoud Fire Development Review Fee**
*See Berthoud Fire Development Review Fee Schedule
- Sign MOU** – “Memorandum of understanding for payment of review and development expenses incurred by the Town”
- CD or USB drive** – All documents and plans must be submitted in PDF format
- Written statement/graphics** – Demonstrate in written or graphic form how the proposed structure(s) is consistent with Chapter 30, Section 2 of the Development Code.

- Vicinity Map** (8½ X 11) – Illustrate roads and significant natural features near the project site. Roads must be labeled so that the site can be easily found.
- Certified Drainage Report** – A certified report must be reviewed and approved by the appropriate sanitation district (if applicable) prior to submittal of the report as part of this application.
- Final Landscape and Open Space Plan** – Reference Chapter 30-2 of the Town of Berthoud Development Code for plan requirements.
 - Two paper copies of 24"x 36" at a scale of 1"= 50' or 1"= 100'
 - One paper copy on 11"x 17"
- Exterior elevations of proposed structures/graphic visual aids** – Provide complete building elevations with illustrations of all colors and major materials to be used.
- Project plans, building plans, and elevations**
 - Two copies on 24"x 36" paper at a scale of 1"=50' or 1"=100'
 - One 11"x 17" paper copy

The plan should include the following items:

- Title of project.
- North arrow, scale (no greater than 1"=50') and date of preparation.
- Vicinity map.
- Address of project.
- Legal description of property.
- Name, address and phone number of property owner.
- Name, address and phone number of person or firm responsible for plan.
- Lot size (square footage).
- Bearings and distances of all lot lines.
- Existing and proposed easements and rights-of-way.
- 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.
- Gathering areas for people.
- Existing and proposed curb cuts on the site and in the adjacent rights-of-way (on both sides of perimeter streets), all dimensioned.
- Existing and proposed two foot contours.
- Existing waterways on or adjacent to the site.
- Finished floor elevations for all structures.
- 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.
- Existing structures and their use.
- Square footage of the proposed building(s) and the footprint of the proposed building(s).
- Proposed structure height.
- For commercial and industrial uses, the type of activity and number of employees.

- For multi-family residential, the number of residential units and bedrooms per unit.
- Location of proposed signs and lights.
- 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.
- Proposed traffic controls and striping for parking areas (all lanes, driveways, and parking spaces must be dimensioned).
- Trash disposal areas and enclosures including specifications for enclosures.
- Location and size of existing and proposed water and sewer service connections and tap sizes (including those for irrigation systems).
- Location and size of water and sewer lines to which the service connections will be or are made.
- Location and size of water meter(s).
- Location and size of backflow-prevention devices.
- Indication of how and where perimeter drain will drain (if one exists).
- Location of existing electrical lines and poles on or adjacent to the site.
- Location of proposed electrical service connection and meter location.
- Location of electric transformer.
- Location of all fire hydrants. If none exist on site, note distance and direction of the closest hydrant adjacent to the site within five hundred feet.
- Location of detention/retention areas and storm sewer infrastructure with the required drainage easements.
- The distance from the proposed building(s) or structure(s) to adjacent lot lines, easements, and adjacent structures.
- A land use chart (table).
- Certificate blocks for signatures of owner, surveyor, utility providers, and Town approval, as applicable. Refer to Section 30-6-112 for language of certificate blocks.

Other documentation as may be required by the Town staff for full and complete consideration of this application.