To ensure compliance with the regulations laid out in the Town of Berthoud Code, a site plan must be approved by town staff before construction can begin. The site plan process is administrative, which means that there will be no public hearings required to get approved.

A complete site plan must contain the following:

- Typical map elements (north arrow, scale bar, etc.)
- The site’s location (address, neighborhood block and lot numbers, etc.)
- Bearings and distances of all lot lines
- Existing and proposed paved areas on the site and in adjacent rights of way
- Any existing structures
- Front, back, and side yard setbacks (as designated by specific zoning requirements)
- Proposed structure height
- Grade of the driveway
- Distance between driveways/alleys and centerline of street intersections (corner lots only)
- Size of tree lawn and its relation to driveways/alleys
- Handicap Ramps/Truncated Domes identified on sidewalks
- Location of any fire hydrants. If none exist on site, note the distance and direction of the closest hydrant to the site within 500ft.