



City of Victor
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Victor, CO 80860
719-689-2284
cityofvictor.com

DEVELOPMENT PLAN MANUAL

Development Plan Review involves identifying all significant land and building issues that affect the design and feasibility of your project, submitting the technical information and supporting materials, and securing the approval of all reviewing agencies. Once you have completed the final phase of site development plan review, permits may then be obtained to begin construction.

Whether Development Plan Review is required depends on the size and scope of the project and is determined during the pre-application meeting with the City, which is required for all new construction and additions and for some drainage-type projects.

Each project is different. The complexity and location of your project will determine the agencies involved and their requirements. ***The following represents the maximum submittal requirements which may be reduced in scope by the administrative staff upon preliminary review of the project.*** A pre-application meeting is required prior to the City's acceptance of any Zoning Application and Checklist.

Development Plan General Submittal Requirements

I. Zoning Application and Checklist

II. Fees (Refer to the Zoning Application for the amount).

III. Development Plan Set, including the following sheets:

Sheet 1	Cover Sheet
Sheet 2	Survey Sheet
Sheet 3	Site Plan
Sheet 4	Parking Plan Sheet(s) (if applicable)
Sheet 5	Utility and Grading Plan
Sheet 6	Landscape Plan
Sheet 7	Architectural Building Elevations
Sheet 8	Lighting Plan
Sheet 9	Historical Characteristics
Sheet 10	Vicinity Map
Sheet 11	Other Details (this sheet is optional, details may be shown on other sheets as space permits)

A. General Format Requirements Applicable to All Sheets

1. Sheet Size: All submittals are accepted electronically in PDF format. Original AutoCAD drawings must be formatted to 24" x 36" sheet size.
2. Scale: 1"=50' (preferred); 1"=20', 1"=30', 1"=40', 1"=60', and 1"=100' (may be also used). Architectural building elevations may be shown in architectural scale. Please label each plan with scale used.
3. A border, 1 inch from the top, bottom, and right side, and a minimum of 3 inches in from the left side.
4. A Title Block including name of development, type of development, quarter section, township, and range. The Title must also include address or location of project by nearest intersection when address is not available.
5. Name of development needs to be in lower right hand corner underneath the border.
6. Page number in lower right hand corner of each sheet above the border.
7. Project Area boundaries must be clearly shown in solid heavy line on all sheets.
8. All lettering must be at least 3/32 inch high (equivalent to 10 point height) at the 24"x36" format.
9. North arrow must be clearly shown and must be in same direction on all sheets.
10. All information must be presented in black and white format.

B. Information to be shown on Site Development Plan Sheets

Sheet 1 - Cover Sheet

1. **Title Block.**
2. **Legal Description.** If the subject site is a portion or phase of a larger area integral to the subject site, legal descriptions may be required for both the overall area and the phase or phases for which plans are submitted. These phases, if any, should be illustrated on a key map. Legal description needs to include square footage of the property.
3. **Statistical Information.**

Zone District		
Gross Project Area (sq. ft. or acres)		
Number of platted parcels in gross project area (if more than one parcel make up the gross project area, add an additional sheet with details.		
Net project area (after deeding of any needed public right-of-way)		
Primary and Side Street Identification		

Proposed Use(s)		
Number of dwelling units (residential projects only)		
Gross Floor Area for each use (for non-residential and mixed-use projects) Add additional sheet if necessary		
Building Form Used (construction type)		
Design Elements	Required	Provided
Building Height, Stories (min/max)		
Building Height, Feet (min/max)		
Parking	Required (min/max)	Provided
Standard spaces		
Compact spaces		
Accessible		
Total		
Note: (if the amount of parking provided is less than required, please provide explanation)		

4. General Notes:

- a. Fences, walls, signs and accessory structures are subject to separate reviews and permits.
- b. Private roadways will be posted with “Fire Lane” signs as required by the Victor Fire Department.
- c. Site(s) shall be landscaped prior to issuance of a final Certificate of Occupancy (CO) during the growing season of April 1st to October 1st, at all other times the individual sites shall be landscaped within 45 (forty-five) days of the start of the following growing season.
- d. An access easement for emergency services is hereby granted on and across all areas for police, fire, medical and other emergency vehicles and for the provision of emergency services.
- e. Private roadways are non-dedicated streets and will not be maintained by the City of Victor.

5. Sheet Index. Label each sheet and provide page number for each sheet in the site plan set in the following format: Sheet X of YY.

6. Owner’s Signature Block.

OWNER'S SIGNATURE

The undersigned is owner of this property and has reviewed and approved this site plan. The owner, his/her successors, heirs and assigns are responsible to maintain the site as approved and maintaining the site in conformity with the City of Victor Municipal Code.

BUILDER INVESTMENTS, INC.

BY _____ DATE _____
John J. Builder, President

State of Colorado
City of Victor

The foregoing instrument was acknowledged before me this (day) day of (month) AD 20 by John J. Builder.

Witness my hand and official seal
My commission expires: _____

Notary Public

Address

7. Surveyor's Signature Block

SURVEYOR'S CERTIFICATION

I, James B. Surveyor, a Registered Land Surveyor in the State of Colorado, do hereby certify that the survey for the _____ (name of development) was made under my supervision and the accompanying plan accurately and properly shows said survey.

James B. Surveyor, P.L.S., #0000

NOTE: Allow room for the surveyor's seal. The surveyor must sign and affix his seal (raised seal) to the photographic Mylar of the approved final plan.

8. Approvals

APPROVALS

Approved by _____ Date _____
For the Zoning Administrator

Approved by _____ Date _____
For the Mayor

9. Clerk and Recorder's Certification

<u>CLERK AND RECORDER'S CERTIFICATION</u>	
State of Colorado	}SS.
County of Teller	
I hereby, certify that this instrument was filed for record in my office at (hour) o'clock ____m., ____(date) 20____ and duly recorded under Reception # _____.	
_____ Clerk and Recorder; Teller County, Colorado	
By _____	
Fee _____	

Sheet 2 - Survey Sheet

1. Include the boundary of the development in a heavy solid line on all sheets in plan.
2. The Survey shall conform to CRS §38-51-104, and 38-51-106 and the surveyor shall reestablish the range line control system for the block on which the development is proposed and install the necessary range points and housing boxes. For areas where Range Line systems have never existed, the Survey shall be tied to the Public Land Survey System.
3. Reference to the Book and Page numbers or the reception numbers of recorded easements together with the county and date of recording. Include dimension and tie easements to the property boundary.
4. Include the Benchmark describing the BM number, description, location and elevation (NAVD 1988).
5. Label, delineate, and include centerline geometry of private roadways to be used for emergency access on plan. Geometry must close and be tied to the property boundary.
6. Dash or shade all existing improvements, Lot lines and Lot numbers.

Sheet 3 - Site Plan

1. Cover Sheet.
2. Show and label gross project area boundary lines (parcel boundaries) as heavy solid black lines. Provide dimensions.
3. Identify the land use and zone district information of all adjacent land.
4. Show building footprints of all existing structures to remain and all proposed buildings and structures. Show all projecting building elements such

- as cantilevered floor areas, decks and porches, balconies, bay windows, etc. and recessed elements. Show points of ingress and egress.
5. Show and dimension required setback and/or build-to lines for all structures. Show and dimension setback provided. Show all existing or proposed structures encroaching into the required setback and provide maximum encroachment limits. Provide distances between structures.
 6. Show all existing and proposed public and private streets and alleys adjacent to the site. Provide "flow line to flow line" dimensions, and label street names. Identify primary and side streets.
 7. Locate and dimension vehicular access to the site (curb cuts).
 8. Show all sight distance triangles.
 9. Show general parking arrangement. Provide dimensions for all parking stalls, vehicular driveways, and loading areas. Locate and provide dimensions for accessible spaces and accessible routes to building entrance.
 10. Locate and provide width for pedestrian sidewalks and walkways, including the required pedestrian connection to the primary street (e.g., required entrances). Label all surfaces so that the materials used can be determined.
 11. Locate and provide detailed design (dimensions and materials) for existing and proposed fences, garden walls, retaining walls, and trash enclosures and facilities.
 12. Show location of all freestanding light fixtures.
 13. Show location and approximate dimensions of all existing and proposed signs, including ADA parking signage. Signs and the locations of signs shown on the Site Plan are not approved by the Site Plan review process.
 14. Locate all site amenities/structures such as seating, shelters, bicycle racks, trash receptacles/enclosures, gazebos, etc.
 15. Show and dimension all landscaped areas and islands.
 16. Show detention and water quality pond(s).
 17. Show major drainage ways affecting the site and any 100-year floodplain on or adjacent to the site.
 18. Locate and provide reception number for all existing easements.
 19. Locate all existing and proposed Fire Lanes and Fire Hydrants.
 20. Show the inside radius for 90-degree turns for all emergency access routes and/or hammer head.

Sheet 4 - Parking Plan Sheet(s) (if applicable)

1. Parking structure layout with dimensions for parking stalls and driveways.
2. Accessible spaces with sign location and accessible routes to elevators and building entrance.
3. Loading area Parking spaces for persons with disabilities will be clearly delineated with signs.
4. Approval for this plan does not constitute or imply compliance with ADA requirements.

Sheet 5 - Utility and Grading Sheet

1. Existing and proposed structures, streets, and alleys.
2. Existing and proposed utilities and service lines, including water, sanitary sewer, storm sewer, gas, electricity, telephone, and cable television.
3. Existing and proposed fire hydrants (indicate distance to nearest fire hydrant).
4. Reference to the Book and Page numbers or the reception numbers of recorded easements together with the county and date of recording (any required easements must be recorded and referenced on the plan prior to approval of the plan).
5. All relevant dimensions related to the location of existing and proposed utilities, service lines, and easements.
6. Any Cross-Access and Emergency Exit easements.
7. Victor Fire Department Fire Flow Data Block:

TOTAL FIRE FLOW REQUIRED FOR THIS SITE IS _____ GPM
MINIMUM @ 20 PSI RESIDUAL PRESSURE THIS FLOW MUST BE PROVIDED
FROM A MINIMUM OF _____ FIRE HYDRANTS INDIVIDUALLY, EACH FIRE
HYDRANT MUST SUPPLY 1500 GPM MINIMUM @ 20 PSI RESIDUAL
PRESSURE

CODE USED FOR ANALYSIS: 2012 IFC WITH AMENDMENTS
OCCUPANCY GROUP(S):
CONSTRUCTION TYPE(S):
FIRE FLOW CALCULATION AREA:
THIS BUILDING IS/IS NOT FULLY SPRINKLERED

Utility Plan Required Information:

1. Fire Flow Data and number of fire hydrants required.
2. Note if a fire sprinkler is required
3. Size and type of existing water main
4. Existing hydrants and hydrant numbers
5. Location of new tap, size, service line and meter location
6. Call out all existing taps, along with tap size and number.

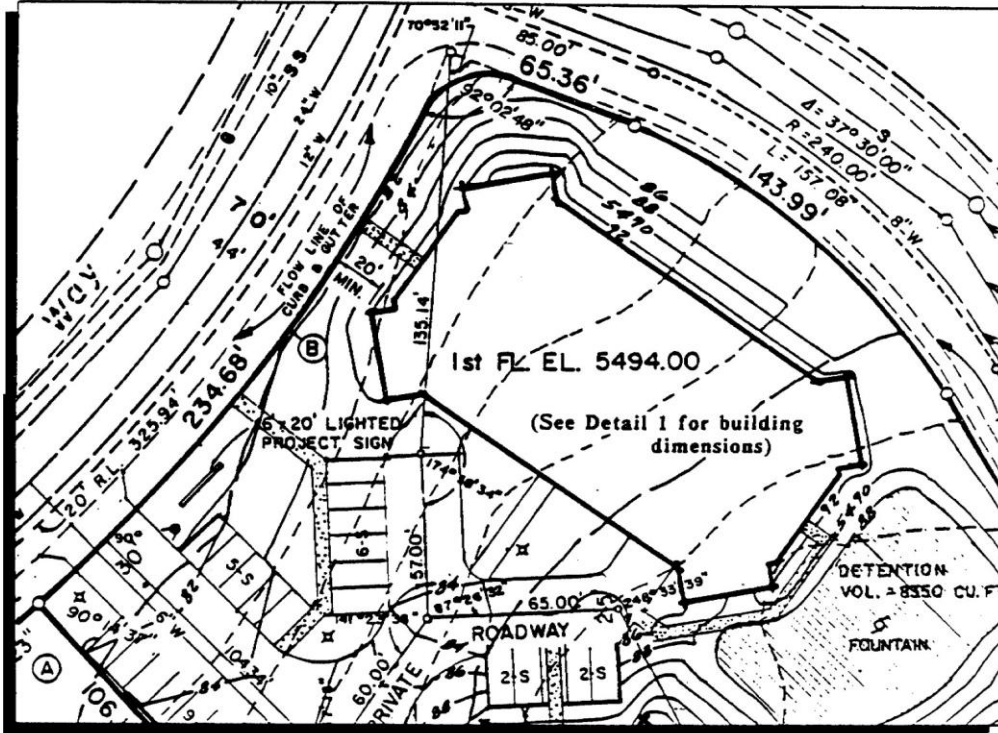
Grading Plan Required Information:

1. Existing and Proposed Drainage Channels and Facilities, and Area Subject to a 100-year Flood.
2. Existing and proposed contour lines of the subject area shown in intervals not to exceed two (2) feet. Provide finished floor elevations for ground floor of existing and proposed building.

Graphic Standards

Detail (in full scale of a typical site plan.)

Note: Utilities and/or topography may be shown on separate sheets



Note: Existing features are shown with dashed lines; proposed features with solid lines

Commonly used graphic symbols

Symbol	Description
	5520 Existing Contour
	5520 Proposed Contour
	Fire Hydrant (Proposed)
	(Existing)
	Existing Water Line
	Proposed Water Line
	Existing Sanitary Sewer
	Proposed Sanitary Sewer
	Existing Storm Sewer
	Existing Gas Main
	Concrete Areas
	Outdoor Lights

Sheet 6 - Landscape Plan

1. Show and label Project Area boundary lines as heavy solid black line. Provide dimensions.
2. Show building footprints of all existing structures to remain and all proposed buildings and structures.
3. Illustrate parking lot layout. Locate and dimension parking landscape islands, right-of-way medians, and other landscape islands.
4. Locate and dimension pedestrian sidewalk walkways.

5. Show landscape elements including fences, walls, and berms, and all site amenities/structures such as seating, shelters, bicycle racks, trash receptacles/enclosures, and gazebos.
6. Illustrate planted areas identifying name, size and quantity of material to be used.
7. Provide planting details, including typical methods of planting, minimum required mulch materials and depths, underlayments, etc.
8. Show all sight distance triangles.
9. Show location of all existing and proposed signs. Signs and the locations of signs shown on the Landscape Plan are not approved by the Site Plan review process.
10. Provide the number of existing trees, trees to be removed and proposed trees.
11. Provide a landscape legend in the following format (include only those species that will be planted on this site):

Symbol	Quantity	Botanical Name	Common Name	Size	Notes
WC	6	Catalpa Erubescens	Western Catalpa	3" Caliper	
BS	7	Picea Ponderosa	Ponderosa Pine	6 ft	

Sheet 7 – Architectural Building Elevations Sheet

1. Show Project Area lines identifying building setbacks. Show upper story setbacks.
2. Show View Plane line.
3. Show Base Plane. Show encroachments into the maximum allowable building height.
4. In zone districts with bulk planes, show bulk plane originating from existing grade and any encroachments into the bulk plane.
5. Show actual roofline and the top of the parapet (for flat roofs). Provide the parapet height.
6. Show height of the rooftop mechanical equipment and how this mechanical equipment will be screened.
7. Identify clear glazing and provide dimensions for all windows.
8. Show all projecting elements such as cantilevered floor area, decks and porches, balconies, bay windows, etc.
9. Identify all building materials.
10. Show zone of transparency and provide transparency analyses in the following format:

Ground Story Activation (Transparency)	Required (min)	Provided

Primary Street - _____(provide street name) Total Transparency (%) Building Length _____ft and % Clear glazing _____ft and % Alternatives _____ft (List alternatives here)		
Side Street - _____(provide street name) Total Transparency (%) Building Length _____ft and % Clear glazing _____ft and % Alternatives _____ft (List alternatives here)		

Sheet 8 -- Lighting Plan

1. Show location of all freestanding and wall mounted exterior lighting.
2. Provide information about type (light source).
3. Show summary of photometric study including min, max, and average number of footcandles.
4. Show details of all light fixtures, including pole heights as measured from the ground.

Sheet 9 – Site Development Plan Details (Optional, all details may be shown on other sheets)

1. Show trash enclosure design details (elevations).
2. Show garden wall and fence details.
3. Provide other details as required.

Sheet 10 – Vicinity Map

1. Show area to scale on an 8 ½' X 11" sheet of paper showing the following:
 - Property lines
 - Streets
 - Existing zoning of subject property
 - Proposed zoning of subject property
 - Zoning district of adjacent property

Sheet 11 – Other Details Not Shown on Earlier Sheets