

3.6 Centerra/Millennium Design Review Committee Construction Document Review Checklist

Project Name: _____

Date Submitted: _____

- **Submittals must be received eight calendar days prior to review meeting.**
- **Check off or initial each box below for items that have been provided.**

1. Submittals to the DRC for Construction Document review must contain:

- One (1) half size set of the complete building permit application submittal as required by the City of Loveland
- One (1) set of landscape drawings (24"x36" or full size sheet format) at a scale of one (1") inch equals fifty (50') feet or one (1") inch equals thirty (30') feet
- One (1) compact disk containing an electronic copy of the entire submittal (unless previously emailed to DRC staff)
- Each sheet should include the project title, scale, north arrow, and date of preparation

2. DRC Submittal Forms

- Submittal Cover Sheet
- Contact Information
- Site Data Form
- Construction Document Review Checklist

3. Response Letter

- A letter of response to any DRC comments that were given during the Design Development review

4. Drawings

- Architectural Plans
- Civil Engineering Plans
- Landscape Plans
- Exterior Building and Site Lighting Plans
- Exterior Building and Site Signage Plans

5. Site Logistics Plan

- Provide the following (refer to the Construction Site Guidelines on page 21 for more detailed information):
 - Proposed temporary entrances, routes or roadways for access and details of apron driveways
 - Field office compound, material and equipment staging location(s)
 - Show temporary utilities and existing utilities
 - Trades parking

- Erosion control and soil stabilization
- Construction schedule
- Recycling/trash sorting areas
- Location map and detailed plans for any project ID or address signs

6. Construction Waste Recycling

DRC applicants must either complete the Contractor's Construction Waste Diversion and Recycling Plan, or contract with Waste-Not Recycling to adhere to the Construction and Demolition Waste Diversion Specifications. Check the box below to indicate which option you are choosing.

- Provide the completed Contractor's Construction Waste Diversion and Recycling Plan
- OR
- Provide the completed Waste-Not Recycling Enrollment Form

By signing below, I acknowledge that the above information is accurate and have therefore provided a complete submittal to the Centerra/Millennium DRC for review.

Signature of DRC Applicant

Printed Name of DRC Applicant