

3.0 Submittal Forms and Checklists

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 under the “Included by Applicant” column to ensure required items have been provided.**

Submittal Items Required Each drawing sheet must include the project title, scale, north arrow, and date of preparation	Included By Applicant	Checked In (For DRC Staff Only)
Included in the Complete Submittal Packet:		
➤ Submittal Cover Sheet		
➤ Contact Information Form		
➤ Construction Document Review Checklist (this form)		
➤ Site Data Form		
➤ A letter of response to any DRC comments that were given during the Design Development Review		
➤ One (1) half size set of the completed building permit application submittal as required by the City of Loveland		
➤ Six (6) sets of the drawings measuring 11x17.		
➤ 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) set of lighting illuminance plan 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) flash drive containing an electronic copy of the entire submittal (unless previously emailed to DRC Staff)		
Included in the Drawings:		
➤ Architectural Plans		
➤ Civil Engineering Plans		
➤ Landscape Plans		
➤ Exterior Building and Site Lighting Plans		
➤ Exterior Building and Site Signage Plans		
Included in Site Logistics Plan:		
➤ Provide the following (refer to the Construction Site Guidelines on page 30 for more detailed information): <ul style="list-style-type: none"> • Field office compound, material and equipment staging location(s) • Show temporary utilities and existing utilities <p style="text-align: center;"><i>(Continued on next page)</i></p>		

3.0 Submittal Forms and Checklists

3.6 Centerra/Millennium Design Review Committee Construction Document Review Checklist *(Continued)*

<i>(Continued from previous page)</i>		
<ul style="list-style-type: none"> 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 		
<p>Included in Construction Waste and 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.</p>		
<input checked="" type="checkbox"/> Provide the completed Contractor’s Construction Waste Diversion and Recycling Plan	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Provide the completed Waste-Not Recycling Enrollment Form	<input type="checkbox"/>	
<p>Notes and/or Additional Information:</p> <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>		

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