

# **Centerra/Millennium Design Review Committee** **Procedures and Information**

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## **1.0 Background and Information**

### **1.1 Design Review Committees**

Pursuant to the Protective Covenants of Centerra and the City of Loveland, the Design Review Committees, "DRC", have approved the Millennium GDP and adopted Design Guidelines and Review Procedures for Centerra and Van de Water. The term "DRC" used throughout this document shall mean both the Millennium Design Review Committee and the Centerra Design Review Committee. These Review Procedures are intended to assure the implementation of the philosophy of development at Centerra and Van de Water, which is reflected in the applicable Covenants and Design Guidelines.

#### **Design Review Committee Members**

Kim Perry, McWhinney  
Dave Williams, DTJ Design, Inc.  
Jim Tolstrup, High Plains Environmental Center  
Daman Holland, Ripley Design, Inc.

#### **City of Loveland Representative**

Noreen Smyth – Current Planning Division

#### **Design Review Committee Staff**

Wendi Cudmore, McWhinney – Coordinator/Secretary  
▪ Contact Information: (970) 776-4031, [wendi.cudmore@mcwhinney.com](mailto:wendi.cudmore@mcwhinney.com)  
Samantha Tibbals, McWhinney – Business Support Associate  
▪ Contact Information: (970) 776-4071, [sam.tibbals@mcwhinney.com](mailto:sam.tibbals@mcwhinney.com)

### **1.2 Millennium Recorded Documents**

The Millennium Addition PUD, the land area originally subject to the Millennium General Development Plan, was approved on second reading by Ordinance No. 4573 of the City Council of the City of Loveland and recorded with the Larimer County Clerk and Recorder on October 12, 2000 at Reception #2000070607, and thereafter a number of minor amendments to the General Development Plan were approved. A complete restatement and amendment of the Millennium General Development Plan entitled the "Millennium Addition PUD - 5th Amendment and Restatement" (the "Millennium GDP"), was approved on second reading on June 13, 2006 by Ordinance No. 5095 of the City Council of the City of Loveland, which ordinance was recorded with the Larimer County Clerk and Recorder on the effective date thereof, July 11, 2006, at Reception No. 2006-0051707. Copies of the current Millennium GDP, including all subsequent amendments, are available from the DRC Staff.

### **1.3 Centerra Recorded Documents**

The Centerra Covenants are recorded in the real property records of the City of Loveland and Larimer County, Colorado at reception #2001119890 dated December 28, 2001. All developers and property owners within Centerra should refer to the recorded documents for the complete text of the Covenants. The Covenants are the basis of the authority for the Centerra Design Review Committee, the Design Guidelines, and these procedures and are legally binding. Copies are available from the DRC Staff.

## 1.4 Purpose

The DRC is responsible for reviewing plans for all development, including construction of any type (both new construction and any modifications), landscaping, lighting, signage and all other improvements within Centerra and Van de Water. Plans are reviewed to determine their compliance with the applicable Covenants, General Development Plan, Design Guidelines and Planned Sign Programs. This ensures harmony and compatibility throughout the development.

## 1.5 Supporting Documents

Property owners should refer to the Millennium GDP or other appropriate documents when contemplating construction within Centerra and Van de Water. These materials may be obtained from the DRC Staff.

## 1.6 Development at Centerra and Van de Water

The fundamental concept of development in Centerra and Van de Water is that of harmony between the natural environment and the built environment. It is the responsibility of the DRC to ensure that all projects and buildings within Centerra and Van de Water adhere to the overall vision, goals, community values and master plan concept. By providing guidelines and design review, the DRC encourages development that will be of enduring value while preserving the area's beauty and contributing to the overall quality of life for the people who work and live in Centerra and Van de Water.

## 2.0 DRC Review Procedures

### 2.1 General

The following information is for the use of property owners, developers, architects and contractors as a reference guide during the building design or modification process for all projects within Centerra and Van de Water. The DRC provides general guidelines and recommends specific solutions harmonious with the design philosophy. An overview of the review process is shown on the chart on page 5. (Certain minor improvements may not require all review phases. The DRC Staff determines which steps are necessary for an individual project). The phases of the process are separated into two general categories, Informal Conferences and Formal DRC Meetings. The initial Informal Conferences will introduce the overriding principles and guidance for the design of the project and help the Applicant to prepare for the Formal Meetings.

### 2.2 Informal DRC Staff Conferences

The DRC Staff will work with the Applicant upon request to schedule the Informal Conferences at mutually agreeable times.

### 2.3 Formal DRC Meetings

Officially, the DRC meets every Tuesday with the exceptions of any week where there is not a quorum available or if a holiday prevents the members from meeting. Three separate projects can be scheduled and reviewed during a regular DRC meeting. The Applicant will work directly with DRC staff to a secure spot on agenda and schedule additional meeting times should they be required. **For these meetings there are specific procedures involving submittal of documents, review requirements, and deadlines that all applicants must follow.**

## **2.4 Submittals for Formal DRC Meetings**

All plans, submittal forms, and supporting documentation must be submitted to the DRC Staff no later than **eight (8) calendar days** before the scheduled DRC meeting in order for the project to be placed on the weekly agenda. Six 11" x17", 1 full size lighting plan, and 1 full size landscape plan documents must be submitted, as well as electronic versions of each document.

Electronic versions may be submitted to [DRC@mcwhinney.com](mailto:DRC@mcwhinney.com).

Hard copies may be delivered or mailed to 2725 Rocky Mountain Ave #200, Loveland, CO 80538.

## **2.5 Review Phases**

For most projects, there are six (6) phases in the development review process. Refer to the Flow Chart for details. Formal presentation and DRC meeting are required for Schematic Design Review and Design Development Review.

## **2.6 DRC Decisions**

A letter from the DRC will be sent to each applicant within a maximum of fourteen (14) calendar days after the date of the DRC action on the proposal. This letter will state whether the project has been approved or not and outline any conditions associated with either decision.

## **2.7 Approvals**

Project approval is contingent upon submittal of materials and presentation to the DRC. No improvements may be made without the prior written approval of the DRC. The submittal of plans and securing of the appropriate approvals pertains to signage, landscaping, building architecture, satellite dishes, antennas, construction yards, trash enclosures, fencing, lighting, driveways, parking areas and any improvements that affect the appearance, design or outside elements of property. (A complete definition of "improvements" is in Section II.R of the Covenants).

## **2.8 Project Review Flow Chart**

The following Project Review Flow Chart outlines the process, required attendees, and minimum required plans, forms, and information for each submittal. It is important to note that complete submittal packages at each phase will expedite the process.

## Project Review Flow Chart

Phase	Timing	Action	Submittal Items
<p><b>1. Orientation Conference</b>            Informal meeting with staff and select DRC members</p> <p>Participants: Applicant, Architect, Landscape Architect, Civil Engineer, DRC Staff and selected DRC members</p>	<p>Meeting takes place as soon as applicant signs LOI to purchase or lease property in Centerra or Van de Water</p>	<p><i>Applicant Submits to DRC Staff:</i></p> <p><i>Applicant Receives:</i></p>	<ul style="list-style-type: none"> <li>- Nothing Required</li> <li>- Protective Covenants and Design Criteria</li> <li>- Vision Presentation (Centerra Projects)</li> <li>- Site Analysis/Design Context Plan</li> <li>- DRC Procedures and forms Applicant receives</li> <li>- Centerra Construction Waste Recycling Program Requirements</li> </ul>
<p><b>2. Preliminary Sketch Concept Conference</b>            Informal meeting with staff and select DRC members</p> <p>Participants: Applicant, Architect, Landscape Architect, Civil Engineer, DRC Staff and selected DRC members</p>	<p>Meeting takes place as required by applicant. Applicant may request additional informal meetings as needed prior to formal DRC submittal.</p>	<p><i>Applicant Submits to DRC Staff:</i></p> <p><i>Following meeting Applicant schedules with City: Conceptual Review Meeting (CR)</i></p>	<ul style="list-style-type: none"> <li>- DRC Submittal Cover Sheet</li> <li>- Contact List</li> <li>- Complete Site Data Form</li> <li>- Vicinity Map</li> <li>- Site Survey / Existing Conditions</li> <li>- Preliminary Site Plan</li> <li>- Preliminary Floor Plans</li> <li>- Preliminary Building Elevations</li> </ul>
<p><b>3. Schematic Design</b>            DRC Meeting and Formal Presentation</p> <p>Participants: Applicant, Architect, Landscape Architect, Civil Engineer, Lighting Consultant, Sign/Graphics Consultant, DRC Staff and Consultants, DRC members</p> <p>Approval valid for one year</p>		<p><i>Applicant Submits to DRC Staff:</i></p>	<ul style="list-style-type: none"> <li>- DRC Submittal Cover Sheet</li> <li>- Contact List</li> <li>- Site Data Form</li> <li>- Schematic Design Review Checklist</li> <li>- Response Letter Addressing Comments from Prior Review</li> <li>- Vicinity Map</li> <li>- Site Plan</li> <li>- Grading and Drainage Plan</li> <li>- Building Floor Plans</li> <li>- Building Elevations</li> <li>- Landscape Plan (optional)</li> <li>- LEED Checklist</li> </ul>





## **2.9 Submittal Procedures**

### **2.9.1 Orientation Conference**

#### **Purpose and Actions**

This first and important step consists of an informal meeting between the Applicant and the DRC Staff and possibly selected DRC members to discuss the vision for Centerra (Centerra projects), the Master Plan Community concept, and site-specific design goals for the project. The DRC staff will provide design guidance through a project site analysis in context with the overall community. Emphasis will be placed on the most important community development requirements that will be expected in the forthcoming project design. The DRC will also provide the applicant with an overview of the requirements of the Construction Waste Recycling Program.

#### **Timing**

A meeting to review conceptual development plans is to occur as soon as an Applicant signs a LOI committing to purchase land and become a part of Centerra or Van de Water. It is important that this session take place before the Applicant's architect or any other consultants are authorized to proceed with their assigned tasks.

#### **Materials**

The Applicant will receive copies of the applicable Vision Document, Protective Covenants, Design Guidelines, Review Procedures, the General Development Plan, Construction and Demolition Waste Diversion Specifications, Contractor's Construction Waste Diversion and Recycling Plan (template) and the Contractor's Reuse, Recycling, and Disposal Report forms.

#### **Meeting Attendance**

It is required that the Applicant, the project architect, landscape architect, and the civil engineer attend the meeting.

#### **Approval**

No formal approval is required by the DRC Staff or DRC.

### **2.9.2 Pre-Application and Preliminary Sketch Concept Conference**

#### **Purpose and Actions**

This phase allows the applicant to informally bring in very early sketches of their preliminary conceptual design for review and discussion with the DRC Staff. This will ensure that the applicant's team is moving in concert with the intent of the Guidelines and community vision. The applicant may request several of these conferences in order to formulate an acceptable final concept plan. The DRC intends that these early meetings should ultimately provide value in expediting the rest of the formal review process.

#### **Timing**

This phase may occur when the Applicant's designs are still in the marker and hand drawn sketch stage and after completing the Orientation Conference.

#### **Materials**

The Applicant should refer to the Pre-Application and Preliminary Sketch Concept Conference Submittal Checklist for items included in this review.

**Meeting Attendance**

The conference should be attended by the Applicant, the project architect, the landscape architect, and the civil engineer.

**City Process**

Following this informal conference, Applicant should schedule CRT (Conceptual Review Team meeting) with the City of Loveland. Contact Judy at 970-962-2525.

**Approval**

No formal approval is required by the DRC Staff or DRC.

**2.9.3 Schematic Design****Purpose and Actions**

This phase involves a submittal to DRC Staff and a formal presentation to the DRC by the Applicant. This presentation will include schematic plans for items related to the building and the site improvements. Refer to the Schematic Design Submittal Checklist for items included with this review.

**Timing**

This phase may occur after the Applicant has completed the Orientation and Pre-Application Sketch Concept Conferences.

**Materials**

The Applicant should refer to the Schematic Design Submittal Checklist for items included in this review.

**Meeting Attendance**

The DRC meeting should be attended by the Applicant, project architect, landscape architect, and the civil engineer.

**Approval**

Schematic Design approval shall be effective for a period of one year.

**2.9.4 Design Development****Purpose and Actions**

The purpose of this review is to ensure that the Design Development documents are consistent with all previously approved plans. This phase consists of a submittal to DRC Staff and a formal presentation to the DRC by the Applicant.

**Timing**

Submittal of Design Development drawings must take place after Schematic Design approval.

**Materials**

The Applicant should refer to the Design Development Submittal Checklist for items included in this review.

**Meeting Attendance**

The DRC meeting should be attended by the Applicant, project architect, landscape architect, lighting consultant, sign/graphic designer and the civil engineer.

### **City Process**

The applicant should make first submittal to City of Loveland Development Review or Building Permit as applicable following approval of this phase.

### **Approval**

Design Development approval documents shall be valid for a period of one year.

## **2.9.5 Construction Documents**

### **Purpose and Actions**

The purpose of this review is to ensure that the final set of construction documents is consistent with all previously approved plans and the Construction Waste Recycling Program and to issue a Final Approval. This phase consists of a submittal to DRC Staff. When granted, the DRC will forward the Final Approval to the City that will enable the Applicant to then be eligible for receipt of a building permit. Construction site logistics must be coordinated with the master developer.

### **Timing**

Submittal of construction documents must take place after Design Development approval and prior to submittal to the City of Loveland for a building permit.

### **Materials**

The Construction Document submittal should contain one (1) full size set and one (1) half size set of the complete building permit application submittal as required by the City of Loveland with a Building Permit Application, a plan of the construction site logistics, a copy of the Construction Waste Specifications included in the Project Specification Manual, and the completed Construction Waste Diversion Plan or a complete Waste-Not Recycling Enrollment Form, stating the applicant's intention to contract with Waste-Not Recycling.

### **Meeting Attendance**

The Construction Document submittal is reviewed by the DRC Subcommittee members and DRC staff. The applicant is not required to attend.

### **Approval**

Final Approval of Construction Documents shall be valid for a period of one year.

## **2.9.6 Certificate of Compliance**

### **Purpose and Actions**

Upon completion of construction, the Applicant must notify the DRC that the property is ready for inspection. The purpose of the inspection is to determine if the improvements have been constructed or installed in accordance with all approved plans, that all other aspects of the site development are in compliance with the Protective Covenants, and that the Construction Waste Diversion and Recycling Plan was successfully completed.

### **Timing**

The applicant must notify the DRC upon completion of construction or installation of any improvement. DRC Staff will inspect the site within thirty (30) days after receiving the notification and will issue a DRC Certificate of Compliance or Non-Compliance within thirty (30) calendar days after inspection.

**Materials**

A full set of As-Built Electronic Site Plans and copies of the monthly Contractor's Reuse, Recycling, and Disposal Reports including a summary total must be submitted to the DRC at this time.

**Approval**

If the DRC identifies items in need of completion or correction, no Certificate is issued. A re-inspection will occur after the completion or correction is made. Issuance of a DRC Certificate of Compliance completes the DRC plan approval process.

**3.0 Submittal Forms and Checklists**

The following submittal forms and checklists should be included with submittals to the DRC.

### 3.1 Centerra/Millennium Design Review Committee DRC Submittal Cover Sheet

This submittal form is to be completed, attached to the front of the items being submitted for review and submitted eight (8) working days prior to the DRC meeting at which the Applicant wishes to have the project formally considered. The designated submittal to which this form relates should be marked in the appropriate space below. Questions concerning this form should be directed to the DRC Coordinator/Secretary Wendi Cudmore, at 970.776.4031.

Project Name: _____	Type of Submittal: (Check which applies) <input type="checkbox"/> Preliminary Sketch Concept Conference
Date Submitted: _____	<input type="checkbox"/> Schematic Design
Site Owner/Developer: _____	<input type="checkbox"/> Design Development
Contact Person: _____	<input type="checkbox"/> Construction Documents
Telephone Number: _____	<input type="checkbox"/> Certificate of Compliance
Fax Number: _____	<input type="checkbox"/> Other
Email Address: _____	
Property Address: _____	

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By my signature below as an authorized agent of the Owner/Developer, I hereby authorize the Contact Person noted above to submit this application for review:

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Signature of DRC Applicant

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Printed Name of DRC Applicant Title

### 3.1 Centerra/Millennium Design Review Committee DRC Submittal Cover Sheet

*The contacts you provide on this form will be notified of DRC Decision Letters*

**Developer:** \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone #: \_\_\_\_\_  
Fax #: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Contractor:** \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone #: \_\_\_\_\_  
Fax #: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Owner:** \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone #: \_\_\_\_\_  
Fax #: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Civil Engineer:** \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone #: \_\_\_\_\_  
Fax #: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Architect:** \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone #: \_\_\_\_\_  
Fax #: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Construction Superintendent:** \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone #: \_\_\_\_\_  
Fax #: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Landscape Architect:** \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone #: \_\_\_\_\_  
Fax #: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Other:** \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone #: \_\_\_\_\_  
Fax #: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**3.3 Centerra/Millennium Design Review Committee  
DRC Submittal Site Data Form**

	SF	% of Site	GDP Requirement
<b>Schematic Design:</b>			
Building Coverage	_____	_____	_____
Parking Coverage	_____	_____	_____
Open Space	_____	_____	_____
Gross Site Area	_____	100%	100%
Public Right of Way	_____	_____	_____
Net Site Area	_____	_____	_____
Gross – ROW	_____	_____	_____

<b>Design Development:</b>			
Building Coverage	_____	_____	_____
Parking Coverage	_____	_____	_____
Open Space	_____	_____	_____
Gross Site Area	_____	100%	100%
Public Right of Way	_____	_____	_____
Net Site Area	_____	_____	_____

Proposed Uses	Floor Area	% of Total Floor Area	Number of Floors
Office	_____	_____	_____
Commercial / Retail	_____	_____	_____
Other:	_____	_____	_____
<b>Total</b>	_____	100%	_____
	<b>Number of du</b>	<b>du/acre</b>	
Residential	_____	_____	

**Floor Area (net) Ratio:\***

Schematic Design	_____	:1
Design Development	_____	:1

**Parking Data:**

Total Parking Spaces on Site	_____
Standard Parking Spaces	_____
Compact Parking Spaces	_____
Handicap Parking Spaces	_____
Parking/Building Floor Ratio	_____
Total Parking Lot SF	_____
Interior Parking Lot Landscape SF & %	_____
Motorcycle Spaces	_____
Bicycle Spaces	_____

\* Floor Area divided by square footage of site

### 3.4 Centerra/Millennium Design Review Committee Schematic Design 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 Schematic Design review must contain:

- Six (6) sets of the drawings measuring 11”X17”
- 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
- Schematic Design Review Checklist

#### 3. Response Letter

- A letter of response to any DRC comments that were given during the Preliminary Sketch Concept Conference

#### 4. Vicinity Map

- Provide the location of the property proposed for development, surrounding lots, approved developments and streets within a 1,320-foot radius of the property.

#### 5. Site Plan

- Provide the location and dimension of all intended improvements, including:
  - Building(s)
  - Structures
  - Parking lots
  - Loading areas
  - Storage facilities
  - Hardscape areas (sidewalks, plazas, etc.)
  - Landscape areas (streetscapes, entry features, active open space, natural areas, etc.)
  - Sign locations
  - Light fixtures
  - Means of ingress and egress
  - Curb cuts
  - Traffic patterns
  - Drives and driveways
  - Existing easements

**6. Grading and Drainage Plan**

- Provide the following:
  - Proposed contours at 1' contour intervals
  - Narrative description of how site will generally handle drainage and detention

**7. Building Floor Plans**

- Floor plans for the main level of each building type or home type being proposed

**8. Building Elevations**

- Elevations should be provided for each building type or home type for each of the facades and should include the following:
  - Identify the proposed color, type of exterior construction materials, and roof pitches
  - Front façade height and width dimensions should be provided for each building type or home type
  - Garage door width dimensions for each home type should also be provided
  - Type and location of screening for rooftop utilities to be illustrated

**9. Landscape Plan (optional)**

- Provide the following:
  - Plant locations; indicate general types of plants (deciduous shade tree, ornamental tree, evergreen tree, etc.)
  - Delineate hardscape areas, mulched beds, and irrigated and non-irrigated turf areas

**10. LEED Checklist**

- A completed LEED Checklist should be provided, even if the applicant is not applying for LEED Certification

**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.**

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**Signature of DRC Applicant**

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**Printed Name of DRC Applicant**

### 3.5 Centerra/Millennium Design Review Committee Design Development 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 Design Development review must contain:**
- 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
  - Six (6) sets of the drawings measuring 11"x17"
  - 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
  - Design Development Review Checklist
- 3. Response Letter**
- A letter of response to any DRC comments that were given during the Schematic Design review
- 4. Vicinity Map**
- Provide the location of the property proposed for development, surrounding lots, approved developments and streets within a 1,320-foot radius of the property.
- 5. Site Plan**
- Provide the location and dimension of all intended improvements, including:
    - Building(s) and structures
    - Parking lots
    - Loading areas
    - Storage facilities
    - Hardscape areas (sidewalks, plazas, etc.)
    - Landscape areas (streetscapes, entry features, active open space, natural areas, etc.)
    - Sign locations
    - Light fixtures
    - Means of ingress and egress
    - Curb cuts
    - Traffic patterns
    - Drives and driveways
    - Existing and proposed utility easements
    - Existing and proposed pedestrian and access easement
    - Property lines

## 6. Grading and Drainage Plan

- Provide the following:
  - Proposed contours at 1' contour intervals
  - Pipe locations
  - Inlets
  - Outfall locations
  - Detention amount in ac/ft.

## 7. Utility Plan

- Provide horizontal layout of proposed utilities and associated utility easements. Include:
  - Main lines
  - Service lines
  - Fire hydrants
  - Meters
  - Show locations of above ground utility improvements

## 8. Building Elevations and Floor Plans

- Color elevations and building floor plans should be provided for each building type or home type for each of the facades and should include the following:
  - Color Elevations for all facades and for each building type or home type
  - Proposed color, type of exterior construction materials, and roof pitches
  - Front façade height and width dimensions for each building type or home type
  - Elevations of all service enclosures
  - Garage door width dimensions for each home type
  - Type and location of screening for rooftop utilities

## 9. Roof Plan

- Show all mechanical, plumbing and communication equipment.

## 10. Exterior Colors and Materials Samples

- Provide exhibit board including samples of the following proposed building materials and colors including but not limited to:
  - Walls
  - Roofs (sloped and flat)
  - Windows
  - Trim
  - Canopies/awnings

## 11. Landscape Plan

- Provide the following:
  - Square footage and percentages of landscape and hardscape (patios, plazas, etc.)
  - Building footprint (including window and door locations), hardscape areas, site furnishings, site retaining walls, project sign locations, light locations, utility easements, trash enclosure location(s), drainage improvements, down spout locations, etc.

- General type of irrigation system and the proposed limits of irrigation should be identified and, for projects within Centerra, must be in accordance with the irrigation guidelines within the Centerra Design Guidelines.
- Indicate plant botanical names, common names, locations, quantities, sizes, root type, edger locations, mulched areas versus turf areas, type of mulch, turf varieties, planting details and general planting specifications.

## 12. Lighting Plan

- Provide the following:
- Product manufacturer(s), fixture model number(s), height of pole fixtures, lamp type used, locations of existing and proposed lights (including street lights, ornamental pedestrian lights, wall mounted lights and parking lot lights),
  - Show a point-by-point light distribution for the subject property. Lighting plan on a maximum 10' grid, measured in foot candles shall be provided and shall include an area 20 feet beyond the property line. Use a Light Loss Factor of 1 in calculations.

## 13. Site Signage and Site Furnishings

- Provide permanent and temporary sign information for all sign types including project identification, directional, building mounted and temporary. Include:
- Sign dimensions
  - Sign area
  - Dimensional locations of signs
  - Intended sign materials and colors
  - Fabrication techniques
  - Structural design
  - Type of illumination
  - Elevations, cross-section, and/or perspective drawings to show the relationship of permanent signage to the building. *Refer to the Design Guidelines for DRC sign design requirements.*
- Provide the following for all proposed site furnishings:
- Manufacturer(s)
  - Model number(s)
  - Color
  - Location

## 14. Color Renderings

- Provide colored rendering of all elevations of building(s) and site plan including landscaping.

## 15. LEED Checklist

- A completed LEED Checklist should be provided, even if the applicant is not applying for LEED Certification

**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

### 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**

## 4.0 Centerra/Millennium Design Review Committee Construction Site Guidelines General Requirements

### Cleaning of the Work

#### A. Offsite Cleanup

The General Contractor shall maintain temporary vehicle tracking control pads and insuring that no mud or debris is tracked onto existing public and private street systems. Mud and debris shall be removed immediately by an appropriate mechanical method (i.e. machine broom sweep, light duty front-end loader, etc.)

The General Contractor shall keep adjoining premises free at all times from accumulations of debris and rubbish caused by the Work.

#### B. Onsite Cleanup

The General Contractor shall keep the Work site free of accumulation of waste materials or rubbish on a daily basis or more frequently if it is a safety hazard.

### Basic Services

#### A. Construction Site Logistics Plan

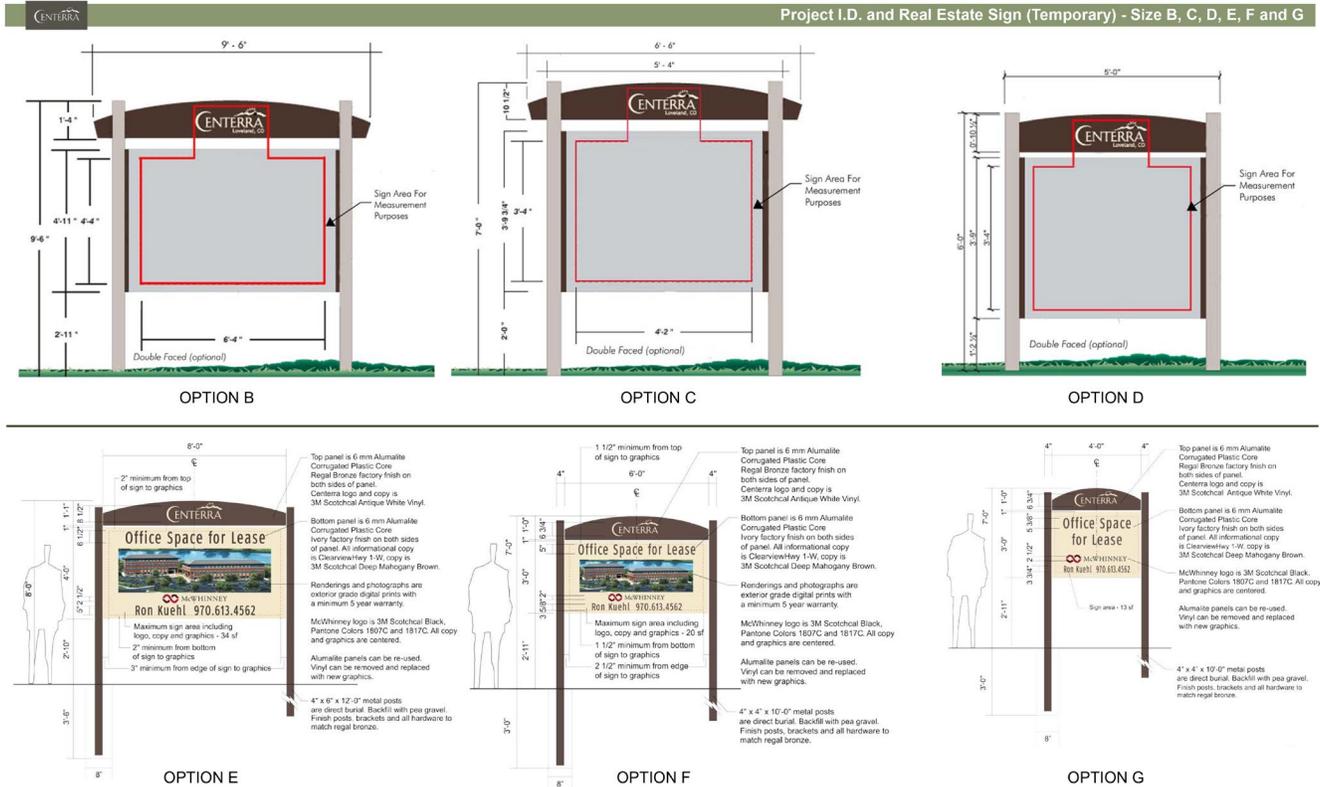
Prior to starting the Work, the General Contractor shall submit a detailed construction logistics plan for review and approval to Centerra Design Review Committee. This plan may be hand-drawn if necessary. **Items to be identified include:**

1. Proposed temporary entrances, routes or roadways for access and details of apron driveways. No construction traffic will be allowed within the boundaries of the existing and adjacent office buildings.
2. Field office compound, material and equipment staging location(s). Temporary fence with green mesh fabric screening field office compounds and material/equipment staging area is mandatory.
3. Show temporary utilities and existing utilities.
4. Trades parking. No off-site parking shall be permitted.
5. Erosion control and soil stabilization.
6. Dirt stockpiles shall be left in an orderly appearance and seeded within 30 days.
7. Construction schedule.
8. Recycling/trash sorting areas.

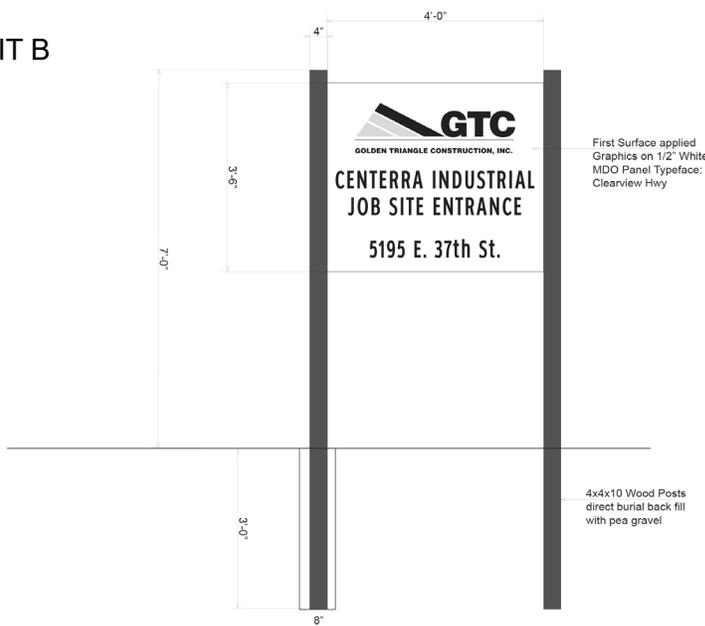
## B. Project Signs

The General Contractor may furnish and install one project identification sign per the template criteria shown in Exhibit A. One company identification sign will be allowed on each field office construction trailer. A location map and detailed plans for the sign must be submitted for review and approval by the DRC. No other signs shall be allowed.

### Exhibit A



### EXHIBIT B



Roll sign Print: Doublesided IJ35C - laminated with 8509 luster lam.  
 48"x42" applied to existing aluminum panel.

## 5.0 Commercial Construction Waste Diversion and Recycling Program at Centerra

At Centerra, sustainable development and design is an integral part of the community's values and principles. This value encompasses a comprehensive approach and a strong commitment to ongoing environmental responsibility. Beginning in January 2007, our goal is to consider all aspects of sustainability from the very beginning of each and every commercial and residential project at Centerra. McWhinney is targeting construction waste recycling as one area to support its sustainability initiative.

### Situation

By the year 2025, Centerra will have an estimated 8 million square feet of additional commercial development and 4,600 new residential units.

Given traditional waste removal, Centerra's commercial development will produce 120 million pounds of waste at an estimated \$2.7 million dollar cost for waste hauling. The residential development at Centerra will produce an estimated 25 million pounds of waste at a cost of approximately \$565,000 for waste hauling.

Centerra believes there is a better way that not only provides direct cost savings, but also reduces a substantial amount of debris going to area landfills and demonstrates McWhinney's commitment to lead the way in sustainability issues in Northern Colorado.

### Solution

In January 2007, all new commercial construction projects will implement a Construction Waste Diversion Plan that targets a minimum goal of **diverting/recycling 60% of total construction waste**.

### Program Requirements

Applicants are required to implement a Construction Waste Diversion and Recycling Plan with the intent of diverting/recycling at least 60% of total construction waste.

- Applicant must either contract with Centerra's preferred vendor, Waste-Not Recycling (submit enrollment form), or complete the steps outlined below:
  - The Contractor's Construction Waste Diversion and Recycling Plan details the process and goals for recycling and is required to be completed by the contractor.
  - Centerra's Construction and Demolition Waste Diversion Specifications packet details the expectations for each project's Construction Waste Diversion and Recycling Plan. These Specifications must be included in the project manual and be adhered to throughout construction.
  - The Contractor's Reuse, Recycling, and Disposal Reports document the type and amount of material recycled on the project. The Reports must be provided to the Centerra DRC on a monthly basis.

Samples and templates for all three of these items are provided by the Centerra DRC to the development teams for implementation, if the contractor does not choose to use Waste-Not Recycling.

## Centerra's Preferred Vendor

As a proven leader in the construction waste recycling industry, Centerra's preferred vendor is Loveland's own **Waste-Not Recycling**, which has been recycling in Northern Colorado for 18 years.

Waste-Not is currently the only full-service construction waste recycling company in the state, offering comprehensive onsite recycling services. The company recycles wood and cardboard, as well as metal, concrete, office paper, and commingled beverage containers. The construction waste recycling projects were started by Waste-Not in 1999, and have seen tremendous success. **Diversion rates have been a minimum of 50%**, with builders and developers reporting positive feedback on the program.

Services include:

- Providing total waste removal services including trash and recycling containers and hauling services for both trash and recycled materials.
- Training to educate contractors and sub-contractors about the recycling program.
- Weekly site visits to ensure compliance, offer suggestions, and schedule pick ups.
- Working with superintendents to locate appropriate containers based upon building schedule, materials generated, and space available.
- Tracking loads shipped and any contamination and weights of materials.
- Creating waste diversion reports and providing necessary documents to all required parties, including the Centerra Design Review Committee (DRC).
- Submit the Waste-Not Recycling Enrollment Form to the Centerra DRC.

Contact:

Anita Comer, Waste-Not Recycling at 970.669.9912 or [acomer@waste-not.com](mailto:acomer@waste-not.com), or Jason Hawk, Waste-Not Recycling at 720.352.4973 or [jhawk@waste-not.com](mailto:jhawk@waste-not.com)

## Competitively Priced

- Through Waste-Not, Centerra has negotiated a **5% discount** from market rate for waste recycling on all projects.
- In addition, Centerra has negotiated a further reduction in fees for wood recycling (28% discount from market rate).
- Greater access to premium compost delivered to the landscape site for \$9.00/cyd, which is a 45% savings from market rate.

## Project Cost Savings

The overall savings of a construction waste recycling program more than make up for its initial start-up cost.

National statistics and a recent study by Poudre School District show a net cost savings of **30%-50% from traditional waste disposal methods** when using construction waste recycling.

The savings are realized through:

- Efficient loading and packing of bins (which require fewer haul-offs)
- Tight management of bin capacity (haul-offs are not requested until the bins are completely full)
- Greater on-site re-use of clean stored materials, which allow for greater cost savings.

**Waste-Not Recycling Enrollment Form  
Centerra Commercial Construction Waste Diversion and Recycling Program**

Project Title:		
Contractor's Name:		
Street Address:		
City:	State:	Zip:
Phone: ( )	Fax: ( )	
E-Mail Address:		
Date Submitted:		
Project Period:	From:	To:
Project Square Footage:	Planned Use:	

**Agreements:**

**Waste-Not Recycling agrees to do the following:**

- Provide total waste removal services including trash and recycling containers and hauling services for both trash and recycled materials.
- Train contractors and sub-contractors about the recycling program.
- Provide weekly site visits to ensure compliance (dumpster dives), offer suggestions, and schedule pick ups.
- Work with superintendents to locate appropriate containers based upon building schedule, materials generated, and space available.
- Track loads shipped and any contamination and weights of materials.
- Create waste diversion reports and providing necessary documents to all required parties, including the Centerra Design Review Committee (DRC).

**The Contractor agrees to do the following:**

- Use Waste-Not Recycling for all waste removal and hauling services for both trash and recycled materials.
- Use the containers provided by Waste-Not Recycling for both trash and recycled materials.
- Submit to on-site training provided by Waste-Not Recycling.
- Allow Waste-Not Recycling to visit the construction site on a weekly basis to ensure compliance and schedule pick-ups.
- Allow Waste-Not Recycling to provide all necessary reports to all required parties regarding construction waste diversion and recycling.

**Contractor's Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## 6.0 Centerra Global Information System (GIS)

### Drawing Digital Submission Standards

Prior to receiving a Final Certificate of Compliance from the Centerra Design Review Committee (DRC), electronic files for the project must be provided to the DRC Coordinator/Secretary. The following are the digital submission standards that apply to record drawings and final subdivision plats. Prior to the Construction Document submittal, the applicant will receive a written request from the Centerra DRC Coordinator/Secretary detailing the GIS submittal requirements based on the nature of the project. The submittal requirements may include but are not limited to the drawings listed below:

1. Subdivision plats (approved)
2. Boundary line adjustments (approved)
3. Lot mergers (approved)
4. Annexation maps (approved)
5. Landscape plans (record drawings)
6. Street plans (record drawings)
7. Utility plans (record drawings)
8. Drainage plans (record drawings)
9. Landscape irrigation plans (record drawings)
10. Ownership exhibits (approved)
11. Site topography (finished ground)
12. Site plans (parking lot striping, building footprints)
13. Parking lot and street lighting plans (record drawings)
14. Monument signs (record drawings)

\*\*\* Drawings must be submitted on the City of Loveland Vertical Datum and include the location of three (3) section corners. These controls must be documented and included with the electronic file submission.

Digital data submissions not in conformance with these standards may be returned to the applicant for correction. Digital data submissions are for exclusive use in the Centerra Geographic Information System (GIS). Digital data can be submitted by email or CD. The file format must be AutoCAD Release 2004 DWG or newer or an approved equivalent.

If the file is larger than 5 MB or too large to fit on a CD, it can be posted on the DRC Basecamp website, an internet project management resource. For instructions and passwords for logging on to the Centerra/Millennium DRC Basecamp website, please contact the DRC Coordinator/Secretary.

The file name for each file will be descriptive of the project with the appropriate file type designator (DWG) as the suffix characters. If submitting a CD, provide a label with the project name, file name, the firm preparing the CD and a revision date for the submittal.

Each digital submission will have a clearly defined layering convention in which all entities or drawing components of a like type will be grouped into distinct layers. At a minimum, the components that must be grouped into distinct layers are:

1. Subdivision boundary
2. Street centerlines
3. Street rights-of-way
4. Lot lines, easements
5. Street names

6. Lot dimensions
7. Lot numbers
8. Block numbers
9. Text (areas sf/ac)
10. Trees (deciduous and conifer)
11. Planters (annual and perennial)
12. Turf types
13. Water utility (pipes, valves, hydrants, services, sizes, etc...)
14. Sanitary sewer utility (pipes, manholes, services, sizes, etc...)
15. Storm drain utility (pipes, manholes, services, sizes, etc...)
16. Landscape irrigation plans (pipes, sizes, junction boxes, head locations, tap locations, meter locations, etc...)

Each layer name will be followed with a description of the type of entity found on that layer. Text styles and sizes are at the discretion of the applicant.

## 8.0 Signage Submittal Checklist

A DRC signage review is required when an applicant is proposing new signs, additional signs and/or modifications to existing signage. The following submittal checklist is provided for sign specific submittals that are not part of the Design Development Review of a new project.

### Type of Sign for Review:

- New, Additional or Modification to Tenant Building Mounted Sign(s)
- Temporary Real Estate Sign
- Temporary Project Identification Sign
- Banner or Event Signage

Date of Application: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

Property Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_

### Governing Signage Criteria: Select the document that will be used to determine compliance.

- Centerra General Signage Design Guidelines (*All signs in Centerra*)
- Centerra Planned Sign Program
- Marketplace Planned Sign Program
- Shops at Centerra Planned Sign Program
- Motorplex at Centerra Planned Sign Program
- Medical Center of the Rockies Planned Sign Program
- McWhinney 10<sup>th</sup> Subdivision
- Chapungu Sculpture Park Planned Sign Program
- Van de Water
- Specific Office Complex Signage Criteria
  - Foxtrail Office Condominium
  - Precision Office
  - Rangeview Office
- Other \_\_\_\_\_

### Sign Submittal Checklist:

- Detailed Sign Shop Drawing Including Sign Dimensions, Materials, Colors and Layout
- Building Elevations with Superimposed Signage (building mounted signage only)
- Site Plan with Proposed Location (temporary real estate/project identification/event signage only)
- Proposed Dates of Signage (banner or event signage only)
- Letter or Email from the Property Owner Recommending DRC Approval unless owner signs below.

Property Owner's Signature \_\_\_\_\_

Date: \_\_\_\_\_

The DRC will issue a formal letter stating final decision. This letter is required in the application to the City of Loveland requesting a sign permit.