



DESIGN REVIEW COMMITTEE INFORMATION AND PROCEDURES



Let's CENTERRA

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Background and Information

1.0 Background and Information

1.1 Design Review Committee

Pursuant to the Protective Covenants of Centerra and the City of Loveland, the Design Review Committees, “DRC”, has 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
Sam Coutts, Ripley Design Inc.

City Of Loveland Representative

Noreen Smyth, Senior Planner

Design Review Committee Staff

Samantha Salazar, McWhinney
Jordan Loe, McWhinney
DRC@McWhinney.com



All DRC related questions/submittals may be emailed to DRC@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 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 and also online at www.Centerra.com/mgdp.

Background and Information

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 and also online at www.Centerra.com/about/design-review.

1.4 Purpose

The DRC is responsible for reviewing plans for all development, including construction of any type (both new construction and any modifications to existing projects). The DRC reviews plans for architecture, site, landscaping, lighting, signage and all other exterior 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 or online at www.centerra.com/design-review.

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.

DRC Review Procedures

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 7. 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 DRC Members from 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. One 11" x17" copy of the complete submittal (single sided, in color) and 1 full size (24"x36") lighting plan must be submitted, as well as electronic versions of each document.

Electronic versions must be submitted to DRC@mcwhinney.com.

Hard copies must be delivered or mailed to 2725 Rocky Mountain Ave #200, Loveland, CO 80538, to the attention of DRC Staff.

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.

DRC Review Procedures

2.6 DRC Correspondence

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.

DRC Staff posts all formal DRC Correspondence to a project management website called Basecamp: www.basecamp.com. All contacts listed on the contact form will receive notification when a post has been created regarding their application. Participant must create an login in order to access the correspondence from the DRC on Basecamp.

2.7 Approvals

Project approval is contingent upon submittal of materials and presentation to the DRC.

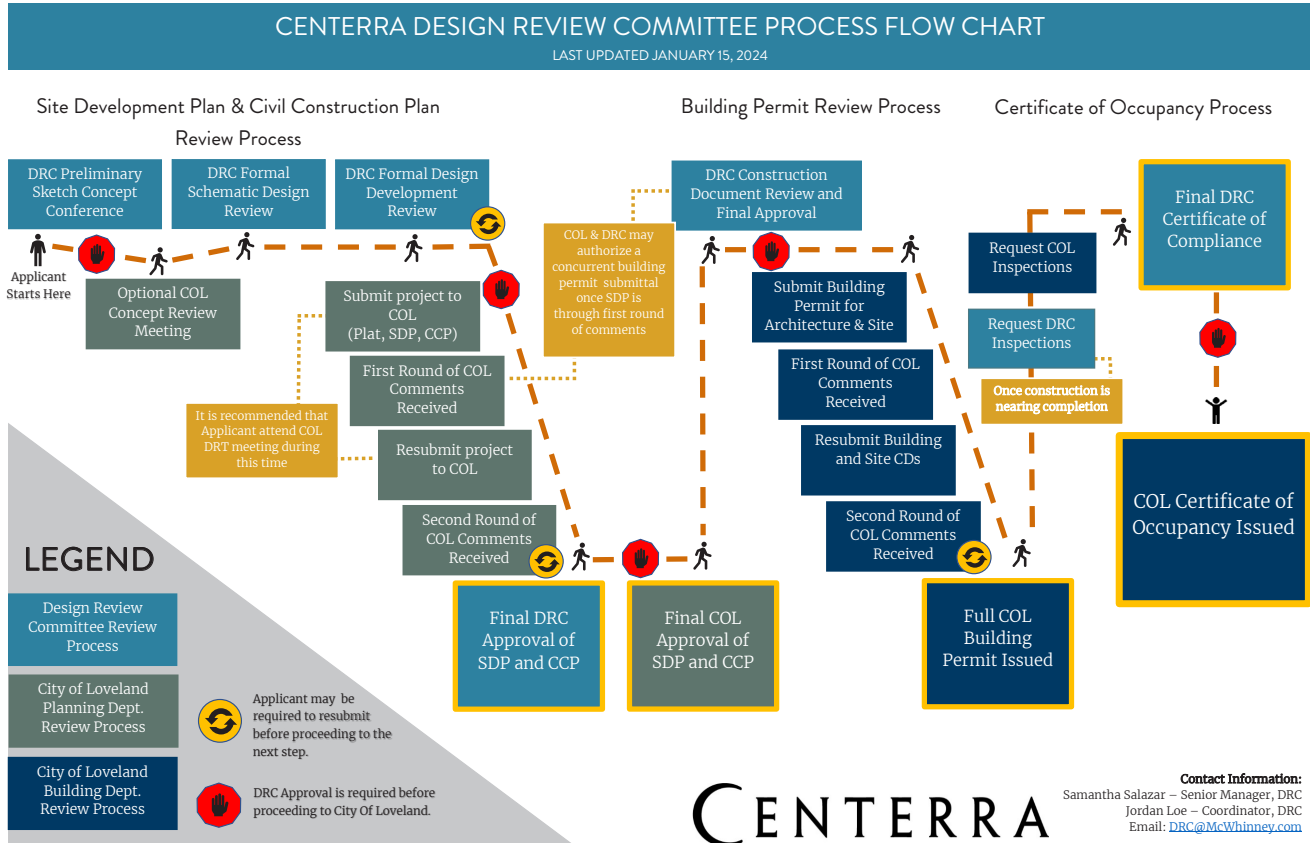
No improvements may be made without the prior written approval of the DRC.

The submittal of plans and securing of the appropriate approvals pertains to building architecture, site plans, landscaping, lighting, signage, mechanical equipment (including roof top mechanical equipment [RTU], HVAC, satellite dishes, etc.), construction site logistics, trash enclosures, fencing, driveways, parking areas and any improvements that affect the appearance, design or outside elements of property.

2.8 Project Review Flow Chart and Table

The Project Review Flow Chart and Table on the following pages outline 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.

DRC Process Flow Chart



An enlarged version of this flow chart can be found at the following link:

<https://www.centerra.com/wp-content/uploads/2021/10/Centerra-DRC-Flow-Chart-3.22.22-scaled.jpg>

DRC Project Review Process Table

Phase	Review Type	Timing	Submittal Items
1	<p>DRC Orientation Conference</p> <p>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>Applicant Submits to DRC Staff:</p> <ul style="list-style-type: none"> • Nothing Required <p>Applicant Receives:</p> <ul style="list-style-type: none"> • Protective Covenants and Design Criteria • Vision Presentation (Centerra Projects) • Site Analysis/Design Context Plan • DRC Procedures and forms Applicant receives • Centerra Construction Waste Recycling Program Requirements
2	<p>DRC Preliminary Sketch Concept Conference</p> <p>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>Following meeting Applicant schedules Conceptual Review Meeting (CR) with COL</p>	<p>Meeting takes place as required by applicant. Applicant may request additional informal meetings as needed prior to formal DRC submittal.</p>	<p>Applicant Submits to DRC Staff:</p> <ul style="list-style-type: none"> • DRC Submittal Cover Sheet • Contact List • Complete Site Data Form • Vicinity Map • Site Survey / Existing Conditions • Preliminary Site Plan • Preliminary Floor Plans • Preliminary Building Elevations
3	<p>DRC Formal Schematic Design Review</p> <p>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>Applicant Submits to DRC Staff:</p> <ul style="list-style-type: none"> • DRC Submittal Cover Sheet • Contact List • Site Data Form • Schematic Design Review Checklist • Response Letter Addressing Comments from Prior Review • Vicinity Map

DRC Project Review Process Table

Phase	Review Type	Timing	Submittal Items
3	DRC Formal Schematic Design Review <i>(Continued)</i>		<ul style="list-style-type: none"> • Site Plan • Grading and Drainage Plan • Building Floor Plans • Building Elevations • Landscape Plan (optional) • LEED Checklist
4	DRC Formal Design Development Review DRC Meeting and Formal Presentation Participants: Applicant, Architect, Landscape Architect, Civil Engineer, DRC Staff and Consultants, DRC Members Approval valid for one year Following approval, Applicant should make first submittal to City of Loveland Planning Department		Applicant submits to DRC Staff: <ul style="list-style-type: none"> • DRC Submittal Cover Sheet • Contact List • Site Data Form • Design Development Review Checklist • Response Letter • Vicinity Map • Site Plan • Grading and Drainage Plan • Utility Plans • Building Floor Plans • Roof Plan • Building Elevations • Exterior Materials/Color Samples (Preliminary Approval Only) • Landscape Plan • Lighting Plan with Photometrics and Cut Sheets for all Light Fixtures • Site Signage • Site Furnishings • Color Rendering of All Elevations of Building and Site Plan • LEED Checklist

DRC Project Review Process Table

<div>5a</div>	<p>DRC Informal Construction Document Review and Final Approval</p> <p>Informal DRC Staff Meeting (Applicant Does Not Attend)</p> <p>Approval valid for one year (May be extended at time of approval by DRC for phased projects)</p> <p>Informal DRC Staff Meeting with Project Manager or Contractor</p> <p>Following approval, Applicant should make first submittal to City of Loveland for the Building Permit</p>		<p>Applicant submits to DRC Staff:</p> <ul style="list-style-type: none"> • DRC Submittal Cover Sheet • Contact List • Site Data Form • Construction Document Review Checklist • Response Letter • Architectural Plans • Civil Engineering Plans • Landscape Plans • Exterior Building and Site Lighting Plans • Exterior Building and Site Signage Plans • Site Logistics Plan • Waste Diversion Plan or Mountain West Disposal Enrollment Form • GIS Submittal Requirements
<div>5b</div>	<p>DRC Material Mock-up Panel Review</p>	<p>Applicant informs DRC Staff when Mock-up panel is ready for review. DRC Staff will schedule on-site review.</p>	<p>Applicant submits to DRC Staff:</p> <ul style="list-style-type: none"> • Materials/Colors Mock-up Panel of Exterior Elevation – Includes Examples of Roof, Parapet, Soffit, Wall Finishes, Fenestration, etc.
<div>6</div>	<p>Final Certificate of Compliance</p> <p>DRC Conducts Final Compliance Inspection of Project (including site, architecture, landscape and lighting)</p> <p>Following approval, Applicant may proceed to the City of Loveland to request a Certificate of Occupancy</p>		<p>Applicant submits to DRC Staff:</p> <ul style="list-style-type: none"> • As-built drawings as submitted to the City • Waste Diversion Reports • Electronic files to update GIS document <p>Applicant receives:</p> <ul style="list-style-type: none"> • DRC Final Certificate of Compliance (if approved) which is a requirement for the city to issue a Certificate of Occupancy.

DRC Submittal Procedures

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 select 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 not required that the Applicant attend the meeting. Applicant may assign who attends the meeting from their team.

Approval

No formal approval is required by the DRC Staff or DRC. Preliminary feedback may be provided.

2.9.2 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.

DRC Submittal Procedures

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 DRC Project Review Process Table for items to be included in this review.

Meeting Attendance

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

City Process

Following this informal conference, Applicant should schedule CR (Conceptual Review Meeting) with the City of Loveland. Contact Cita at 970-962-2577.

Approval

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

2.9.3 DRC Formal Schematic Design Review

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 Preliminary Sketch Concept Conferences. Some prospects may be allowed to begin the DRC process at this step. Contact DRC Staff with questions.

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 (optional), and the civil engineer.

Approval

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

DRC Submittal Procedures

2.9.4 DRC Formal Design Development Review

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.

2.9.5 DRC Informal Construction Document Review and Final Approval

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 an electronic copy of 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 Mountain West Disposal Enrollment Form, stating the applicant's intention to contract with Mountain West Disposal.

Meeting Attendance

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

DRC Submittal Procedures

Approval

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

2.9.6 DRC Final Certificate of Compliance

Purpose and Actions

Once construction is nearing completion, 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 seven (7) 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.

Centerra Geographic Information System (GIS) Drawing Digital Submission Standards

The Centerra GIS project is an information storage and retrieval system that uses mapping to access and display data. Accurate data regarding all projects at Centerra are needed in digital format to ensure that the GIS information is current and that all maps generated reflect the finally approved submittals.

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 Final Certificate of Compliance completes the DRC plan approval process.

3.0 DRC Submittal Forms

3.1 General

DRC submittal forms and checklists are provided on the following pages. The DRC submittal cover sheet and contact form should be provided with each submittal. The other forms vary based on the stage of DRC review.

DRC Submittal Forms and Checklists

The following submittal form must be included with all submittals to the DRC.

Centerra 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.

Project Name:

Date Submitted:

Site Owner/Developer:

Contact Person:

Telephone Number:

Fax Number:

Email Address:

Property Address:

Type of Submittal: (Check which applies)

☐ Preliminary Sketch Concept Conference

☐ Schematic Design

☐ Design Development

☐ Construction Documents

☐ Certificate of Compliance

☐ Signage

☐ Tenant Improvement

☐ Other

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:

Signature of DRC Applicant

Printed Name of DRC Applicant

Title

DRC Submittal Forms and Checklists

The following submittal form must be included with all submittals to the DRC.

Centerra Design Review Committee DRC Submittal Contact Information

Developer:

Address

Telephone #

Contact:

Email Address

Contractor:

Address

Telephone #

Contact:

Email Address

Owner:

Address

Telephone #

Contact:

Email Address

Civil Engineer:

Address

Telephone #

Contact:

Email Address

Architect:

Address

Telephone #

Contact:

Email Address

Construction Superintendent:

Address

Telephone #

Contact:

Email Address

Landscape Architect:

Address

Telephone #

Contact:

Email Address

Other:

Address

Telephone #

Contact:

Email Address

DRC Submittal Forms and Checklists

Centerra Design Review Committee DRC Submittal Site Data Form

Site Data Table			
Schematic Design	SF	% of Site	PUD Requirement
Building Coverage			
Parking Coverage			
Open Space			
Gross Site Area		100%	100%
Public Right of Way			
Net Site Area			
Gross - ROW			
Design Development	SF	% of Site	PUD Requirement
Building Coverage			
Parking Coverage			
Open Space			
Gross Site Area		100%	100%
Public Right of Way			
Net Site Area			
Proposed Uses (Non-Residential)	Floor Area	% of Total Floor Area	Number of Floors
Office			
Commercial/Retail			
Other:			
Total		100%	
Proposed Uses (Residential)	Number of du	Du/acre	
Residential			
Floor Area (net) Ratio* *Floor area divided by square footage of site		Ratio to 1	
Schematic Design			
Design Development			
Parking Data			
Total Parking Spaces on Site			
Standard Parking Spaces			
Compact Parking Spaces			

Submittal Forms and Checklists

Centerra Design Review Committee DRC Submittal Site Data Form (*Continued*)

Parking Data (Continued)	
Handicap Parking Spaces	
Parking/Building Floor Ratio	
Total Parking Lot SF	
Interior Parking Lot Landscape SF & %	
Motorcycle Spaces	
Bicycle Spaces	

Submittal Forms and Checklists

Centerra Design Review Committee DRC 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 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		
Schematic Design Review Checklist (this form)		
Site Data Form		
One (1) complete set of the drawings, measuring 11x17		
One (1) flash drive: Containing an electronic copy of the entire submittal (unless previously emailed to DRC Staff)		
Response Letter: A letter of response to any DRC comments that were given during the Preliminary Sketch Conference		
Included in the Drawings		
Vicinity Map: Provide the location of the property proposed for development, surrounding lots, approved developments and streets within a 1,320 ft radius of the property.		
Site Plan: Provide the location and dimension of all intended improvements, including: <ul style="list-style-type: none"> • 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 		

Submittal Forms and Checklists

Centerra Design Review Committee DRC Schematic Design Review Checklist (Continued)

<ul style="list-style-type: none"> • Light fixtures • Means of ingress and egress • Curb cuts • Traffic patterns • Drives and driveways • Existing easements 		
Grading and Drainage Plan: Provide the following: <ul style="list-style-type: none"> • Proposed contours at 1' contour intervals • Narrative description of how site will generally handle drainage and detention 		
Building Floor Plans: Floor plans for the main level of each building type or home type being proposed		
Building Elevations: Elevations should be provided for each building type or home type for each of the facades and should include the following: <ul style="list-style-type: none"> • Identify the proposed color, type of exterior construction materials, and roof pitches • Front facade 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 		
Landscape Plan (optional): Provide the following: <ul style="list-style-type: none"> • 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 		
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 DRC for review.

Signature of DRC Applicant

Printed Name of DRC Applicant

Submittal Forms and Checklists

Centerra Design Review Committee DRC 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 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		
Design Development Review Checklist (this form)		
Site Data Form		
One (1) complete set of the drawings, measuring 11x17		
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)		
Response Letter: A letter of response to any DRC comments that were given during the Schematic Design Review		
Included in the Drawings		
Vicinity Map: Provide the location of the property proposed for development, surrounding lots, approved developments and streets within a 1,320 ft radius of the property.		
Site Plan: Provide the location and dimension of all intended improvements, including: <ul style="list-style-type: none"> • Name of the project • Location and boundaries of site development plan, including a legal description • Names, addresses, and signatures of the owner, subdivider, and surveyor (who shall be registered by the Colorado state Board of Registration for Professional Engineers and Land Surveyors) 		

Submittal Forms and Checklists

Centerra Design Review Committee DRC Design Development Review Checklist (*Continued*)

Site Plan (Continued):

- Date of preparation and of any revisions, written and graphic scale, the north arrow (designated as true north)
- Chart with each land use area listed showing the following information:
 - Gross acreage
 - Floor area ratios (for commercial and industrial)
 - Number of dwelling units (for residential)
 - Dwelling units per acre (for residential)
 - Minimum lot sizes
 - Building coverage, parking and drive coverage, and open space area (all expressed in square feet)
 - Minimum setbacks of principal, accessory buildings
 - Minimum floor areas (for residential)
 - Maximum building height
 - Principal and accessory uses
 - A statement that any element of the construction, location, design, use or operation of land or buildings not specifically shown on the approved site development plan in graphic or written form shall conform to the requirements of a specified zone district (e.g., R-1, B-1, I-1)
- Location and dimensions of all existing and proposed streets and alleys (showing curb, gutter and sidewalk location), and location and dimension of all easements, right-of-way, and lot lines
- Location and dimensions of walks, plazas, trails, parking lots, parking spaces, loading areas, cub islands, and driveways (with direction of travel shown)
- Landscape areas (streetscapes, entry features, active open space, natural areas, etc.)
- Sign locations
- A list of any proposed deviations from the provisions of titles 14, 16, or 17, B.M.C.
- Locations and dimensions for all structures, including refuse and recycling facilities in accordance with section 17-34-060.

Submittal Forms and Checklists

Centerra Design Review Committee DRC Design Development Review Checklist (*Continued*)

<p>Grading and Drainage Plan: Provide the following:</p> <ul style="list-style-type: none"> Existing and proposed topography at two-foot contour intervals, referenced to U.S.G.S. data. Outline drawings of major structures and improvements (existing and proposed) including pipe locations, inlets, outfall locations, detention amount in ac/ft and storm drainage improvements and appurtenances 		
<p>Utility Plan: Provide horizontal layout of proposed utilities and associated utility easements. Include:</p> <ul style="list-style-type: none"> Main lines Service lines Fire hydrants Meters Show locations of above ground utility improvements 		
<p>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:</p> <ul style="list-style-type: none"> Color Elevations for all facades and for each building type or home type Proposed color, type of exterior construction materials, and roof pitches Front facade 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 <p>Roof Plan: Show all mechanical, plumbing and communication equipment.</p>		
<p>Exterior Colors and Materials Samples: Provide exhibit board including samples of the following proposed building materials and colors, including but not limited to:</p> <ul style="list-style-type: none"> Walls Roofs (sloped and flat) Windows Trim Canopies/awnings 		

Submittal Forms and Checklists

Centerra Design Review Committee DRC Design Development Review Checklist *(Continued)*

<p>Landscape Plan: Provide the following:</p> <ul style="list-style-type: none"> • 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. • Show location, species and size of existing trees • Snow removal plan 		
<p>Lighting Plan: Provide the following:</p> <ul style="list-style-type: none"> • 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. <p>Site Signage: Provide permanent and temporary sign information for all sign types including project identification, directional, building mounted and temporary. Include:</p> <ul style="list-style-type: none"> • Sign dimensions • Sign area • Dimensional locations of signs 		

Submittal Forms and Checklists

Centerra Design Review Committee DRC Design Development Review Checklist (*Continued*)

Site Signage (Continued): <ul style="list-style-type: none"> • 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. <i>Refer to the Design Guidelines for DRC sign design requirements.</i> 		
Site Furnishings: Provide the following for all proposed site furnishings: <ul style="list-style-type: none"> • Manufacturer(s) • Model number(s) • Color • Location 		
Color Renderings: Provide colored rendering of all elevations of building(s) and site plan including landscaping.		
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 DRC for review.

Signature of DRC Applicant

Printed Name of DRC Applicant

Submittal Forms and Checklists

Centerra Design Review Committee DRC 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		
Response Letter: A letter of response to any DRC comments that were given during the Design Development Review		
One (1) flash drive containing an electronic copy of the entire submittal (unless previously emailed to DRC Staff). No hard copies are required for this review.		
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 the Site Logistics Plan:		
Provide the following (refer to the Construction Site Guidelines on page 31 for more detailed information): <ul style="list-style-type: none"> • 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 		

Submittal Forms and Checklists

Centerra Design Review Committee DRC Construction Document Review Checklist *(Continued)*

Included in the Site Logistics Plan *(Continued)*:

- | | | |
|---|--|--|
| <ul style="list-style-type: none">• Recycling/trash sorting areas• Location map and detailed plans for any project ID or address signs | | |
|---|--|--|

Included in Construction Waste and Recycling:

DRC applicants must either complete the Contractor's Construction Waste Diversion and Recycling Plan, or contract with Mountain Waste Disposal 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		
--	--	--

Provide the completed Waste-Not Recycling Enrollment Form		
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By signing below, I acknowledge that the above information is accurate and have therefore provided a complete submittal to the Centerra DRC for review.

Signature of DRC Applicant

Printed Name of DRC Applicant

Submittal Forms and Checklists

Centerra Design Review Committee DRC Final Compliance Inspection Request Form

Project Name:

Date Submitted:

DRC Final Compliance Inspections verify that the Architecture, Lighting, Landscaping, Site, (including furnishings), RTU Screening and Signage was installed as previously approved by the DRC.

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)
Please submit the following prior to the scheduled DRC Compliance Inspection:		
As-built drawings as submitted to the City (including landscaping)		
Waste Diversion Reports		
Electronic files to update GIS document		

Please note, for night time lighting inspections, please ensure all exterior lights on the building are on. Also, please inform any security on site that the DRC Staff will be onsite afterhours.

DRC Staff will inspect the site within seven (7) days after receiving this notification and will issue a DRC Certificate of Compliance or Non-Compliance within thirty (30) calendar days after inspection.

Following approval, Applicant may proceed to the City of Loveland to request a Certificate of Occupancy.

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

Signature of DRC Applicant

Printed Name of DRC Applicant

Submittal Forms and Checklists

Centerra Design Review Committee DRC Signage Review 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.

Date of Application:	Type of Sign for Review: Mark those that apply.
_____	_____ New, Additional or Modification to Tenant
Applicant Name:	_____ Building Mounted Sign(s)
_____	_____ Temporary Real Estate Sign
Phone/Email:	_____ Temporary Project ID Sign
_____	_____ Banner or Event Signage
Property Name:	

Property Address:	

Property Owner:	

Governing Signage Criteria: List the document(s) that will be used to determine compliance:

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		
Signage Review Checklist (this form)		
Detailed Sign Shop Drawing. Include: <ul style="list-style-type: none"> • Sign dimensions • Sign area • Dimensional locations of signs • Intended sign materials and colors • Fabrication techniques • Structural design • Type of illumination 		

Submittal Forms and Checklists

Centerra Design Review Committee DRC Signage Review Checklist *(Continued)*

Included in the Complete Submittal Packet <i>(continued)</i> :		
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.		

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

Signature of DRC Applicant

Printed Name of DRC Applicant

The DRC will issue a formal letter stating final decision.

This letter is required in the application to the City of Loveland when requesting a signage permit.

Submittal Forms and Checklists

Centerra Design Review Committee DRC Miscellaneous Review Checklist

Date of Application:

Project for Review:

Applicant Name:

Phone/Email:

Property Name:

Property Address:

Property Owner:

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)
Please ensure ALL submittals include the following information:		
Response Letter to Most Recent DRC Decision Letter (if not the first time this project is being reviewed)		
Site Plan: For Tenant Improvements, include: <ul style="list-style-type: none"> • Location of improvement on the site • How the improvement fits into the overall site (i.e. trails, access points, etc.) 		
Colors and Materials: Provide details/cut sheets for any proposed materials and colors.		
Dimensions/Sq. Ft.		
Building Elevations		
Roof plan and screening proposal if new roof top mechanical unit (RTU) will be installed.		
Site Furnishings, if applicable: Provide the following for all proposed site furnishings: <ul style="list-style-type: none"> • Manufacturer(s) • Model number(s) • Color 		

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

Signature of DRC Applicant

Printed Name of DRC Applicant

Construction Site Guidelines and General Requirements

4.0 Construction Site Guidelines and General Requirements

4.1 Cleaning of the Work

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.

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.

4.2 Basic Services

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 drive-ways. 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.

Deliveries

One address sign shall be installed per Centerra standards.

Temporary Toilet Facilities

The General Contractor shall provide temporary self-contained toilet units for the entire project and shall locate units within fenced/screened areas.

Construction Site Guidelines and General Requirements

Temporary Fence

The General Contractor shall provide fencing around the field office compound and material staging area, along all existing shared and public roads, and adjacent to any path/sidewalk, etc. The fence shall have a plain green fabric for screening purposes without any advertising or other graphics on the sides of the fence that faces public right of way. The General Contractor will also provide temporary fencing (without screening) around the remainder of the construction site. The fencing must be stabilized to the ground to insure that standard winds in the area do not topple or move the fencing.

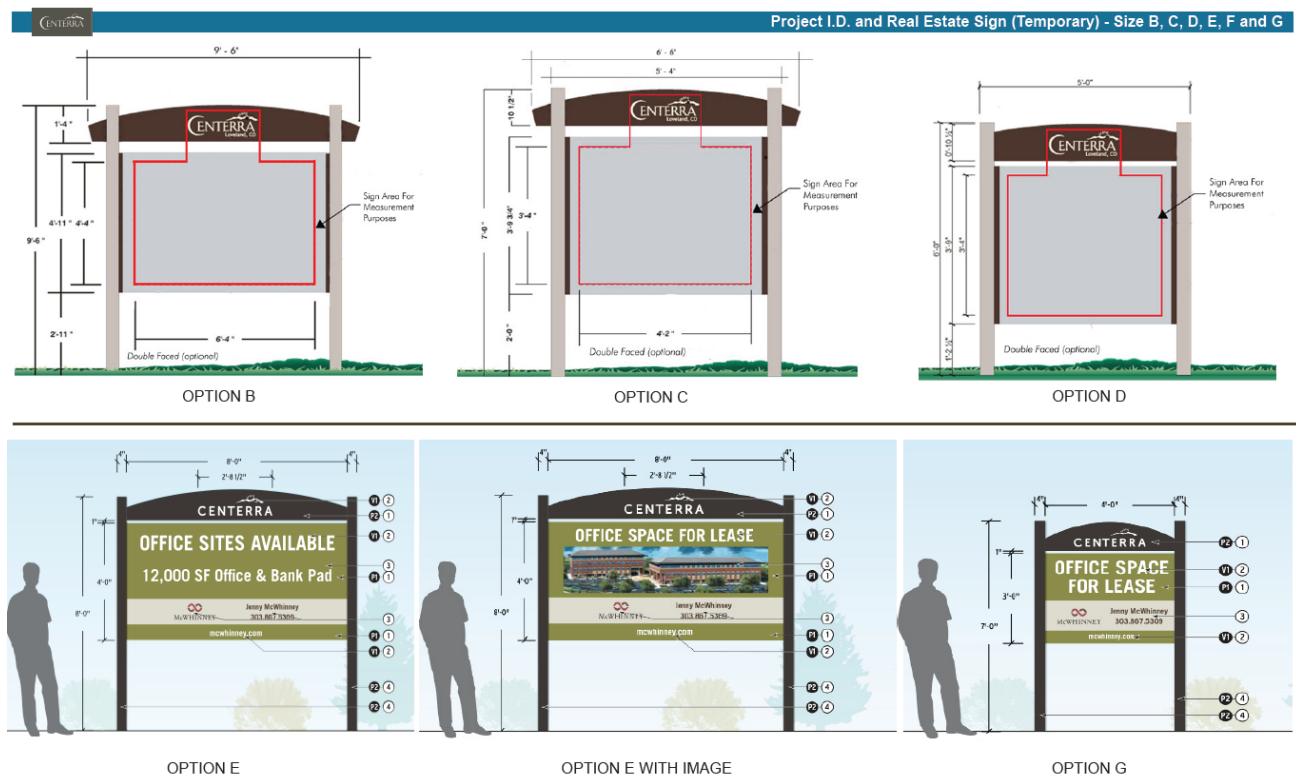
Radios

Music radios will not be allowed onsite.

Project Signs

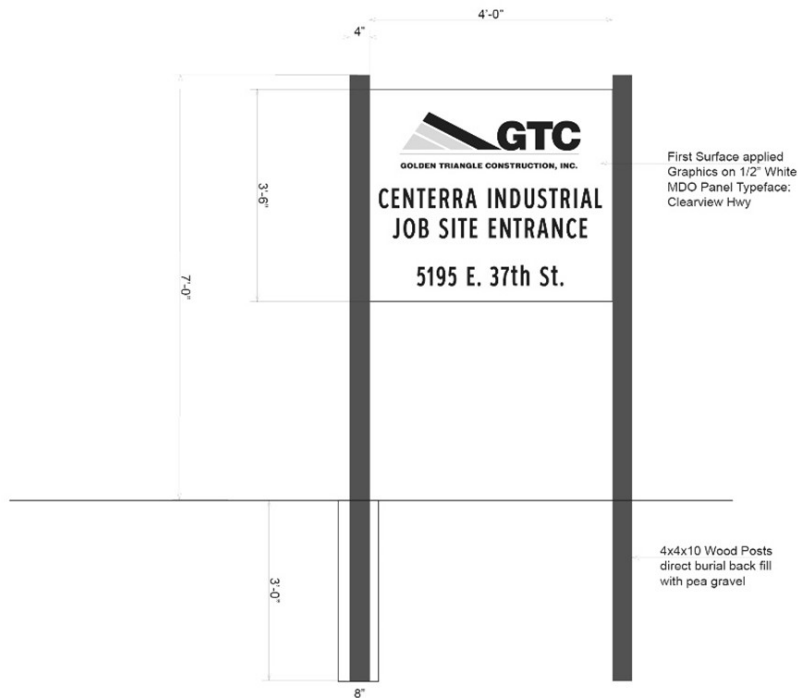
The General Contractor may furnish and install one project identification sign per the template criteria shown in Exhibit A and B. One company identification sign will be allowed on each field office construction trailer. A location map and detailed plans for the sign must be submitted for review and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

EXHIBIT A



Construction Site Guidelines and General Requirements

EXHIBIT B



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

Commercial Construction Waste Diversion and Recycling

5.0 Commercial Construction Waste & Recycling

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. 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

Centerra believes there is a 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

All new commercial construction projects will implement a Construction Waste Diversion Plan that targets a minimum goal of diverting/recycling 50% 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 50% of total construction waste.

- Applicant must either contract with Centerra's preferred vendor, Mountain West Disposal, 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 Mountain West Disposal.

Commercial Construction Waste Diversion and Recycling

Mountain West Disposal Recycling Enrollment Form Centerra Commercial Construction Waste Diversion and Recycling Program

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

Agreements:

Mountain West Disposal 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 Mountain West Disposal for all waste removal and hauling services for both trash and recycled materials.
- Use the containers provided by Mountain West Disposal for both trash and recycled materials.
- Submit to on-site training provided by Mountain West Disposal.
- Allow Mountain West Disposal to visit the construction site on a weekly basis to ensure compliance and schedule pick-ups.
- Allow Mountain West Disposal to provide all necessary reports to all required parties regarding construction waste diversion and recycling.

Contractor's Signature: _____

Printed Name: _____

Centerra Global Information System (GIS)

6.0 Centerra Global Information System (GIS)

6.1 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 Staff. 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 Staff 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 2013 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 DRC Basecamp website, please contact DRC Staff.

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.

Centerra Global Information System (GIS)

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 meeting US National CAD Standards. 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 (ponds, structures, pipes, manholes, services, sizes, etc....)
16. Irrigation infrastructure (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.