

# 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