

# 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.

<b>Submittal Items Required</b>	Included by Applicant	Checked In (For DRC Staff Only)
Each drawing sheet must include the project title, scale, north arrow, and date of preparation		
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)		
<b>Response Letter:</b> A letter of response to any DRC comments that were given during the Schematic Design Review		
Included in the Drawings		
<b>Vicinity Map:</b> Provide the location of the property proposed for development, surrounding lots, approved developments and streets within a 1,320 ft radius of the property.		
<b>Site Plan:</b> Provide the location and dimension of all intended improvements, including: <ul style="list-style-type: none"> <li>• Name of the project</li> <li>• Location and boundaries of site development plan, including a legal description</li> <li>• 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)</li> </ul>		

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

<p><b>Site Plan (Continued):</b></p> <ul style="list-style-type: none"> <li>• Date of preparation and of any revisions, written and graphic scale, the north arrow (designated as true north)</li> <li>• Chart with each land use area listed showing the following information:             <ul style="list-style-type: none"> <li>• Gross acreage</li> <li>• Floor area ratios (for commercial and industrial)</li> <li>• Number of dwelling units (for residential)</li> <li>• Dwelling units per acre (for residential)</li> <li>• Minimum lot sizes</li> <li>• Building coverage, parking and drive coverage, and open space area (all expressed in square feet)</li> <li>• Minimum setbacks of principal, accessory buildings</li> <li>• Minimum floor areas (for residential)</li> <li>• Maximum building height</li> <li>• Principal and accessory uses</li> <li>• 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)</li> </ul> </li> <li>• 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</li> <li>• Location and dimensions of walks, plazas, trails, parking lots, parking spaces, loading areas, cub islands, and driveways (with direction of travel shown)</li> <li>• Landscape areas (streetscapes, entry features, active open space, natural areas, etc.)</li> <li>• Sign locations</li> <li>• A list of any proposed deviations from the provisions of titles 14, 16, or 17, B.M.C.</li> <li>• Locations and dimensions for all structures, including refuse and recycling facilities in accordance with section 17-34-060.</li> </ul>		
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## Centerra Design Review Committee DRC Design Development Review Checklist *(Continued)*

<p><b>Grading and Drainage Plan:</b> Provide the following:</p> <ul style="list-style-type: none"> <li>• Existing and proposed topography at two-foot contour intervals, referenced to U.S.G.S. data.</li> <li>• 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</li> </ul>		
<p><b>Utility Plan:</b> Provide horizontal layout of proposed utilities and associated utility easements. Include:</p> <ul style="list-style-type: none"> <li>• Main lines</li> <li>• Service lines</li> <li>• Fire hydrants</li> <li>• Meters</li> <li>• Show locations of above ground utility improvements</li> </ul>		
<p><b>Building Elevations and Floor Plans:</b> 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"> <li>• Color Elevations for all facades and for each building type or home type</li> <li>• Proposed color, type of exterior construction materials, and roof pitches</li> <li>• Front facade height and width dimensions for each building type or home type</li> <li>• Elevations of all service enclosures</li> <li>• Garage door width dimensions for each home type</li> <li>• Type and location of screening for rooftop utilities</li> </ul> <p><b>Roof Plan:</b> Show all mechanical, plumbing and communication equipment.</p>		
<p><b>Exterior Colors and Materials Samples:</b> 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"> <li>• Walls</li> <li>• Roofs (sloped and flat)</li> <li>• Windows</li> <li>• Trim</li> <li>• Canopies/awnings</li> </ul>		

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

<p><b>Landscape Plan:</b> Provide the following:</p> <ul style="list-style-type: none"> <li>• Square footage and percentages of landscape and hardscape (patios, plazas, etc.)</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• Show location, species and size of existing trees</li> <li>• Snow removal plan</li> </ul>		
<p><b>Lighting Plan:</b> Provide the following:</p> <ul style="list-style-type: none"> <li>• 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)</li> <li>• 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.</li> </ul> <p><b>Site Signage:</b> 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"> <li>• Sign dimensions</li> <li>• Sign area</li> <li>• Dimensional locations of signs</li> </ul>		

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

<p><b>Site Signage (Continued):</b></p> <ul style="list-style-type: none"> <li>• Intended sign materials and colors</li> <li>• Fabrication techniques</li> <li>• Structural design</li> <li>• Type of illumination</li> <li>• 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></li> </ul>		
<p><b>Site Furnishings:</b> Provide the following for all proposed site furnishings:</p> <ul style="list-style-type: none"> <li>• Manufacturer(s)</li> <li>• Model number(s)</li> <li>• Color</li> <li>• Location</li> </ul>		
<p><b>Color Renderings:</b> Provide colored rendering of all elevations of building(s) and site plan including landscaping.</p>		
<p><b>LEED Checklist:</b> A completed LEED Checklist should be provided, even if the applicant is not applying for LEED Certification</p>		

**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