Planning Department

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FINAL SITE PLAN GUIDELINES

A Final Site Plan package is composed of a Site Plan, Landscape Plan, Building Elevation Plan and a Photometric Plan. Please use the following checklist to meet the formal application requirements of each plan.

Format required for all plan sheets:

- ◻ Size: 24" by 36"
- ◻ Scale: 1 "=50' minimum (use architectural scale for building elevations only)
- ◻ Title at top center of each sheet
- ◻ 1" Borders
- ◻ North Arrow
- ◻ Written and Graphic Scale
- ◻ Site address, planning case number, page number in the lower right corner
- ◻ Minimum Text Size of 1/10"
- ◻ Legend describing all line weights and styles

Site Plan requirements:

- ◻ Site Data Chart (see example in following section)
- ◻ Impervious Area Data Chart (see example in following section)
- ◻ Signature Blocks and Approval Certificate (see examples in following section)
- ◻ Site Plan notes (see example in following section)
- ◻ Vicinity map at 1 "=500' scale
- ◻ Finished floor elevations
- ◻ Proposed grading contours
- ◻ Note all existing and proposed on site and bordering easements, labeled as to purpose, document book and page/reception no. or subdivision plat book and page
- ◻ Show all adjoining property as to unplatted or by lot/block numbers, subdivision name w/plat book/page and reference number

Location and Dimensions of:

- ◻ Property lines (Legal description)
- ◻ Building footprint with all recesses and projections noted
- ◻ Existing and proposed buildings
- ◻ Entrances and exits
- ◻ Setbacks and building envelopes
- ◻ Pedestrian circulation paths and ramps, including any handrails

- ◻ Landscaped areas
- ◻ Existing and proposed easements and utilities
- ◻ Existing and proposed R.O.W. width, document dedicated R.O.W. and street names
- ◻ Adjacent streets, their names, centerlines and opposing access
- ◻ Existing and proposed recreational amenities, including bike racks, picnic shelters, etc.
- ◻ Proposed internal streets, their names and centerlines
- ◻ Transit facility locations (i.e. shelters, benches, pads)
- ◻ Physical features on adjacent properties within 50 feet of property line, such as buildings, landscaping, pedestrian connections, etc.
- ◻ Existing and proposed fences and retaining walls, and their heights
- ◻ Trash enclosures/receptacles
- ◻ Electrical and mechanical equipment
- ◻ Meters, utility pedestals and fire hydrants
- ◻ Drainage ways, lakes, and other physical features
- ◻ Detention areas and inlet/outlet structures (if applicable)
- ◻ All proposed/existing signs and other free-standing elements
- ◻ Sight triangles at corners (measured from flow line to flow line)

Parking lot layout:

- ◻ Parking stall dimensions
- ◻ Parking count of each parking row
- ◻ Width of drive aisles
- ◻ Dimensions of handicap-accessible spaces and associated signage
- ◻ Island locations and dimensions
- ◻ Proposed pavement stripping
- ◻ Tanker Truck Routes (if applicable)
- ◻ Shopping Cart Corral/Storage areas including details (if applicable)

Landscape Plan requirements:

- ◻ Note describing automatic irrigation system
- ◻ Landscape notes
- ◻ Planting schedule and details, including identification of proposed ground cover
- ◻ Guying and staking diagramming of trees and shrubs
- ◻ Planting details as provided by the City
- ◻ Types and sizes of all trees, shrubs and planting materials (in chart form)
- ◻ Lawn, native grasses, mulches, etc.
- ◻ Property lines
- ◻ Buildings
- ◻ Pedestrian circulation paths
- ◻ Curbs and ramps with details
- ◻ Existing and proposed easements and utilities
- ◻ Yard Drain/Swale (materials)
- ◻ All signs and other free-standing elements
- ◻ Fences and retaining walls with details
- ◻ Exterior lighting with details
- ◻ Trash enclosures
- ◻ Detention areas with inlet/outlet structures (if applicable)

- ◻ Meters, utility pedestals and fire hydrants
- ◻ Electrical and mechanical equipment
- ◻ Drainage ways, lakes and other physical features
- ◻ All existing trees over 4" caliper, identifying those to remain on site and their sizes
- ◻ All proposed trees, shrubs, and planting areas
- ◻ Sight triangles at corners, ingress and egress, etc.
- ◻ Dimensions of required buffer areas adjacent to residential zoning.

Building Elevation Plan requirements:

- ◻ Building Elevations showing all sides of proposed buildings
- ◻ Note building materials and colors of walls, roofs, doors, windows, etc.
- ◻ Note changes in building plane (i.e. 2" projection on cornice detail)
- ◻ Building heights
- ◻ E.I.F.S. reveal depths/widths
- ◻ Locations and details (materials, colors etc.) of all gutters and downspouts
- ◻ Location building mounted light fixtures
- ◻ Location of rooftop and wall mounted mechanical/utility equipment and proposed screening
- ◻ Locations and description of canopies and awnings
- ◻ Masonry Pattern (if applicable)
- ◻ Colored rendering (as requested)
- ◻ Material Boards

Detail Plan Requirements (if applicable):

- ◻ Pipe bollard and handrail design and colors Detail
- ◻ Bike Rack/Bench Detail
- ◻ Handicapped Ramp Detail
- ◻ Curb and Gutter Detail
- ◻ Specialty Paving/Patterned Concrete Detail
- ◻ Detention Pond Inlet Detail
- ◻ Tree Grate Detail
- ◻ Shopping Cart Corral/Storage Details
- ◻ Trash enclosure, Gazebos, Shelters etc.
- ◻ Retaining wall finish details (materials/colors)
- ◻ Existing and proposed fencing, gates and retaining wall details, including height, materials and color
- ◻ All proposed signs, including handicapped signs, and other freestanding element Details
- ◻ Building or freestanding exterior lighting (including base element) Details

Photometric Plan Requirements (if applicable):

- ◻ Location of all light fixtures
- ◻ Foot candle light readings
- ◻ Light fixture details

REQUIRED NOTES AND SIGNATURE BLOCKS FOR COVER SHEET

Site Compliance Note: A certificate of occupancy shall not be issued by the City of Lakewood until all on-site and public improvements such as grading, drainage, parking, sidewalks, landscaping, curb and gutter, specialty paving and all other features that appear on the approved site plan are completed. In the event conditions preclude the completion of any required on-site or public improvements the provisions in chapter 14.02.040 of the Lakewood Municipal Code shall apply.

Lighting Note: In the interest of compatibility of surrounding land uses, illumination of any kind on private property shall be directed and controlled in such a manner so that there shall be no direct rays of light, which extend beyond the boundaries of the property from where it originates.

Trash Enclosure Note: Trash and recycling enclosures shall be constructed as shown on Sheet _____ and shall be constructed of the same materials and colors as the main building. All doors and gates shall be designed so that all portions of the containers are screened from public view at street level adjacent to the enclosures.

Screening Note: Roof mounted electrical and mechanical equipment shall be placed or screened such that the equipment is not visible from any point at street level adjacent to the site. Such equipment shall be screened with the same materials and colors as the main building and shall be as tall as the equipment if not incorporated into the parapet wall of the structure.

Maintenance Responsibility Notes:

1. The owner of the property, his successors, heirs and assigns shall be responsible for the proper maintenance of the area subject to an approved site plan. That area shall include the area from the back of the curb line to, and including, all areas subject to the approved site plan and drainage report.
2. Landscaping shall be continuously maintained including necessary watering, weeding, pruning, pest control, and replacement of dead or diseased plant material. Replacement for dead or diseased plant material shall be of the same type of plant material as set forth in the approved site plan; for example, a tree must replace a tree, a shrub must replace a shrub, a ground cover must replace a ground cover, etc. Replacement shall occur in the next planting season, but in any event, such replacement time shall not exceed one (1) year. Any replacement, which conforms to the requirements of this section, shall not be considered an amendment to the site plan.
3. Any off site landscaping disturbed by the development of this site will be replaced to its original condition prior to issuance of a Certificate of Occupancy.

Sign Note: Approval of a sign permit is required in addition to site plan approval. Sign locations shown on the site plan will be reviewed for possible conflicts with sight triangles and utility easements; however, these signs will not be approved by the site plan review process or approval of this site plan.

Downspout Note: Roof downspout outfalls are not allowed to drain over sidewalks, bike paths, or any other pedestrian route.

Provide the following information on the Cover Sheet:

OWNER'S ACKNOWLEDGMENT

The undersigned is owner of this property (or his/her authorized agent) and has reviewed and approved this site plan. The owner, his/her successors, heirs and assigns are responsible to maintain the site as approved and keep all landscaping in living condition in the quantities approved on the site plan as noted in Section 17-7-8 of the Lakewood Zoning Ordinance.

_____ _____

Signature Date

_____

Name (Printed)

CITY OF LAKEWOOD

Final Site Development Plan

Review is for general compliance with of the City of Lakewood Zoning Ordinance.

Approved for the City of Lakewood by:

_____ _____

Travis Parker, Planning Director Date

_____ _____

Evelyn Baker, P-DA, Manager Date

_____ _____

Project Planner Date

Approval is valid for two (2) years. If a building permit is not issued within two (2) years from the date of approval, the Final Site Development Plan will be void.

SITE DATA CHART

Legal Description: _____

Lakewood Zone District: _____

Proposed Use: _____

	Square Feet	Acres	Percentage
Total Area of Property:	_____	_____	_____
Total Building Coverage:	_____	_____	_____
Total Parking/Drive Coverage:	_____	_____	_____
Total Open Space:	_____	_____	_____
% Open Space as Plaza:	_____		_____
Existing Gross Floor Area:	_____	_____	_____
Proposed Gross Floor Area:	_____	_____	_____

Building Height: _____

	Linear Feet Required	Linear Feet Provided	Percentage
Build-To-Zone Requirement:	_____	_____	_____

	Minimum/Maximum Units Required	Provided
Number of Residential Units:	_____	_____

	Minimum/Maximum Spaces Required	Provided
Number of Parking Spaces:	_____	_____
Number of Handicap Spaces:	_____	_____
Short-term Bicycle Spaces:	_____	_____
Long-term Bicycle Spaces:	_____	_____

Impervious Area Data Chart

Jefferson County Parcel #	Lot/Parcel Address	Proposed Use	Total Impervious Area (SF)	Public Impervious Area (SF)	Net Impervious Area (SF)

The City of Lakewood has established a Storm Water Management Utility to address drainage problems throughout the City. To fund this utility, a fee is assessed on every developed property within the City limits. For all non-residential and non-vacant parcels, this fee is assessed based on the amount of impervious area on the property. All Site Plans are required to provide the information for each property. Impervious areas are defined as surfaces where the rate of infiltration of storm water into the ground has been reduced by the works of man. These surfaces may include, but are not limited to buildings, man-made structures, driveways, patio areas, roofs, concrete or asphalt sidewalks/bike paths, parking lots or storage areas, any bricked, oiled, or other surfaces which impede the passage of storm water into the ground.

To calculate impervious area: 1) Determine the total square footage of impervious area for each legally subdivided lot. 2) Determine the square footage of impervious area for **public** sidewalks and bike paths on each legally subdivided lot. These public facilities must be within an easement granted to a public entity. 3) Subtract the Public Impervious Area from the Total Impervious Area to get the Net Impervious Area for each legally subdivided lot.