City of Lafayette

Planning & Building Department — SITE PLAN/ARCHITECTURALREVIEW Application Form

An application must be received at least 30 days prior to the Planning Commission meeting.

Applicant:_____ Date Filed:_____
Address:_____ Amount Paid:_____
Phone:_____ File Number: _____
Fax: _____ E-mail:_____

Date of First Pre-Application Conference _____ Fee Paid _____
Date of Second Pre-Application Conference _____ Fee Paid _____

Required information to be submitted with this form:

A. Ten (10) folded copies of the following drawings:
   1. A site plan at a scale of 1" equal to 100' or an equivalent scale divisible by 10, which shall include:
      a. The location of all existing and proposed buildings, structures, and other improvement on the property
      b. All off street parking and loading areas.
      c. The location of all points of ingress and egress to the site, buildings, and parking areas.
      d. The locations of all service and refuse collection areas.
      e. The location of fences, landscaping and screening, both proposed and existing.
      f. The size, shape, height, and location of all existing and proposed signs.
      g. The area and location of open areas and recreation areas.
      h. The location and design of outdoor lighting.
      i. Estimated date of completion of the improvements.
      j. Location of all proposed utility connections.
      k. Additional material, data or studies as required by the Community Development Director. Such data typically includes:
         i. The location of any proposed ground-mounted mechanical equipment.
         ii. Building, setback, parking space and maneuvering area dimensions.
         iii. Lot size, sq. ft. of the each building footprint, total sq. ft. of each building, total percent of lot coverage and parking spaces.
         iv. All easements with dimensions and purpose labeled.
         v. All property boundaries with dimensions and bearings, bordering lot(s) and adjacent street(s) with labeling.
         vi. A north arrow and a graphic scale.
         vii. Legal description of property.
         viii. A photometric plan and one (1) copy of data sheets for each proposed exterior light fixture.
   2. A complete landscaping and irrigation plan in compliance with Code Section 26-19.5, as amended. Landscape plans for both public and/or private projects, except for single-family and multi-family with 4 units or less require the stamp of a licensed landscape architect as required by C.R.S. Section 12-45-101.
   3. Architectural building elevations at a scale of not less than 1/8" equal to 1', which shall include:
      a. Complete black and white elevations for every building and structure that includes information on all exterior materials, colors, and dimensions.
      b. Additional material, data or studies as required by the Community Development Director. Such data typically includes:
         i. Location and proposed screening of any mechanical equipment.
         ii. A colored rendering of at least one side of each building, (additional renderings may be required).
         iii. One (1) materials board that includes samples of the proposed exterior building materials.

B. Three (3) copies of the following:
   1. A grading and drainage plan at the same scale as the submitted site plan, which includes:
      a. Existing and proposed contours, including the existing elevation at the center of the front yard setback.
      b. Proposed top of the foundation elevation and, if applicable, the top of the garage slab at the garage door.
      c. Existing elevations of any street curb (top of curb) or sidewalk.
      d. Relationship to existing drainage patterns on adjacent lot(s) including contours and elevations.
   2. A professionally prepared traffic report (if required).

C. Submission shall include a JPEG image, an optimized PDF, and an 11 x 17 copy of each drawing.

Complete the following information (if necessary, use separate sheet for #4).

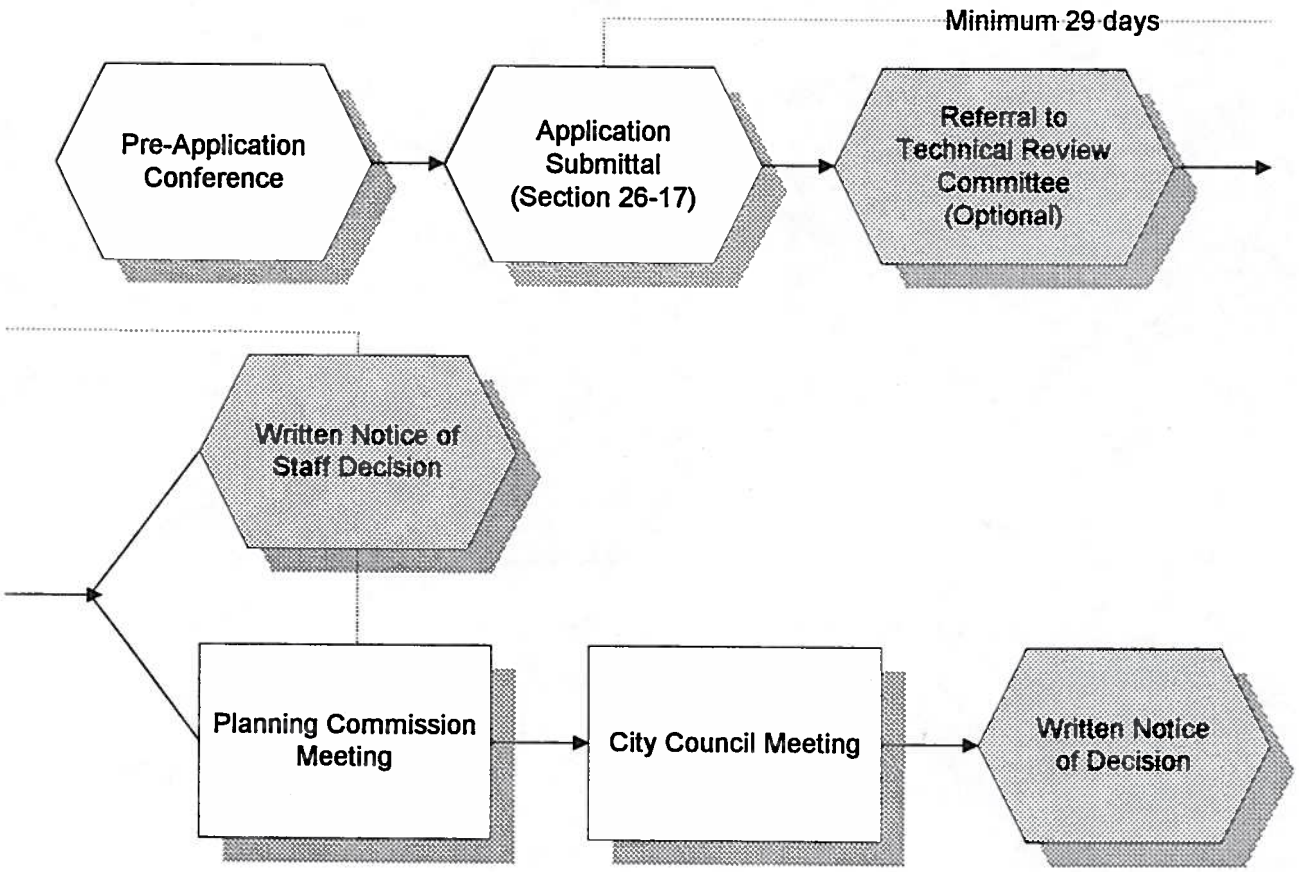
1. Location of proposed use:_____
2. Current zoning:_____
3. Proposed use:_____
4. Explain how the proposed use will conform to the surrounding land uses. Will there be any negative impacts caused by the proposed use and how will they be reduced in this proposal?

Pre-application conference(s) with the community development director or director's representative is required prior to submitting an application. Fees associated with the pre-application conference must be paid at the time of the conference.

The Lafayette City Council and Planning Commission require architectural and site plan review of all new construction or significant additions. The applicant or a duly authorized representative must be present at the public meetings to answer any questions raised by the Planning Commission or the general public. I hereby certify that I am the legal owner(s), or contract purchaser, of the above-described property; that I desire to apply for a Site Plan/Architectural Review and that the information contained herein is true and accurate to the best of my knowledge.

_____ _____
Owner/Applicant Signature(s) Date

SITE PLAN / ARCHITECTURAL REVIEW (Section 26-16-7, 7.1)



Notes: Shaded boxes represent tasks completed by City staff.
Squares represent public meetings or hearings.

Estimated process time from application submittal to City Council - 45 to 60 days