

SP21-118



Town of Parker Community Development Department

Town Hall / 20120 East Mainstreet, Parker, CO 80138



Application Submittal Checklist - Site Plan

Checklist
Missing

Submittal Item

Notes: Trakit located online at: <https://lms.parkeronline.org/etrakit3/>

General Submittal Requirements - Electronic Submittals to be uploaded into Trakit

Application (see note 1)	X		Form enclosed; completed and signed; electronic PDF document
Submittal Fees Paid		X	Refer to Fee Schedule
Legal Description of Property (see note 2)	X		Electronic PDF Document (Exhibit A)
Title Commitment/Policy	X		Current to within 30 days (Exhibit B); electronic PDF Document
Notarized Letter of Authorization	X		Exhibit C enclosed; completed, signed. Electronic PDF Document
Disclosure Letter	X		Exhibit D enclosed; completed, signed. Electronic PDF Document
Vicinity Map of Project Site	X		Electronic format in JPEG - 1MB max (Exhibit E)
Charge Back Agreement		X	Form enclosed; Completed and signed; electronic PDF Document
Public Notice Requirements Apply		X	Refer to Public Notice Matrix

Specific Submittal Requirements - Section 13.06.030 - Electronic Submittals to be uploaded into Trakit

Project Narrative	X		Electronic PDF Document
Site Plan Exhibits:	X		24" x 36" size Electronic PDF Document (see note 3)
Cover Sheet	X		Electronic PDF Document
Site Plan	X		Reference 13.06.030(c)(1) for formatting requirements; Electronic PDF Document
Landscape Plan	X		Reference 13.06.030(c)(5) for formatting requirements; Electronic PDF Document
Building Elevations	X		Reference 13.06.030(c)(6) for formatting requirements - include rooftop mechanical structures
Photometric Plan	X		Include cut sheets on Photometric Plan; Electronic PDF Document
Civil Construction Documents		X	Refer to Construction Plan Requirements (see note 4)
Existing Conditions Map	X		24" x 36" size Electronic PDF Document
Tree Conservation Plan		X	24" x 36" size PDF Document
Colored Building Elevations - all sides	X		11" x 17" and electronic format in JPEG - 1MB max
Public Improvement Cost Estimates		X	Electronic PDF Document
Copies of Development Plan and Guide	X		Electronic PDF Document
Executed Covenants	X		Electronic PDF Document
Colors and Material Board		X	9" x 12" maximum; Submitted to the Planning Office
Color Exhibits for PowerPoint		X	Electronic format in JPEG - 1MB max

Reports and Studies - Section 13.06.030 - Electronic Submittals to be uploaded into Trakit

Traffic Impact Study		X	Electronic PDF Document
Drainage Report	X		Electronic PDF Document
Geology Report		X	Electronic PDF Document
Soils Report		X	Electronic PDF Document
Water & Sanitation Report		X	Electronic PDF Document
Other Additional Information			As required by the Town

For Approval - To be submitted upon staff's request

Final Site Plan Set			
Public Notice Requirements			Sign posting affidavit
Electronic Deliverables - CD's			See Roadway Design and Construction Criteria manual Appendix TOC_Revised_2014

Notes:

- 1: Application must include all exhibit attachments.
- 2: Legal descriptions are required to be attached to signed authorization and disclosure letters.
- 3: Provide (1) 24"x36" and (1) 11"x17" PDF document sets with consistent page orientation.
- 4: Roadway Design and Construction Criteria Manual, Appendix B, Plan Sheet Submittal List