



**Town of Parker Community Development Department**

Town Hall / 20120 East Mainstreet, Parker, CO 80138



# Application Submittal Checklist - Site Plan

## 13.03.040(m)(j)

**LDO**

Submittal Item	Required	Submitted	Missing	Notes:
<b>eTRAKiT located on line at:</b>				
<b><a href="https://prkc-trk.aspgov.com/eTRAKiT/">https://prkc-trk.aspgov.com/eTRAKiT/</a></b>				
<b>General Submittal Requirements - Electronic Submittals to be uploaded into Trakit</b>				
Application (see note 1)				Form enclosed; completed and signed by property owner; electronic PDF document
Submittal Fees Paid				Fees will be added after application submittal. Fees may be paid online or mailed/delivered to Tow Hall. Application will not be sent to referral until fees are paid.
Legal Description of Property (see note 2)				(Exhibit A) Electronic pdf Document
Title Commitment/Policy				(Exhibit B) Current to within 30 days ; Electronic PDF Document
Notarized Letter of Authorization				(Exhibit C) enclosed; completed, signed. Electronic PDF Document
Disclosure Letter				(Exhibit D) enclosed; completed, signed. Electronic PDF Document
Vicinity Map of Project Site				(Exhibit E) Electronic format in JPEG - 1MB max
Project Narrative				Electronic PDF Document
Charge Back Agreement				Form enclosed for reference. Signature ready document will be provided by staff. Electronic PDF Document
Public Notice Requirements Apply				<a href="#">See Public Notice Guide for Details</a>
<b>Specific Submittal Requirements - Electronic Submittals to be uploaded into Trakit</b>				
Site Plan Exhibits:				24" x 36" size Electronic PDF Document
Cover Sheet				Reference Administration Manual for signature block requirements(B)(2)
Site Plan				Reference Administrative Manuel section (B)(3)(10)
Master Landscape and Streetscape Plan/Master Park Facilities Plan				Reference Administrative Manual (B)(2)(d) Electronic PDF Document
Photometric Plan				Reference Administrative manual (B)(2)(f) Include cut sheets; Electronic PDF Document
Existing Conditions Map				24" x 36" size Electronic PDF Document
Tree Conservation Plan				Refer to Administrative Manual (B)(2)(h) Electronic 24X36 PDF document
Colored Architectural Renderings				All Elevations and Perspectives Electronic PDF Document
Civil Construction Documents				Refer to Construction Plan Requirements. (See note 4)
Public Improvement Cost Estimates				Electronic PDF Document
Colors and Material Board				9" x 12" maximum; Submitted to the Planning Office
Other Additional Information				As requested by the Town.
<b>Reports and Studies - Section 13.06.030 -Electronic Submittals to be uploaded into eTrakit</b>				
Traffic Impact Study				Electronic PDF Document
Drainage Report				Administrative Manual (B)(2)(d) Electronic PDF Document
Geology Report				Electronic PDF Document
Final Grading Plan				Electronic PDF Document
Soils Report				Electronic PDF Document
Water & Sanitation Report				Electronic PDF Document
Other Additional Information				As required by the Town
<b>Submittals for Public Hearing (if applicable)</b>				
Public Notice				See LDO 13.03.030 (g)
<b>For Approval</b>				
Final Site Plan Set				

**Notes:**

- 1: Application must include all exhibit attachments.
- 2: Legal descriptions are required to be attached to signed authorization and disclosure letters.
- 3: Include rooftop mechanical structures. Reference the Development Design Standards for architectural guidelines.
- 4: [Roadway Design and Construction Criteria Manual, Appendix B, Plan Sheet Submittal List](#)