



**Town of Carbondale
Major Site Plan Review
Checklist**

(970) 963-2733

Project Name:

Applicant:

Applicant Address:

Location:

Date:

Staff Member:

Section 2.3 of the UDC requires a pre-application meeting with planning staff prior to submittal of a land use application.

Per Section 2.3.2.B of the UDC, the Planning Director shall determine the form and number of application materials required.

Required Attachments

- Filing Fee of \$800 and Land Use Application (separate attachment)
- The applicant shall submit to the Director all of the information required in the application packet, along with any information identified in the pre-application meeting and all required information stated elsewhere in this Code for a major site plan review. At minimum, the application shall include the following:
 - a. A site plan on a dimensioned plat of the property clearly indicating the following information:
 - i. The site location, dimensions and topography. Topography shall be at two-foot contours for properties with less than ten percent slope and five foot contours for properties with greater than ten percent slope;
 - ii. The immediately adjoining properties and an indication of the land uses existing on adjoining properties;
 - iii. The location on the site of all existing and proposed buildings and structures;
 - iv. The location of all parking areas (vehicle and bicycle), driveways, and sidewalks;
 - v. The location of all proposed landscaping and fencing or walls. Elevations of fences and walls shall be provided if proposed;

- vi. The location of streets, alleys, trails;
 - vii. The location of all solid waste containers;
 - viii. The location of all snow storage areas; and
 - ix. The location and size of existing and proposed utilities, existing and proposed easements and an indication of any changes in these utilities which will be necessitated by the proposed project.
- b. A table of site data calculations indicating:
- i. Total number of dwelling units and number of each type of unit (studio, one bedroom, etc.);
 - ii. Floor area of each dwelling unit;
 - iii. Lot size and dimensions;
 - iv. Setbacks to be maintained;
 - v. Total area of all impervious surfaces, including area covered by primary buildings and accessory buildings, area covered by parking areas and garages, driveways, decks, sidewalks and other impervious surfaces;
 - vi. The amount of private outdoor open space and the amount of bulk storage space;
 - vii. Total landscaped area;
 - viii. Total number of parking spaces (vehicle and bicycle) provided;
- c. Conceptual building elevations with notes indicating type of construction, exterior finishes, location of entry doors, decks, and other external structures;
- d. Sample material boards with proposed façade treatments, roofing materials, and other relevant building treatments; and
- e. Dimensioned and labeled floor plans illustrating compliance with applicable development standards;
- f. A final grading plan which shows both present and proposed drainage. The drainage plan should be submitted by a licensed engineer if appropriate;
- g. An irrigation plan identifying how much landscaping will be irrigated, the source and delivery mechanism of such irrigation, and any outdoor water features; and
- h. If required by the Director, parking counts for the entire block (both sides of all adjacent streets and in the alleys if applicable). Parking counts shall be taken at 7:30 a.m. and 7:30 p.m. one day during the week and on a weekend day.
- Additional information requested at the pre-application meeting:
