

CHERRY HILLS VILLAGE
COLORADO

2450 E. Quincy Avenue
Cherry Hills Village, CO 80113
www.cherryhillsvillage.com

Village Center
Telephone 303-789-2541
FAX 303-761-9386

Site Plan Amendment Checklist		
Deliverables & Descriptions	Notes	✓
Pre-requisite: Preliminary application review to Planning and Zoning Commission		
Submittal Requirements:		
A complete application for a nonprofit institution, private club, public recreational facility or nonprofit recreational facility or an expanded or increased use of an existing nonprofit institution, private club, public recreational facility or nonprofit recreational facility includes review by staff, city consultants and referral agencies and must contain the following:		
(1) Letter of intent requesting public hearings in front of the Planning and Zoning Commission and City Council and describing fully the intended use or expanded or increased use of the property.		
(2) An application fee of three hundred dollars (\$300.00).		
(3) A site plan which shall be an original drawing in black ink on twenty-four-inch-by-thirty-six-inch media and contain the following information:		
a. Project name, type of proposal, legal description of the plan's land area, date of the drawing, scale (one [1] inch = fifty [50] feet or one [1] inch = one hundred [100] feet), north arrow and names and addresses of the owner, planner and surveyor.		
b. Vicinity map with north arrow (scale of one [1] inch = two thousand [2,000] feet) with an emphasis on the major roadway network within one (1) mile of the proposal.		
c. The existing zoning of the property, as well as the zoning and residential density of all adjacent properties, including yard requirements of the zone districts.		
d. The graphic location, dimensions, maximum heights and gross floor area of all existing and proposed structures, the uses to be contained within and the location of entrances and loading points.		
e. Historic, existing and proposed contours expressed in one-foot increments based upon the USGS datum.		
f. All proposed curb cut and driveway locations and dimensions, off-street parking locations, dimensions and total numbers by type (full size, compact, handicap, etc.) and types of surfacing, such as asphalt, concrete, etc., in compliance with the provisions of CHV Municipal Code Chapter 16 Article IV and Chapter 11 Article II.		
g. Public and private utility service lines and/or main lines with appurtenances.		
h. Location of existing easements of record within one-tenth foot (0.1) of actual location.		
i. All walks, open and recreation areas, with a description of these improvements.		
j. Location of outdoor trash receptacle systems.		
k. Provision for access by emergency vehicles.		
l. Location and dimensions of all existing access points on immediately adjacent properties.		
m. Location and dimension and surface treatment of drainage easements, volume capacity of all drainage ponds and the size of outlet restrictors.		
n. An illustrative landscape plan showing locations and general types of all proposed landscaping materials, including fences, walls, planters and any other landscaping features.		
o. A signage plan describing and illustrating the size, location, type and material of all signs, in compliance with the provisions of CHV Municipal Code Chapter 16 Article III.		

Disclaimer: This handout should not be used as a substitute for codes and regulations. The applicant is responsible for compliance with all code requirements, whether or not described in this handout.

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p. Location, type and height of lighting devices, in compliance with CHV Municipal Code Chapter 16 Article IV.		
q. Representative architectural elevation plans of all sides of proposed structures which show building heights, colors and general textures of materials to be used on the exterior of the building.		
r. Applicable notes and certifications approved by the City Attorney, which regulate the development.		
s. Commission and City Council signature blocks.		
t. Owners of record signature block.		
(4) Phase III drainage report conforming to the requirements of the "Arapahoe County Storm Drainage Design & Technical Criteria."		
(5) Traffic impact study conforming to the requirements of CHV Municipal Code Chapter 16 Article IV.		
(6) Cost estimate of public improvements such as sidewalks, roadway and/or drainage improvements, etc.		
(7) An appropriate number of eleven-inch-by-seventeen-inch reductions of the site plan as determined by the Community Development Director.		
(8) A letter from the appropriate water and sanitation districts, South Metro Fire and Rescue and the Colorado Department of Transportation (if property contains access to a state highway) stating the ability to serve the proposal.		
(9) Additional information as requested by the Community Development Director as appropriate to the request. Information required above may be waived by the City Manager if it is deemed to be inappropriate to the request.		
(10) A development agreement between the applicant and the City defining terms and conditions of approval. The site plan, landscape plan, building plan, phase III drainage report and traffic report shall become part of the development agreement. If approved, the City will record the development agreement and attachments and charge the fees for recording to the escrow account of the applicant.		
(11) Any applicant, other than the City, for a nonprofit institution, private club, public recreational facility or nonprofit recreational facility or expanded or increased uses to a nonprofit institution, private club, public recreational facility or nonprofit recreational facility shall also pay for planning and engineering review services, attorney and consultant fees and other costs and expenses incurred by the City and made necessary as a result of said application. An initial deposit into a non-interest-bearing escrow account held by the City shall be made at the time the application is filed with the City.		