

Development Application Submittal Guidelines

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Submittal Guidelines

A complete submittal must be received to be deemed complete and accepted by the Planning Division. An application missing any submittal requirements, as noted on the application checklist, will be considered incomplete and will not be processed. All submittals must adhere to the guidelines found below and complete the appropriate application checklist.

Complete submittals must include electronic copies of all required files per project specific checklists.

File Submittal

Complete applications and resubmittals must be submitted to the City's Planning Division via email to planningapps@broomfield.org - Dropbox or other file sharing tools may be used if needed. The application fee must be received for an application to be deemed complete and accepted.

Once an application or submittal is deemed complete and accepted by the Planning Division, staff will begin the routing and review process.

File Formatting and Naming

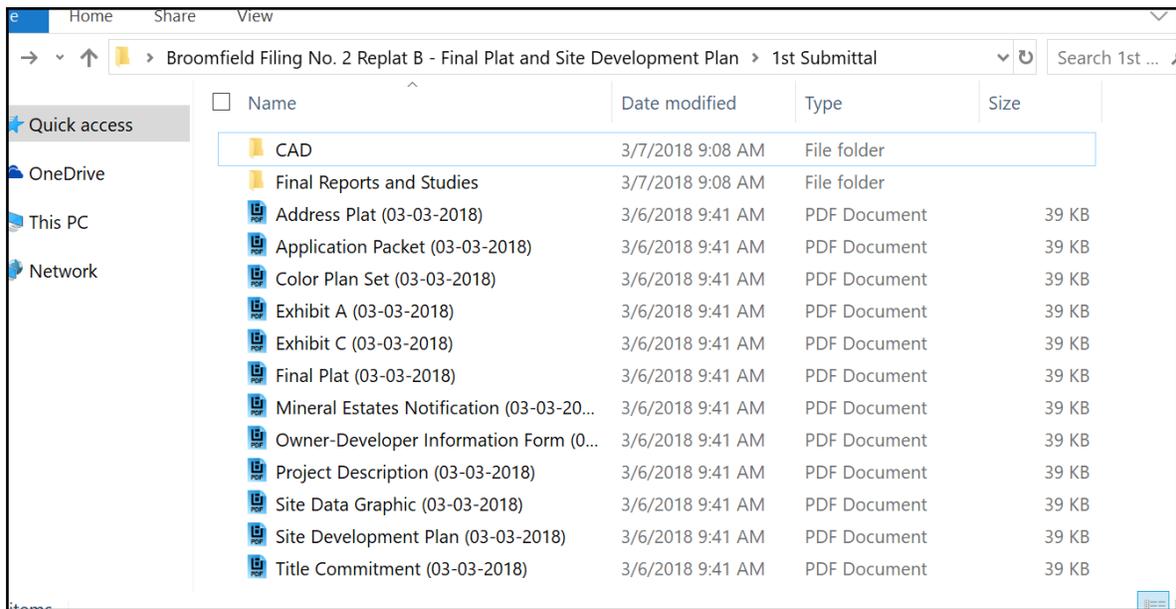
Electronic files must be in the following formats:

PDF format:

- Applications and Reports - formatted to 8.5"x11" size
- Plans - formatted to 24"x36" size
- All plans should have a 1" margin to accommodate recording stickers when printed

AutoCAD v.2017 or older - as required

The application materials should generally adhere to the naming conventions of the required files, as shown in the applicable application checklist and the example on the following page. Example of file naming: Application Packet (mm-dd-yyyy); Project Description (mm-dd-yyyy); etc.



Routing to Review Agencies

The City will route application materials to external referral agencies. Any comments received will be included with staff comments, following staff's review. It is the applicant's responsibility to provide any additional items required by external agencies for their review and approval. All additional coordination, fees, etc. required by any outside agency is the applicant's responsibility.

Resubmittals

If revisions are required, the applicant will be emailed the comments or given instructions on how to access comments. Comments and redlines should be carefully reviewed. Please contact the Project Planner if there are any questions regarding comments.

Resubmittals must contain the entire document that was revised. For example, if certain pages of a report or drawing set required revisions, then the entire report or drawing set are required to be resubmitted. Partial submittals will not be accepted.

An applicant response document, responding to all staff comments, is required as part of all resubmittals. Please name this file: Response to Staff Comments (mm-dd-yyyy).

Final Documents

If an application requires execution of a Subdivision Improvement Agreement (SIA) or an Improvement Agreement (IA), it is the applicant's responsibility to deliver the executed document and all exhibits to the Planning Division by the date requested to remain on the targeted schedule for the City Council meeting date.

Once notified that final, signed drawings are required, it is the applicant's responsibility to fulfill the request in a timely manner and deliver the drawings to the Planning Division.

It is the applicant's responsibility to submit all required copies of final reports and supplemental documents, as requested.

Planning is responsible for receiving City Council and LURC signatures, as well as recording final documents.

Standard Plan Notes

PUD Plan Cover Page Notes

1. This PUD Plan or any phase hereof may be revoked by the City Council if a Site Development Plan is not submitted to the City and County of Broomfield within five years from the date of approval of this PUD Plan.
2. The Colorado Oil and Gas Conservation Commission online records do not disclose, as of the date of approval of this Planned Unit Development Plan, any plugged or abandoned oil and gas wells, or oil and gas wells in any stage of production located within the boundaries of the Planned Unit Development Plan or within 2000 feet of such boundaries, pursuant to BMC Section 16-28-190.
 - a. Or, if there are oil and gas wells in any stage of production, or plugged or abandoned wells within 2000 feet the note shall state: “Consistent with Section 16-28-190, notice shall be provided to potential purchasers or lessees as follows: As required by [section 16-28-190](#) of the Broomfield Municipal Code, notice is hereby given that [insert description of lot] is within 2,000 feet of a producing, permitted or proposed oil or gas location or a plugged and abandoned well. For more information contact the City and County of Broomfield or the Colorado Oil and Gas Conservation Commission.”

Final Plat and Minor Plat - Cover Page required notes

1. This plat consists of [insert: number] lots and [insert: number] tracts.
2. Notice: According to Colorado Law you must commence any legal action based upon any defect in this survey within three (3) years after you first discover such defect. In no event may any action based upon any defect in this survey be commenced more than ten (10) years from the date of the certification shown hereon.
3. Floodplain: The property is in Zone [insert: zone], determined to be [select: inside/outside] the [insert: percent] annual chance floodplain per FEMA flood insurance rate map number [insert: number] Revised [insert: date]. If this site is not within an identified special flood hazard area, this flood statement does not imply that the property and/or the structures thereon will be free from flooding or flood damage. On rare occasions, greater floods can and will occur and flood height may be increased by man or natural causes. This flood statement shall not create liability on the part of the surveyor.
4. Basis of bearings ...
5. Project Benchmark
6. Combined scale factor
7. Colorado Coordinate system....
8. The Colorado Oil and Gas Conservation Commission online records do not disclose, as of the date of approval of this plat, any plugged or abandoned oil and gas wells, or oil and gas wells in any stage of production located within the boundaries of the plat or within 2000 feet of such boundaries, pursuant to BMC Section 16-28-190.
 - a. Or, if there are oil and gas wells in any stage of production, or plugged or abandoned wells within 2000 feet the note shall state: “Consistent with Section 16-28-190, notice shall be provided to potential purchasers or lessees as follows: As required by [section 16-28-190](#) of the Broomfield Municipal Code, notice is hereby given that [insert description of lot] is within 2,000 feet of a producing, permitted or proposed oil or gas location or a plugged and abandoned well. For more information contact the City and County of Broomfield or the Colorado Oil and Gas Conservation Commission.”

9. All easements are hereby granted on all lots as shown herein.
10. The No-Build Area is for the exclusive use of an Onsite Wastewater Treatment System (OWTS) serving a single lot. Nothing shall be placed or constructed on the soil treatment area that would seal the surface of the soil or cause compaction, such as, but not limited to, concrete (walkways and driveways, etc.), asphalt, pools and corrals. The No-Build Area is graphically shown on the plat. The actual size will be determined by a design engineer and reviewed by Broomfield Public Health as part of the application process. Approval or rejection of the application will be based on the application review and compliance with City and County of Broomfield OWTS regulations. (*required when OWTS is proposed for rural residential lots and Public Health needs to approve the OWTS permit before the final plat approval.)

SDP/URSP - Cover Page required notes:

1. This site development plan [or if applicable: urban renewal site plan] may be revoked by the Broomfield City Council if building permits are not issued to the owner by the City and County of Broomfield within three years from the date of approval of this site development plan [or urban renewal site plan] by the City Council.
2. Any element of the construction, location, design, use, or operation of land or buildings not specifically shown on the approved site development plan in graphic or written form shall conform to the requirements of the site development plan [or if applicable: urban renewal site plan] and then the Broomfield Municipal Code [insert most applicable: zone district] zone district.
3. The Colorado Oil and Gas Conservation Commission online records do not disclose, as of the date of approval of this site development plan [or if applicable: urban renewal site plan], any plugged or abandoned oil and gas wells, or oil and gas wells in any stage of production located within the boundaries of the site development plan [or if applicable: urban renewal site plan] or within 2000 feet of such boundaries, pursuant to BMC Section 16-28-190.
 - a. Or, if there are oil and gas wells in any stage of production, or plugged or abandoned wells within 2000 feet the note shall state: "Consistent with Section 16-28-190, notice shall be provided to potential purchasers or lessees as follows: As required by [section 16-28-190](#) of the Broomfield Municipal Code, notice is hereby given that [insert description of lot] is within 2,000 feet of a producing, permitted or proposed oil or gas location or a plugged and abandoned well. For more information contact the City and County of Broomfield or the Colorado Oil and Gas Conservation Commission."
4. All necessary easements shall be dedicated by the owner.
5. The property owner is responsible for all on-site maintenance (including internal private drives) and for maintenance of public right-of-way landscaping and public walkways; including snow removal adjacent to the property. (for single family residential projects only to identify homeowner responsibilities - other projects utilize the ownership and maintenance table only)
6. The amount of space provided for the collection and storage of recyclable materials is at least as large as the amount of space provided for the collection and storage of refuse materials and is designed to accommodate collection and storage containers consistent with the recyclable materials generated.
7. On-site snow storage is accounted for and is located on sheet [insert sheet number(s)] of this plan.

SDP/URSP - Landscape Plan required notes:

1. All landscaping will be irrigated.
2. All public landscaping and irrigation will comply with Broomfield Standards and Specifications.
3. Landscaping shall comply with sight line triangles at intersections, per Broomfield's Standards and Specifications. Refer to the sight line triangles on the plans.
4. Landscape and irrigation work shall be completed prior to the issuance of the final certificate of occupancy for the site, or as specified in a subdivision improvement agreement or improvement agreement. If completion is delayed by weather, the owner or assigns shall provide an itemized list and plan with a cost estimate of all outstanding landscaping along with a financial security, acceptable by Broomfield, to guarantee completion of the outstanding private landscape work to the City and County of Broomfield.
5. Minor adjustments to the landscape material and locations may be proposed for City consideration of approval at the construction document stage to respond to market and field conditions. However, the number and general size of materials shall remain equivalent.
6. Not more than 60% of the landscape area of any single-family or multiple-family residential lot shall be comprised of turf grass.
7. Irrigation systems installed on any single-family or multiple-family residential lot shall be designed to include drip irrigation for trees and shrubs on a separate circuit from the turf irrigation circuits.
8. Irrigation systems installed on any single-family or multiple-family residential lot designed to water grasses shall be fitted with nozzles rated as "water efficient" on all pop-up irrigation heads.

SDP/URSP - Architectural Plan required notes (on all architectural sheets)

1. All rooftop and ground mounted mechanical equipment shall be fully and permanently screened, and all rooftop projections such as pipes and vents shall be painted to match the roof surface color
2. If a roof apparatus is not fully enclosed and is above the height of the parapet or is visible from adjacent roadways or public trails and open land / space, then the mechanical equipment will be concealed in a painted screen to match the roof color. roof protrusions of lesser height will be painted to match the roof color.
3. Electrical distribution panels shall be contained within the building, service enclosures or screened from view.
4. Gas meters shall be screened from view and painted to match the building.

SDP/URSP - Possible Additional Notes (consult your planner)

1. Service areas are not permitted to have outside storage, overnight truck parking or storage on-site. Overhead doors and trash enclosure doors are to be kept closed at all times, while not in use.
2. Typical Notes Related to Airport Influence Area: If site is subject to an aviation easement, applicant should anticipate comments from the Airport that may be incorporated into the site plan cover sheet notes such as:

- a. Reference to Avigation easement reception number if applicable.
- b. Reference to evidence of filing FAA form 7450-1 Notice of Proposed Construction or Alteration for Building Height and Construction Cranes.

General Plan Requirements:

- Architectural sheets should include a legend for materials and colors. Please use common color references such as beige, dark brown, tan, light blue, etc. so we can understand the intent. You may also include the color spec if desired.
- Photometric plan needs to be legible at an 11”x17” inch size. Include the light cut sheet details. (photo(s) are preferred but a spec/detail is also acceptable)
 - Target 0.0 foot candle at the property line.
 - Include the following note on the plans: All fixtures shall be full cut-off and directed down in full cut-off position.

Development Table Templates

The following templates are typical development tables required on new plans. Please incorporate the format shown and add additional rows as needed.

SITE DATA

DESCRIPTION	REQUIRED (MUNICIPAL CODE OR PUD PLAN) <i>indicate N/A if not applicable</i>	PROPOSED	
PRIMARY LAND USE			
ACCESSORY LAND USE			
SITE AREA		[insert: sq.ft.]	100%
BUILDING COVERAGE	[insert: required sq.ft.]	[insert: sq.ft.]	[insert: percent]
DRIVE, PARKING, AND WALKS	[insert: required sq.ft.]	[insert: sq.ft.]	[insert: percent]
OPEN AREA	[insert: required sq.ft.]	[insert: sq.ft.]	[insert: percent]
MINIMUM SETBACKS <i>(add additional rows as needed to capture all sides and all structures)</i>			
[insert: setback direction]	[insert: required feet]	[insert: feet]	
FLOOR AREA RATIO <i>(Commercial projects only)</i>	[insert: required F.A.R.]	[insert: F.A.R.]	
DENSITY <i>(Residential projects only)</i>	[insert: required dwelling units per acre]	[insert: dwelling units per acre]	
MAXIMUM BUILDING HEIGHT	[insert: required feet]	[insert: feet]	

VARIANCES AND SPECIAL EXCEPTIONS

CODE SECTION	BMC OR PUD REQUIREMENT	REQUESTED VARIANCE	LOCATION ON SITE PLAN	JUSTIFICATION
[insert: code section or PUD - separate row for each]]	[insert: code requirement]	[insert: description of proposed requirement]	[insert: sheet number and/or location as found in the plans]	[insert: rational and reasoning as to why the new requirement is better or will create a better development than the BMC or PUD requirement]

PARKING

REQUIRED PARKING MIN / MAX	[insert: required total spaces minimum and maximum]	[insert: total spaces provided]
STANDARD SPACES	[insert: required standard spaces]	[insert: standard spaces]
ADA SPACES	[insert: required ADA spaces]	[insert: ADA spaces]
EV INSTALLED SPACES	[insert: required EV installed spaces per EV Parking Guidelines]	[insert: EV installed spaces]
EV READY SPACES	[insert: required EV ready spaces per EV Parking Guidelines]	[insert: EV ready spaces]
EV CAPABLE SPACES	[insert: required EV capable spaces per EV Parking Guidelines]	[insert: EV capable spaces]
EV CAPABLE LIGHT SPACES	[insert: required EV capable light spaces per EV Parking Guidelines]	[insert: EV capable light spaces]
BICYCLE PARKING SHORT TERM	[Insert: required short term bicycle parking requirements]	[insert: provided short term bicycle spaces]
BICYCLE PARKING LONG TERM (SECURE)	[interest: long term/secure bicycle parking requirements]	[insert: provided secure bicycle parking spaces]

OWNERSHIP AND MAINTENANCE

DESCRIPTION	AREA	OWNERSHIP	MAINTENANCE RESPONSIBILITY	USE	MEANS OF DEDICATION
[insert: Lots (1-x), Tracts, and Rights-of- Way - separate row for each]]	[insert: (x.xx format)]	[insert: CCOB, HOA, Metro District, Private Property Owner, etc. as applicable]	[insert: CCOB, HOA, Metro District, Private Property Owner, etc.]	[insert: planned use (most applicable for the Tract rows)]	[If applicable, insert: final plat, or other means [If not applicable, indicate N/A.]

PUBLIC LAND DEDICATION SUMMARY**

OBLIGATION (PLD Formula and Project Calculation)	METHODOLOGY (Applying PLD Obligation as PUD Plan Requirement)	PLD PROVIDED
<u>Formula:</u> The Public Land Dedication obligation is calculated at 24 acres per 1,000 residents.	For projects with 20 dwelling units per acre or more, a minimum of 25% of	<u>Public Land Dedication:</u> [insert: total minimum land PLD in acres]

<p><u>Project Calculation:</u> [insert: number of units] x [insert: number of persons per unit rate received from Planner] = [insert: total number of people]</p> <p><i>*For projects with multiple residential product types, include a separate (total number of people) calculation here.</i></p> <p>[insert: total number of people] x 24 ac / 1000 persons = [insert: total acres] Acres Total PLD Obligation</p>	<p>the gross residential land area shall be met with a dedication of public land.</p> <p>[insert: gross residential land area in acres] x 0.25 = [insert: total minimum land PLD in acres]</p> <p>The balance of the obligation to be met with a cash-in-lieu payment to Broomfield at a rate of \$ [insert: current rate(consult with Planning)] / Acre</p> <p>[insert: total PLD obligation - total minimum land PLD] x [insert: current rate] = [insert: total amount] Total Cash-in-Lieu Payment</p>	<p><u>Cash-in-Lieu Payment*</u>: [insert: total cash-in-lieu payment] for [insert: number of acres]</p> <p><i>*Refer to project Subdivision Improvement Agreement for payment timing.</i></p> <p><u>Dedication:</u> [insert: total PLD obligation being provided/dedicated]</p> <p><u>Cash-in-Lieu:</u> [insert: acreage being provided with cash-in-lieu] x [insert: current rate] = [insert: total cash-in-lieu payment]</p>
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****Note: Public Land Dedication (PLD) is typically required for residential projects with dedication requirements. If Public Land Dedication is not required, please do not include this table.**

OPEN LANDS TRACKING SUMMARY**

TRACT	USE CATEGORY	OWNER-SHIP	MEANS OF DEDICATION	CONSTRUCTION RESPONSIBILITY	MAINTENANCE RESPONSIBILITY	AREA (SQ.FT./ACRES)	PLD OBLIGATION	PERCENT OF PLD OBLIGATION
[insert: Tract(s)-separate row for each]]	[insert: use category abbreviation from the list below]	[insert: CCOB, HOA, Metro District, Private Property Owner, etc.]	[insert: final plat, future deed, etc.]	[insert: CCOB, HOA, Metro District, Private Property Owner, etc.]	[insert: CCOB, HOA, Metro District, Private Property Owner, etc.]	[insert: (x.xx or x,xxx format)]	[insert: 'X' for tracts that are counted towards PLD obligation]	[insert: percent of Tract to count towards PLD obligation]
Public Open Space (PuOS) -- Public Parks and Recreation (PuPR) -- Conservation Easement (CE) -- Joint IGA Land (IGA) -- Other Public Lands (OPub)* -- Private Open Space (PrOS) -- Private Parks and Recreation (PrPR) -- School Parks (SP) -- Golf Course Property (GC) -- Other Private Open Lands (OPrv)* ----- *Includes: landscaped entries, irrigated drainage, and trail corridors								

**** If Open Lands are not proposed with the development, please do not include this table.**

Witness my hand and official seal.

Notary Public

My commission expires _____.

ATTORNEY CERTIFICATE <Final Plat only> *Note: Attorney's Certificate is intended for developer's/owner's attorney.*

I, _____, an attorney licensed to practice law in the state of Colorado, do hereby certify that the person(s) dedicating the streets, easements, parcels of land, and rights-of-way to the City and County of Broomfield owns them in fee simple free and clear of all liens, except as identified herein or as otherwise identified on this plat, and that there are no encumbrances, except as identified herein or as otherwise identified on this plat, which prevent the City from utilizing the dedicated property for such purposes as is identified on this plat, and the City may rely upon this representation in accepting such dedications.

License Number: _____

SURVEYOR'S CERTIFICATE <for plat>

I, _____, a licensed professional land surveyor in the State of Colorado, do hereby certify that this plat is accurate, conforms to all applicable Colorado State laws, the requirements set forth in Chapter 16-20 of the Broomfield Municipal Code, and that the survey was performed in accordance with all applicable laws by me or under my direct responsibility, supervision and checking.

John Doe, [insert: license number]
President
[insert: address] [insert: stamp (digital or wet)]

SURVEYOR'S CERTIFICATE <for site plan>

I, _____, a licensed professional land surveyor in the State of Colorado, do hereby certify that the survey of [INSERT NAME OF DOCUMENT] is accurate, conforms to all applicable Colorado State laws, and that the survey was performed in accordance with all applicable laws by me or under my direct responsibility, supervision and checking.

John Doe, [insert: license number]
President
[insert: address] [insert: stamp (digital or wet)]

For projects subject to LURC recommendation and City Council Approval per Ordinance No 2138:

LAND USE REVIEW COMMISSION CERTIFICATE

This [insert: plan type (e.g., site development plan, final plat, etc.)] is recommended for approval by the City and County of Broomfield Land Use Review Commission this _____ day of _____, 20__.

Chair

Secretary

CITY COUNCIL CERTIFICATE

This [insert: plan type (e.g., site development plan, final plat, etc.)] is hereby approved by the City Council of the City and County of Broomfield, Colorado, on this _____ day of _____, 20__.

Mayor

City Clerk

URBAN RENEWAL AUTHORITY CERTIFICATE

This Urban Renewal Site Plan is hereby approved by The Broomfield Urban Renewal Authority on this _____ day of _____, 20__.

Chair

Secretary

For projects subject to LURC approval with City Council call up provision per Ordinance No. 2138:

LAND USE REVIEW COMMISSION CERTIFICATE

This [insert: plan type (e.g., site development plan, final plat, etc.)] is hereby approved by the City and County of Broomfield Land Use Review Commission this _____ day of _____, 20__, subject to City Council call up provisions established within Ordinance No. 2138.

Chair

Secretary

CITY COUNCIL CERTIFICATE

This [insert: plan type (e.g., site development plan, final plat, etc.)] is hereby approved by the City Council of the City and County of Broomfield, Colorado, on this _____ day of _____, 20__ per call up provisions established within Ordinance No. 2138.

Mayor

City Clerk

URBAN RENEWAL AUTHORITY CERTIFICATE

This Urban Renewal Site Plan is hereby approved by The Broomfield Urban Renewal Authority, on this _____ day of _____, 20____ per call up provisions established within Ordinance No. 2138.

Chair

City Clerk

Cover Page Example

See [example SDP Cover page.](#)