



Development Services Department

Checklist for Land Use CO approval:

1. Approved Urban Forestry Plan
2. Site plan with the following items (checklist):

Project Identification:

- Site Address and Legal Description
- Name, address, and telephone number of engineer, architect, surveyor, and developer/owner
- Vicinity map, north arrow, and scale
- Provide a signature line labeled: "Director of Development Services" with a "Date" line above the project title

Site Conditions:

- Streets, Parking, and Drives – The location, paving and Right-of-Way widths, dimensions, and type(s) of all existing and proposed surface materials of perimeter and internal public and private streets, driveways, entrances, exits, parking and loading areas, including the number of off-street parking and ADA spaces, access ramps, wheel stops/curbing, and internal vehicular circulation pattern(s) or flow diagrams.
- Supplemental Surfaces – The types of surfacing i.e. grass turf, gravel, walks, etc. elsewhere existing or proposed on the site that is not proposed for vehicular paving and circulation.
- Fences and Screening – Location, material, and height of all screen fences, walls, screen plantings, or buffer yards.
- Setbacks and Easements – Show all utility, drainage, and other easements, and all setbacks as appropriate to the zoning district and recorded plats.
- Land Use and Zoning – Label the land use and zoning classifications of both the site area and the immediately adjacent properties abutting the site.