



Site Plan Development Guide

General procedure for development is included in the Community Development Application packet. This guide is intended to supplement the general application with items specific to a site plan.

Review of a site plan ensures that development complies with the standards of the Evans Municipal Code, including compatible arrangement of buildings, access, lighting, and landscape. A site plan review is required for all new development and modification to an established site that includes modification of access to the site or expansion of the building footprint by twenty-five percent (25%) or more. If a site plan review is required, no grading or building permit shall be released nor any building or other site improvement commence until the site plan has been approved. Applicants are advised that this packet is not a complete summary of the City's Municipal Code.

See the following Code Sections for more information:

- 18.03.010. General procedure.
- 18.03.060. Site plan.
- 18.05. Residential Development
- 18.06. Nonresidential Development

SITE PLAN REVIEW PROCESS



Site Plan Review expected process duration is 4 - 6 months from a complete submission.

Pre-Application Meeting Required. A site plan review requires a complimentary pre-application meeting. See the Planning Division contact information below to request a meeting.

Design Review. Any requests for design review or variance from the standards are distinct applications, but may be coordinated with the site plan review.

Review. After staff review, receipt of any comments from referral agencies, and any necessary resubmittals, the Director may make a final decision.

Resubmittals. Six (6) months will be granted to applicants to resubmit applications determined to be in need of revision. If an applicant requires more time to revise the application, an extension shall be requested and an extension fee shall be paid. The Director may approve an extension not to exceed an additional six (6) months for a total period not to exceed twelve (12) months upon a finding of excusable neglect. Any application in need of revision that remains inactive for more than six (6) months from the date the revision was requested, and for which no extension is requested, shall be void and any related fees are forfeited.

Site Improvements Agreement. An improvements agreement with the City for any required public and/or community improvements associated with a site plan. The agreement shall specifically define the type, timing, and guarantees for completion of required improvements and be recorded in conjunction with the associated approved plan or plat.

The applicant shall submit a financial guarantee for one hundred fifteen percent (115%) of the total cost of improvements based on approved design or construction plans. The Director may waive the need for an Improvements Agreement where there are no required public improvements or where improvements are minor in nature such that other requirements are sufficient to address construction of improvements. Required onsite landscaping that is not anticipated to be installed by the time the certificate of occupancy is requested or by the commencement of operations shall also be included in an improvements agreement. Under no circumstances shall the installation of onsite landscaping be granted more than one (1) year beyond issuance of the certificate of occupancy or beyond the date operations commenced. City Council must accept the improvements agreement at a public meeting if the site plan includes public improvements: City Council hearings on the 1st and 3rd Tuesdays of the month at 7 p.m.

Effect of Decision. Approval of a site plan shall authorize the applicant to apply for a building permit and other applicable development or construction permits.

Conditions of approval. A site plan may be revoked or suspended by the Director upon a finding that the conditions of approval have not been met, or that the use has otherwise violated the provisions of this Title.

REVIEW CRITERIA

In general, any site plan in compliance with all applicable standards shall be approved. In making a determination of compliance with the standards applied to particular site, or exercising any discretion under the standards, a site plan shall be reviewed according to the following criteria:

1. *Generally.*

- a. The plan meets all applicable standards criteria of this Title and any applicable formally adopted standards, including but not limited to any applicable Landscape Standards in Chapter 18.08 of the Evans Municipal Code and formally adopted City of Evans Engineering Standards and Specifications, as amended.
- b. The plan does not present any other apparent risks to the public health, safety or welfare of the community.

2. *Site Design and Engineering.*

- a. The plan provides safe access and internal circulation considering the site, the block and other surrounding connections, and appropriately balances vehicle, bicycle and pedestrian needs for the context.
- b. The plan provides or has existing capacity for utilities and other required improvements to serve the proposed development.
- c. The plan provides adequate management of storm water runoff.
- d. The plan provides proper grading considering prevailing grades and the relationship to adjacent sites.

3. *Landscape and Open Space Design.*

- a. The plan creates an attractive aesthetic environment and improves relationships to the streetscape or other nearby public, civic or common spaces.
- b. The plan enhances the environmental and ecological functions of un-built portions of the site, and makes effective use and conservation of water resources.
- c. The plan reduces the exposure and adverse impact of more intense activities or components of the site or building on the streetscape and on adjacent properties.
- d. Landscape standards are met in accordance with Chapter 18.08 of the Evans Municipal Code.

4. *Building Design.*

- a. The location, orientation, scale and massing of the building creates appropriate relationships to the streetscape and to adjacent properties.
- b. The selection and application of materials will promote proper maintenance and quality appearances over time.
- c. The location, fixtures and types of building and site lighting promotes or creates aesthetic enhancements, promotes safety and security, and accounts for sensitive borders with the right-of-way or adjacent property.
- d. The building reinforces the character of the area and reflects a compatible architectural relationship to adjacent buildings. Specifically, if there is any consistency or commonality in the scale, proportion, forms and features, and materials of adjacent buildings, they inform choices on the proposed building.

Site Plan Submittal Checklist

✓	Item (label electronic submittal documents with the number prefix as shown) All documents shall be submitted in “.pdf” format, unless otherwise stated.
	01 COMMUNITY DEVELOPMENT APPLICATION FORM
	02 OWNERSHIP INFORMATION - Provide the property deed along with any applicable incorporation or organizational documentation of approved signatories. Note, a “deed of trust” is not a property deed.
	03 LEGAL DESCRIPTION - Provide the legal description of the property in “.docx” format.
	04 PROJECT NARRATIVE - The narrative shall address the following: <ol style="list-style-type: none"> 1. Describe existing and proposed use of the property, number and type of buildings, easements, etc. 2. Address all Review Criteria [page 2].
	05 ALTA/NSPS SURVEY prepared by a Colorado-licensed professional land surveyor.
	06 DRAFT SITE PLAN – The site plan set shall address the review criteria and any application design standards in Title 18 of the Evans Municipal Code. Please include a minimum of the following information: <ol style="list-style-type: none"> 1. Site Plan Title: “[Name] Site Plan” and address of property if one has been assigned. 2. Legal Description 3. Vicinity Map: Clearly show the site location and surrounding uses, zoning, and parcels within one (1) mile of site. Label property owner names, parcels, streets, irrigation ditches and other bodies of water, and municipal boundaries 4. Existing Conditions: including structures or landscape to be removed 5. Site Plan: including property boundary, structures, internal vehicular/pedestrian circulation, parking, hydrants, stormwater management, hazard areas, critical environmental areas, open space, easements 6. Building Elevations 7. Landscape Plan 8. Irrigation Plan 9. Lighting Plan 10. Grading Plan 11. Utility Plan 12. Certification Blocks: Property Owner, Community Development Director, City Engineer, & Fire Marshal
	07 DRAINAGE REPORT - prepared by an Engineer licensed in the State of Colorado. Level of detail to be determined by the City Engineer.
	08 TRAFFIC IMPACT STUDY (TIS) - prepared in accordance with traffic impact study guidelines found in the Evans Engineering Standards and Specifications. Level of detail to be determined by City Engineer.
	09 WATER INFORMATION - Include information regarding existing water taps, well, and rights associated with the property and how water will be provided to support future development.
	10 SOILS REPORT - Soil types and limitations at the site. (The US Department of Agriculture has soil profile information for Weld County, including Evans, at https://websoilsurvey.nrcs.usda.gov/app/)
	11 UTILITY/EASEMENT ENTITY REVIEW - The applicant is responsible for submitting all plans for review and comment to the any affected entity. The applicant shall submit all comments to the staff.
	12 MINERAL RIGHTS NOTICE – If developing on undeveloped land, applicant shall provide notice to all mineral rights owners pursuant to C.R.S. § 24-65.5-103 and provide proof of notice to the City.
	13 OTHERS: Floodplain development permit, design review request or any other technical study required at the pre-application meeting.
	08 CHARGE BACK AGREEMENT - executed
	CHARGE BACK DEPOSIT: \$500 minimum, \$1,500 minimum if full TIS is required
	APPLICATION FEE: \$1,500

