



City of Montrose

SITE DEVELOPMENT APPLICATION

Project Street Address: _____

Class of Work:

- New construction
- Addition
- Remodel
- Demolition
- Parking Lot

Summary of Project: _____

Project Contact: _____

Phone Number: _____

Address: _____

I hereby agree to comply with the City's standards regulating Site Development and serve as the primary project contact on behalf of the property owner and any entities with a vested interest in the project.

Project Contact Signature

Date



SITE DEVELOPMENT CHECKLIST

This checklist is intended to be a guide and is not a complete list of all requirements.

No application will be accepted if all required materials are not submitted.

Required Materials:

- \$100 application fee (check, credit card, cash)
- Site Plan and supporting plans (PDF & DWG)
- 1 copies of current property deed (PDF)
- 1 copies of the following (if applicable): (PDF)
 - CDOT Access Permit
 - Floodplain Permit
 - Storm water Permit
 - Traffic Control Plan
 - Traffic Impact Study

For assistance, please contact Planning Services at 970-240-1407.

SITE DEVELOPMENT CHECKLIST

The following information provides more detail of the requirements of a complete Site Development Application.



Site Plan General Requirements:

- Scale (not less than 1" = 40')
- North arrow
- Property lines
- Existing and proposed structures
- Public rights-of-way and easements
- Curb, gutter, and sidewalks
- Parking lot
 - Existing and proposed spaces
 - Driveways
 - Parking islands
- 2-foot contour lines
- Curb radii
- Existing and proposed signage
- Dimensions and square footage of the following:
 - Lot
 - Building
 - Landscaping areas

Zoning Issues:

- Zoning District _____
- Setbacks
 - Front: _____
 - Rear: _____
 - Sides: _____
- Building height: _____
- All projects over 10,000 sq ft are subject to Large Retail Development Standards
- All projects within the Highway Corridor Overlay are subject to additional standards

Lighting Plan:

- Mounting height of all fixtures
 - Parking area limit – 25'
 - Wall mount limit – 16'
- Manufacturers product details including lumen output, mounting angle, and shielding information
- Photometric report with candela distribution

Utility Plan:

- All existing easements and utilities including utility boxes, light poles, manholes, backflow preventers, hydrants, water meters, etc.
- Proposed sanitary sewer plan and profile
- Proposed water plan and profile
 - Individual water meters are required for all units within a commercial or residential building
- Wastewater Questionnaire for all commercial and industrial uses
 - City may require a sampling manhole

Building Elevations:

- Architectural Elevation Drawings showing:
 - Maximum building height
 - Light fixture mounting height
 - Façade color and material



- HVAC units, trash enclosures, storage areas, and loading docks must be screened from view of public rights-of-way
- For projects within the Highway Corridor Overlay:
 - Additional architectural elements must be incorporated (dormers, roof pitches and overhangs, wall projections, etc.)
 - 25% of any wall facing a public street or park must be a contrasting material (brick, stone, stucco, etc.)

Parking Requirements:

- All off-street parking must be paved to City Specifications with no more than 8% grade
- Minimum number of vehicle spaces and bicycle parking based on requirements in § 4-4-20
- Dimensional requirements based on angle of parking in § 4-2-5
- ADA requirements based on the number of total parking spaces
- Lots with more than 1 driveway must have parking islands covering at least 6% of parking area
- Driveway width standards:
 - One-way traffic: 12'
 - Two-way traffic: 24'

Drainage Report:

- Must be prepared by licensed, professional engineer according to § 9-6-3 of City Regulations
- Contact the City Engineer at 970-240-1480

Storm Water Management:

- Applies to developments disturbing more than 1 acre of land, or less than 1 acre but part of a common plan of development
- Contact the City Engineer at 970-240-1480 to determine requirements
- Access State permit forms here: <http://www.cdphe.state.co.us/wq/permitsunit/index.html>



Landscaping Plan:

- Minimum lot coverage excluding buildings
 - Residential zones – 15%
 - Commercial zones – 8%
 - Industrial zones – 4%
- Frontage landscaping standards
 - At least 25% of all frontages excluding driveways
 - Projects within the Highway Corridor Overlay must landscape at least 70% of highway frontage and 25% of all other frontages
 - At least 15' deep
 - At least 1 tree every 30'
- At least 1 tree and 3 shrubs must be planted for every 800 sq ft of landscaping area
 - Deciduous trees: 1.5" minimum caliper
 - Coniferous trees: 6' minimum height
 - Shrubs: 5 gallon minimum size
 - Vines and ground cover: 1 gallon minimum size
- 80% of landscaping area must be living material at maturity unless otherwise approved
- Parking islands (if applicable) must include at least 1 tree
- Non-plant material standards
 - Geotextile weed barrier required
 - Rock: 1" to 3" allowed
 - Wood chips: 3" minimum depth
- The following are strictly prohibited:
 - Thorny shrubs or trees near sidewalks or recreation areas
 - Box elder and cottonwoods within 15' of public right-of-way
 - Trees susceptible to Dutch Elm Disease
- Landscaping areas of at least 800 sq ft are required to include an automatic irrigation system with approved backflow prevention device

Sight Triangles:

- No obstructions over 30" may be located within the sight triangle
- Specifications from corner cub/flowline, based on § 4-2-4 (E) City Regulations
 - Local streets: 40'
 - Collector streets: 50'
 - Minor Arterial and Arterials: 60'