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

Updated December 2017
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.

Updated December 2017
**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: |
|   o Additional architectural elements must be incorporated (dormers, roof pitches and overhangs, wall projections, etc.) |
|   o 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](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’