



City of Sheridan

Procedural Guide & Checklist for Site Development Plans

The process for **site development plans** is outlined below. Application requirements, timelines, notice requirements, and a site development plan checklist can be found within or attached to this guide.

Applicability

Site development plans are required for all developments, except single household residents and individual two-household dwellings. No building permit shall be issued for the construction of any new building, structure, parking area, loading area, or any substantial alteration (25% or greater) without first obtaining the approval of a site development plan.

General Process for Site Development Plans:

All site development plans must follow this process:

1. Pre-submittal conference with City departments (please provide a sketch plan).
2. Site development plan submittal.
3. Development review committee meeting with City departments and referral agencies (i.e. internal review).
4. Staff approval or referral to Planning Commission for review.
5. If approval is granted, a building permit must be issued within one year from date of approval, or the site development plan approval shall be null and void.

Exception: An extension may be granted by the Zoning Administrator if requested, before the one year expiration date.

STEP 1: Formal Submittal of a Site Development Plan

Application Submittal: In order to request a site development plan review, the procedures outlined in Sec. 56-412 must be followed. All documents listed in Sec. 56-414 must be submitted in order for the application to be considered complete. See the site development plan checklist for details on items that must be submitted. An incomplete application cannot move to the next step in the process.

Site Development Plan Submittal: The site development plan itself must contain the items listed in Sec. 56-414, along with obeying the Development Standards and Review Criteria found in Sec. 56-415 and Sec. 56-416. Other sections of the Code may be pertinent, such as the zoning district regulations, etc. The site development plan checklist details the documents needed for plan submittal, along with stating the specific items required on the site development plan itself. Additionally, fees are required with the submittal and are listed on the current City of Sheridan fee schedule:

- The City charges an **application fee** for site development plan applications.
- The consultant's cost sharing fee is **billed hourly** for staff/consultant review. There is an **initial consultant retaining fee** that will be drawn down as the process advances. This retaining fee is project-specific and depends on project complexity.

STEP 2: Staff Review

Once a complete submittal has been received, the site development plan and its associated documents (i.e. "packet") will be reviewed by staff. An internal development review committee consisting of, at a minimum, representatives of planning, building, public works, police, and fire departments will review the request.

After staff review, the Zoning Administrator will mail a notice of the site development plan submittal to all adjacent property owners within 300' of the site informing them of the application, inviting them to review the plan at City Hall. Citizens have ten days from the date of mailing to submit written objections or comments to the City. Such comments will be considered by the Zoning Administrator when reviewing the plan.

After staff and referral agency comments have been addressed by the applicant, the Zoning Administrator shall approve, approve with conditions, deny, or refer the site plan application to the Planning Commission. Referral to the Planning Commission shall be at the discretion of the Zoning Administrator, except all site development plans adjacent to residentially zoned property shall be referred. The Zoning Administrator's decision shall be mailed to the applicant and any adjacent property owners that submitted written comments or objections.

If the Zoning Administrator does not approve the site development plan, or if the subject property is adjacent to residentially zoned property, then the process must continue to STEP 3.

STEP 3: Planning Commission Public Hearing (if required)

If referred to the Planning Commission, the commission shall hold a public hearing and make a decision for approval, approval on condition, or denial.

1. Fourteen (14) days prior to the hearing, the applicant must post a sign on the property announcing the public hearing. The City will provide the sign with all required information on it, but the applicant must physically post the sign. It must remain posted on the property continuously for fourteen (14) days prior to the hearing, including the hearing day.
2. Fourteen (14) days prior to the hearing, City staff will mail the neighborhood notice letter to property owners within 300' from the property. The applicant must provide the envelopes, adjacent property owner names and addresses, and postage. City staff will write the notice letter.
3. A legal notice must be written by the City and published in one or more newspapers of local circulation, at the applicant's expense. The newspaper legal notice must be published at least seven (7) days prior to the hearing.
4. The Planning Commission will conduct the public hearing, allowing the public to speak in support or opposition of the site development plan. The applicant may also speak concerning the request. The Planning Commission will vote on the site development plan request and make a final determination on approval, approval with conditions, or denial.

STEP 4: Post Approval Procedures

Following approval, the applicant shall submit two sets of site development plans to the City. The Zoning Administrator shall approve and stamp the plans and return one set to the applicant. The applicant shall submit two sets of construction drawings to the City Engineer for review. The City Engineer will review and approve the construction plans prior to issuing a building permit. If public improvements are required, they must be completed prior to the issuance of a certificate of occupancy.



City of Sheridan
Site Development Plan Checklist

Included?			Item	Comments
Yes	No	N/A		
Section 1: Application Process (Sec. 56-412)				
			1. Pre-submittal conference with City staff has occurred. Provide the date of the pre-submittal meeting and any additional items required from that meeting.	
			2. Provide the required application form, filled out appropriately.	
			3. Provide written description of the proposed site development plan (change of use, parking lot expansion, building addition, etc.).	
			4. Fee has been paid (per current fee schedule).	
			5. Submit the signed Cost Agreement.	
			6. A list of names and current addresses of the owners of all properties within 300' of the exterior boundaries of the property (per records of the county assessor's office).	
			7. One (1) set of envelopes addressed to each of the property owners above, with postage included on (or with) the envelopes.	
			8. Four (4) copies of the site development plan (24" x 36"). Site development plans must contain the information below in Section 3.	
			9. One (1) .PDF copy of each of the above items (on a flashdrive or CD).	
Section 2: Site Development Plan - Additional Application Items (Sec. 56-414.24)				
The following items in Section 2 may be required by the City. Please meet with City staff before submitting Site Plan to determine if these items are required.				
			1. Provide a Final Drainage Plan and Report.	
			2. Provide a Final Grading and Erosion Control Plan.	
			3. Provide the Right-of-Way (ROW) and easement dedication or conveyance document(s).	
			4. Provide a Title Insurance Commitment or Policy(s).	
			5. Provide Traffic Study(s) and/or Signal Plan(s).	
			6. Provide plans for off-site improvements such as curb, gutter, and sidewalk construction and/or removal.	
			7. Provide Utility Plan(s) including location and size of utility lines within the site, and extensions to serve the development, including easements, where necessary.	
			8. Provide a Highway Noise Mitigation Plan (required if within 500 feet of US 285, Federal Boulevard or Santa Fe Drive), as described in Sec. 56-414.d.24.h.	
			9. Provide any other materials the City requires.	



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Section 3: Site Development Plan (Sec. 56-414)				
			1. Date of site plan preparation.	
			2. Date of each revision, listed in the revisions block. (Needed per staff)	
			3. Scale no smaller than 1" = 50' and no larger than 1" = 10'.	
			4. North arrow (true north).	
			5. Scale (graphic and written).	
			6. Vicinity map: Show geographic relationship of the site to the surrounding area, along with showing adjacent streets.	
			7. The legal description of the property, by reference to the relevant subdivision plat, or a metes and bounds legal description of the property verified and signed by a registered land surveyor in the State of Colorado.	
			8. Names and addresses of: Map preparer (Land Surveyor), Property Owner, and any Engineers, Planners, Architects, etc. involved in the preparation of the submittal.	
			9. Location of 100-year floodplain, if applicable.	
			10. List the present zoning and list the intended use(s) of the property.	
			11. Provide a statement of maintenance responsibility for all improvements shown on the site plan.	
			12. Provide a Site Data Table, which must include the following:	
			a. Total area of site (sq. ft.).	
			b. Building coverage (sq. ft.), the total sq. ft. of building(s), the number of stories of the building(s), and list the maximum FAR (if any).	
			c. Parking lot coverage (sq. ft.)	
			d. Parking lot landscape area (sq. ft.), including buffer areas and interior landscape islands (ILAs).	
			e. Total landscape area coverage (sq. ft.), to include landscape buffer coverage, ILAs, and all other landscape areas on the entire site.	
			f. Number of parking spaces required (show parking ratio for calculations) and list number of parking spaces provided .	



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Yes	No	N/A		
Section 3: Site Development Plan - continued (Sec. 56-414)				
			g. Maximum density allowed , list the density proposed , and list the number of units proposed .	
			h. Existing and proposed gross floor area (sq. ft.). List the gross leasable floor area, if the use is required to list this per Code.	
			i. Building setbacks.	
			j. Building height allowed and proposed .	
			13. Show and dimension all lot lines/property boundaries, ROW boundaries and centerlines (for roads), easement widths and boundaries lines, setback lines, and landscape buffer widths and boundary lines.	
			14. Show the location of existing and proposed public and private utilities and easements, including emergency easements, along with all rights-of-way (ROWs).	
			15. Show the building envelope, size, setbacks, dimensions, and height of all proposed structures and all existing structures which are to be retained on the site.	
			16. Provide the finished floor elevation related the United States Geological Survey Information, surveyed to USGS datum when practical.	
			17. Provide building elevations, showing height, dimensions, architectural details, and materials of buildings.	
			18. Show the location, dimensions (use dimensional arrows and numbers), and names of existing adjacent streets.	
			19. Label proposed and existing internal streets, showing dimensions (using dimensional arrows and numbers), centerline radii and curb return radii.	
			20. Show the location, dimensions (using dimensional arrows and numbers), and surface finish of bike/pedestrian paths and walkways, which shall be provided on a separate plan as a separately designed system. *This can be done on same site plan, if City staff allows it.*	



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Section 3: Site Development Plan - continued (Sec. 56-414)				
			21. Provide the proposed layout of the parking lot, including location and dimensions of parking spaces, curb islands (interior landscape islands), internal planter strips, maneuvering aisles and access driveways with indication of direction of travel.	
			22. Provide the location of all exterior lighting, both freestanding lighting and lighting attached to the building.	
			23. Provide locations and sizes of existing signage.	
			24. Proposed new signage may be requested with the site plan. Provide a sign plan(s) showing the proposed location of attached and freestanding signs, labeling width, height, and square footage of each proposed sign.	
			25. Show proposed and existing fencing and screening, including fencing/screening used to divide or screen properties, along with fencing/screening used to screen mechanical equipment and trash containers.	
			26. Show the grading, drainage, stormwater control measures, and existing and finished grades and contours.	
			27. Show and label existing specific physical features on site, including: drainageways, lakes, buildings and structures, etc. and label which are to be retained. When requested, adjacent properties and their physical features within 50 feet of the property line shall be identified, including setback dimensions of adjacent structures.	
			28. Provide the location of all existing and proposed recreational amenities such as open play areas, swimming pools, tennis courts, tot lots and similar facilities.	



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Section 4: Development Standards for Parking Lots (Sec. 56-415.a)				
			1. Parking lots and loading areas shall have access from a clearly defined driveway, at least 16 feet in width for one-way traffic and 24 feet in width for two-way traffic. Emergency access aisles shall be at least 20 feet in width.	
			2. Private drives and private streets shall meet the minimum standards shown in the roadway design and construction specifications of the City of Aurora, as adopted by the City of Sheridan.	
			3. Emergency access shall be provided, which adequately links the site to public streets as a part of the overall site circulation.	
			4. Dead-end parking lot aisles shall provide back-around space five-feet in-depth and the same width as the aisle.	
			5. Raised curb end islands are required for each parking aisle containing more than ten parking spaces, in order to define the ends of each parking row. Curb islands shall be constructed of an appropriate material such as concrete, block, or other material. No asphalt curb islands are allowed.	
			6. Off-street parking located on corner lots shall be so designed as to avoid the obstruction of views across the sight distance triangle.	
			7. Gravel is not acceptable parking surface.	
Section 5: Development Standards for Landscaping (Sec. 56-415.b)				
			1. Landscaping shall be in compliance with the standards found in <i>Article XXII Landscaping</i>, within Chapter 56. See Landscape Plan checklist for specifics.	



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Section 6: Development Standards for Screening (Sec. 56-415.c)				
			1. Trash containers shall not be located in the public right-of-way, setback areas, of buffer areas. They shall comply with Chapters 55 and 56 of this Code.	
			2. Trash enclosures shall be integrated into the site plan to minimize enclosure visibility and accommodate truck access. Trash enclosures shall be constructed of durable materials and the color, texture, and architectural detailing shall be consistent with the overall site and building design.	
			3. Roof-mounted electrical, heating, ventilation or air conditioning units, and mechanical equipment shall be placed or screened such that the equipment is not visible from any point on the ground within a 200-foot radius of the building upon which it is mounted. Downspouts, cell antennae, cable dishes, and roof ladders shall be located so as to minimize their view from adjacent properties.	
			4. Utility cabinets, meters, generators, and other ground-mounted mechanical equipment shall be contained within the building or otherwise fully screened.	
			5. Screening shall be provided for outdoor storage uses when these are permitted by the zone district. Said screening shall occur through the use of opaque fencing.	
Section 7: Development Standards for Lighting (Sec. 56-415.d)				
			1. On-site lighting for parking areas, building and commercial display areas shall be limited to fixtures that do not cast direct light beyond the limits of the property.	
			2. Downcast and fully shielded fixtures shall be required to avoid direct light and glare from impacting adjacent properties at an elevation equal to that at the base of the lighting at the subject site.	
			3. Light poles shall not exceed the lesser of five feet taller than the main building or 25 feet in height.	



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Yes	No	N/A		
Section 8: Site Development Plan Review Criteria (Sec. 56-416)				
In addition to complying with Sections 56-414 and 56-415 above, approval of the Site Development Plan also depends upon the following criteria being met.				
			1. The lot size and lot dimensions are consistent with what is shown on the approved final plat.	
			2. No buildings or structures infringe on any easements so as to impact the full use of the easement.	
			3. The proposed site grading is consistent with the requirements of the storm drainage criteria adopted by the City of Sheridan.	
			4. The density and dimensions shown conform with the zone district or approved PUD requirements.	
			5. The project is compatible with the general purpose, goals and policies of the comprehensive plan.	
			6. The following must be arranged so that traffic congestion is avoided, pedestrian and vehicular safety and welfare are protected, adequate fire protection can be provided, and adverse impacts on adjacent property - including noise, glare, odors, vibration and fumes - are mitigated and/or eliminated:	
			a. Location of buildings, structures and improvements.	
			b. Vehicular ingress and egress.	
			c. Internal vehicular circulation.	
			d. Setback lines.	
			e. Height of buildings.	
			f. Service facilities.	
			g. Walls, fences, screens.	
			h. Open space and landscaping.	
			i. Sidewalks.	
			7. Water and sewer systems are found to be adequate to serve the project.	
			8. Curb cuts onto arterial and collector streets have been kept to a minimum and placed in safe locations.	
Section 9: Public Improvements Required (Sec. 56-418)				
As a condition for approval of any site development plan, the City may require the applicant to construct, install or otherwise provide, including the dedication of any incidental easements or property interests, public improvements that are necessary to serve the property after it is developed, the need for which is caused by the reason of development. Such a condition may require the execution of a development agreement that provides for such construction or installation, and for financial security to ensure completion of such improvement. **ALL PUBLIC IMPROVEMENTS REQUIRE MAJOR SUBDIVISION PLATS, ALONG WITH THE ASSOCIATED PLATTING PROCESS.**				