



Conditional Use Permit Instructions

Please note that a document package (a Planning Set) must be submitted with each online application. Miscellaneous documents which are not listed in the set below (such as traffic studies and fixture documents) may be uploaded individually. The package and any individual documents must be clearly identified in the file name when uploaded.

Planning Document Package

General Template

Each sheet in the plan set shall contain the following:

- Name of project including "Conditional Use Permit for..." (e.g. Conditional Use Permit for Widgets, Inc.)
- 1" x 3" empty box in the lower right hand corner for approval stamp
- Abbreviated legal description
- Date of preparation
- Page number (i.e. 1 of X)
- Scale and a north arrow pointed to the top of the page

Individual Sheet Requirements

If you have any question as to what these requirements are, please contact the Community Development Department at 303-655-2059.

1. Cover Sheet
 - a. Plan Title
 - i. Location – Top Center of Page
 - ii. Title – "Conditional Use Permit for *Name of Project*"
 - iii. Subtitle – Abbreviated legal description
 - b. Vicinity Map
 - c. Full legal description
 - d. Index of plan sheets
 - e. 3" x 5" empty box in the lower right corner for signature stamp
 - f. Names and addresses of the owner and designer
2. General Notes
 - a. City of Brighton Standard Notes
 - b. General Project Notes
3. Plan Sheet X of Y (if more than one sheet)
 - a. Names of abutting, existing subdivisions
 - b. Location and description of existing and proposed
 - i. Structures
 - ii. Property Lines
 - iii. Rights-of-way (including but not limited to streets, alleys, bike lanes, and trails)
 - iv. Easements
 - v. Water Courses that will remain
 - vi. Other important features within and adjacent to the subject area
5. Existing Conditions and Demolition Plan
6. Trail Plan and Profiles
 - a. Trail cross section per City standard
7. Transportation Cross Sections
 - a. Cross Sections with grading



8. Signage and Striping Plan
9. Architectural Elevations (for new structures)
 - a. Colored elevations with material specs. Include percentage of surface covered, total and per building face
 - b. A materials board is not required but may be requested
10. Final Landscape Plan
 - a. Overall placement of plants along all transportation facilities, bicycle racks, benches, lighting fixtures and other public amenities and other public areas
 - b. Plant schedule with:
 - i. Quantity
 - ii. Symbol
 - iii. Common/Scientific Name
 - iv. Planting Size
 - v. Mature Height & Width
11. Final Irrigation Plan
 - a. Overall irrigation plan with details
12. Lighting Plan
 - a. Photometric Plan of all common and private area lighting
 - b. Cut sheets of all lighting fixtures
 - c. Height and colors of all lighting fixtures

Hard Copy Requirements

The following hard copies must be delivered upon submittal of an online application:

1. Two (2) bound 24" x 36" Arch D format size copies of the Conditional Use Permit Set
2. One (1) bound copy of each technical report
3. One (1) copy of the application (printed for digital submittal)
4. One (1) sets of pre-printed address labels

Delivered to: Permitting, City of Brighton
500 S. 4th Avenue
Brighton, CO 80601