



## Site Plan Instructions (Civil Set)

Please note that two document packages (a Planning Set and a Civil Set) must be submitted with each online application. Miscellaneous documents which are not listed in either of the sets below (such as traffic studies and fixture documents) may be uploaded individually. The type of package or document must be clearly identified in the file name when uploaded.

### Civil Document Package

#### General Template

Each sheet in the plan set shall contain the following:

1. Name of project including "Civil Plan" (e.g. Meadow Commons Civil Plan)
2. 1" x 3" empty box in the lower right hand corner for approval stamp
3. Abbreviated legal description
4. Date of preparation
5. Page number (e.g. 1 of X)
6. 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 303-655-2072.

1. Cover Sheet
  - a. Plan Title
    - i. Location – Top Center of Page
    - ii. Title – "Name of Project Civil Plan"
    - 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. Geotechnical Report (may be submitted as separate document)
4. Erosion Control and Grading Plan
5. Utilities Plan – Overall
6. Utilities Plan and Profiles

No hard copies are required at the time of project submission.