



Site Plan 2024 Checklist

Please read the following Checklist and ensure that all required items have been submitted. Note that uploaded plans and documents not following the naming conventions established in the Checklist and Plan Template Instructions may be considered incomplete applications and returned for corrections.

1. Planning Document Set: Please upload this site plan document set as a single file that meets all specifications listed in the Planning Set Instructions for the City of Brighton.

- Document Name: Site Plan- Planning Set

I verify that I have reviewed the City of Brighton's technical requirements for Site Plan submittals and that my plans meet said requirements.

- Link: [Site Plan Template Instructions \(Planning Set\)](#)

2. Civil Document Set: Please upload this site plan document set as a single file that meets all the specifications listed in the Civil Set Instructions for the City of Brighton.

- Document Name: Site Plan - Civil Set

I verify that I have reviewed the City of Brighton's technical requirements for Site Plan submittals and that my plans meet said requirements.

Link: [Site Plan Template Instructions \(Civil Set\)](#)

Link: [Civil Plan Cover Sheet Template \(24" x 36"\)](#)

3. Legal Description: Please upload a description of land recognized by law, based on surveys, spelling out the exact boundaries of the entire parcel of land. It should so thoroughly identify a parcel of land that it cannot be confused with any other.

- Document Name: Legal Description

4. Proof of Ownership: Please upload the title, deed or other legal instrument which provides evidence of the ownership consent. Property reports from County agencies will not be accepted as proof of ownership. The entity listed as the owner of the property should match with the ownership information entered on the application.

- Document Name: Proof of Ownership

5. Statement of Owner and Consent of Authorized Representative: Please

download and fill out the below linked document. The entity or persons listed as the "Owner" in the Statement of Owner and Consent of Authorized Representative must be the same entity or persons as is provided in the Proof of Ownership. Furthermore, staff will require a new Statement of Owner and Consent of Authorized Representative if the "Authorized Representative" is to change through the processing of the specific land use application.

Link: [Statement of Owner and Consent of Authorized Representative](#)

6. Soils & Geologic Report: Please see [Section 500 \(City Street Construction\)](#) of the City of Brighton, Public Works Department Standards and Specifications Manual, Current Edition for requirements. This may be submitted as a separate document or with the Civil Set.

- Document Name: Soils Report

7. Drainage Plan & Report: Required if new, repaired, or replacement of drainage facilities are needed for the development of the property. Please see [Section 800 \(Storm Drainage Facilities\)](#) and [Section 300 \(Sitework and Earthwork\)](#) of the City of Brighton, Public Works Department Standards and Specifications Manual, Current Edition for requirements.

- Document Name: Drainage Plan & Report

8. Utility Memo: Please submit a Utility Memo showing the number of fixtures, anticipated demand, and recommended tap size based on the anticipated demand. If there is an existing tap then indicate what the tap size is and if it is sufficient. Irrigation demand should also be included.

- Document Name: Utility Memo

9. Improvement Location Certificate (ILC): Please provide an ILC that has been prepared and certified by a Professional Land Surveyor (PLS) registered in the State of Colorado, which demonstrates the location and size of all existing structures on the property (house, deck, shed, etc.). This is a document typically required by a lender or insurance company prior to any property ownership transfer. This will be included in the Civil Plan set.

- Improvement Location Certificate

10. Traffic Impact Study: Please see [Section 162.02.02](#) of the City of Brighton, Public Works Department Standards and Specifications Manual, Current Edition for requirements. If a Traffic Impact Study was already approved as part of another entitlement processes, please include a letter, sealed by an engineer that states the Site Plan is in compliance with the Traffic Impact Study.

- Document Name: Traffic Impact Study or Traffic Impact Study Compliance Letter

11. Water Resources Report: In 2022, the City of Brighton made significant changes to the raw water dedication/fee-in-lieu payment requirements in Brighton Municipal Code Section 13-4-10. These changes may have an effect on any communication, both written and oral, that was previously had with the Water Resources Division of the Utilities Department. If you have any question at all related to the water dedication/fee-in-lieu payment requirements in Brighton Municipal Code, previous communications with Utilities staff or water resources requirements to develop in the City of Brighton, please reach out to us at 303- 655-2239.

Please submit a Water Resources Report, per Section 13-4-10 of Brighton Municipal Code, for review. The linked policy below outlines the code requirements.

[Policy Link](#)

12. Addressing Map: All address maps should include a scaled map of the entire project showing all lots, blocks, tracts, and street names, on one sheet if possible. The plan shall have a maximum scale of 1"=200'. Each lot and/or unit shall be labeled with an address number.

- Document Name: Addressing Map

13. In cases where proposed structures, such as towers or buildings, exceed 50' in height, a perspective rendering from each cardinal direction is required from the adjacent public row of way or property line or 100 feet at average grade, whichever distance is greater. Additional cross sections or line of site perspectives may be required at the discretion of the Planning Division.

14. Alternative Access and Parking Plan: If applicable, please provide an alternative access and parking plan that demonstrates compliance with Section 7.06 of the Land Use and Development Code. The plan shall detail all credits and exceptions applied for within the proposal.

15. Neighborhood Meeting Minutes: A neighborhood meeting may be required by the Community Development Director. If a meeting is required, please provide neighborhood meeting minutes including evidence of the notice, attendance, content and presentation, issues and discussion summary, and outcomes of the meeting. Refer to section 2.01 (D) of the Land Use and Development Code for additional information.

- Document Name: Neighborhood Meeting Minutes

16. Cultural Resource Survey: Required if there are cultural resources on the property that are older than 50 years and potentially hold significance in architecture and social history. Cultural resource surveys for all resources on the property, as determined by City staff, shall be submitted.

- Document Name: Cultural Resource Survey

17. Stormwater Facilities Maintenance Agreement: Required if a development agreement does not already address stormwater facilities management requirements for existing facilities that require modification for the new development or for any new facility. Please sign the [Stormwater Facilities Maintenance Agreement](#), add a property description to Exhibit 1, and add a Facilities Location Map to Exhibit 2.

Link: [Exhibit 2 Template](#)

18. Schedule of Improvements: If any improvements within the proposed Administrative Plat area will be publicly owned, please submit a Schedule of Improvements to be completed with the development

Link: [Schedule of Improvements Template](#)

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

20. I understand that by submitting a complete application including all electronic files to the City of Brighton Community Development Department by 5:00 PM (MT) on Tuesday, my application will meet the required deadline. If an application is deemed incomplete, it will not be accepted until all submittal items have been received. Any complete application submitted after the deadline will be officially accepted by the City of Brighton the following Tuesday.