



# SITE PLAN REVIEW

## User's Guide

For: Site Plan – Planning Commission;  
Site Plan – Administrative;  
Site Plan Minor Amendment;  
Site Plan Major Amendment

NOTE: FOR DETAILED PROCEDURES,  
REFER TO CHAPTER 7 OF THE  
UNIFIED DEVELOPMENT CODE

**Town of Erie  
Planning & Development – Planning Division  
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PO Box 750  
Erie, Colorado 80516  
  
Tel - 303.926.2770**

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Click on Departments>Planning & Development>Planning Division>User's Guides>Site Plan Review

MAY 2022

## Purpose

The purpose of the Site Plan process is to ensure compliance with this UDC, and to encourage quality development reflective of the goals, policies, and objectives of the Town's Comprehensive Plan.

## Applicability

See Unified Development Code Section 10.7.10.B of the Erie Municipal Code

## Process Summary

The following is a brief summary of the typical Site Plan Review procedures. Detailed step by step instructions may be found in Chapter 7, *Review and Approval Procedures* of the Municipal Code Title 10 of the Erie Municipal Code.

## Administrative Site Plan Review

### Comments/Review-

#### Development Review Team Meeting (DRT):

The Project Planner will schedule a Development Review Team Meeting (DRT) after the referral agency review period is over. At the DRT meeting the Project Planner discusses the review comments from all review agencies and discusses the neighborhood meeting comments with the DRT attendees. The DRT meeting typically includes Planning & Development, Public Works staff, Parks & Recreation Administrative staff, the Building Official, Town consultants, and the Fire Marshall. The DRT Meeting does not include the Applicant. If the applicant would like to explain the application to the Project Planner before the DRT meeting they should contact the Project Planner to set up a separate meeting before the DRT meeting is held. After the DRT meeting, the Project Planner will compile all of the staff and referral comments for distribution to the applicant.

#### Applicant Receives DRT/Referral Comments:

The Project Planner will provide the Applicant with a copy of all the staff and referral comments from the review of the application submittal packet. A meeting between staff and the applicant may be held to review the staff and referral comments. The applicant may also meet directly with the agency(ies) that have expressed concerns with the application. The Project Planner should be included in meeting or correspondence with referral agencies.

#### Applicant Revisions Submitted/Resolution of Issues Complete:

The Applicant shall address, in writing, all issues and deficiencies identified in the staff and referral comments. To continue the process in a timely fashion, the applicant must complete the requested revisions and resubmit the revised application submittal packet for a second review by the Project Manager and any applicable referral agencies as quickly as possible. If an Applicant fails to submit required information for a period of more than six months from the initial request, the applicant shall become void and the resubmittal of a new application and fees will be required.

The revised application submittal packet will be reviewed by Project Planner at a DRT meeting after any further referral agency comments are received on the revised application submittal packet. The Project Planner shall provide the Applicant with a copy of the staff and referral comments from the second review and will indicate whether or not the application has resolved all of the issues raised in the comments. If the issues have not been resolved, then the application goes back to the **Applicant Submits Referral Packets** portion of the process for another round of reviews. Additional fees may be charged for resubmittals that do not address comments. If the issues have been resolved, then the application goes forward to the **Planning & Development Director/PW Director Review/Approval** portion of the process.

#### Applicant Submit Site Plan Documents/Payment:

The Applicant shall submit to Planning & Development the approved Site Plan Mylar, all associated documents, guarantees and payments due. The approval of the Site Plan becomes effective once all signatures are applied to the Mylar and associated documents, guarantees and payments are received by the Town.

If approved, the Site Plan shall be effective for a period of three years from the date of approval, unless stated otherwise in such approval. Building permits shall not be issued based on Site Plans that have an approval date

more than three years old. For multi-phased Site Plans, building permits shall not be issued based on an approval date more than three years from the date of Phase I approval.

## Planning Commission Site Plan Review

### Approval Criteria

Administrative Review - See Unified Development Code, Section 10.7.10.E.2 of the Erie Municipal Code

Planning Commission Review - See Unified Development Code, Section 10.7.10.F.2 of the Erie Municipal Code

### Submittal Requirements

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All submittals shall be sent to the Planning Division electronically. To request an upload link, please submit your request to [planningapplication@erieco.gov](mailto:planningapplication@erieco.gov). Please contact the Planning Technician at 303-926-2770 if you have any questions. **Applications will not be accepted for review unless all information is submitted.**

1. **Completed Land Use Application (signed and notarized).** [Land Use Application](#)
2. **Application fee.** See Land Use Application for fees.
3. **Written narrative**, describing the proposed development which at a minimum provides the following information:
  - a. General project concept and purpose of the request;
  - b. Discuss how the proposed development is in compliance with the five approval criteria of the Municipal Code Title 10 - UDC for Site Plan review;
  - c. Discuss how the proposed building architecture provides visual interest consistent with the community's identity, character and scale. Explain how building facades and rooflines are articulated to reduce the mass, scale, uniform and monolithic appearances of large buildings. Describe how architectural features, patterns and details provide visual interest at the scale of the pedestrian;
  - d. Provide a development schedule indicating the approximate date when construction of the proposed development, and when applicable, phases of the proposed development can be expected to begin and be completed;
  - e. Provide general business related data including the total number of employees, the square footage of building(s), lot area, and total project value (*building and site development costs excluding land value*);
  - f. If residential units are proposed, the number of units and how they are being integrated into the proposed development;
  - g. A brief description regarding the location, function and ownership/maintenance of public and private open space, parks, trails, common areas, common buildings; and
  - h. A brief description regarding the status of mineral rights and the substance of any existing or proposed covenants, special conditions, grants of easements, or other restrictions applying to the proposed subdivision.
4. **Proof of ownership** that includes an updated or current title insurance policy or title commitment issued no more than thirty days prior to the date of application.
5. **Copy of an ALTA/ACSM Land Title Survey**, for the entire property of the proposal. The survey shall include all above ground and below ground improvements, (i.e. utility lines, existing structure footprints, oil and gas facility

equipment, oil and gas flow lines, distribution lines, etc.). Each survey shall be updated to reflect the current title work for the property, referenced in submittal item 4.

6. **A notarized letter of authorization** from the landowner(s) permitting a representative to process the application, when the landowner is not the applicant.
7. **Copies of any special agreements**, oil/gas surface use agreements, conveyances, restrictions, or covenants that will govern the use and/or maintenance of the proposed development, or a statement that no such agreements exist.
8. **A full scale copy of the recorded final plat** for which the Site Plan is proposed or a full scale certified boundary survey if the proposed Site Plan is on unplatted property.
9. **Site Plan exhibits:** The Site Plan exhibits shall be defined as a set of detailed plans/sheets with associated information containing at a minimum a:
  - a. Cover Sheet
  - b. Site Plan
  - c. Landscape Plan
  - d. Irrigation Plan
  - e. Utility Plan
  - f. Erosion and Sediment Control Plan
  - g. Grading/Drainage Plan
  - h. Photometric Plan
  - i. Building Elevations
  - j. Site in Context to Adjacent Uses

All exhibits shall be prepared as follows and accurately display the following information:

- All exhibits shall be prepared at a scale not to exceed 1" = 40'. If a proposal requires multiple sheets, a composite shall be provided that delineates the boundaries and identifies each sheet number. A one-inch margin on all sheets shall be left blank on all sides;
- A title block shall be placed at the top/center of the exhibits along the long dimension of each sheet. The name of the proposed Site Plan shall be based upon the legal description within a subdivision or the street address when not located in a subdivision and shall also include the general aliquot legal description with county, the total acreage and project file number;

**EXAMPLE: (Insert Subdivision Name, Aliquot Description, Proposed Acres/Lots/Tracts and Project Number. See example below)**

*For Site Plans, the title block shall be formatted as follows:*

ERIE VALLEY FILING NO. 1, LOT 1  
A PORTION OF THE N ½ OF SECTION 18, TOWNSHIP 1 NORTH, RANGE 68 WEST OF THE 6<sup>TH</sup> PRINCIPAL  
MERIDIAN, TOWN OF ERIE, COUNTY OF WELD, COLORADO  
4 ACRES  
SITE PLAN - SP\_\_-\_\_

*For Special Review Use Site Plans, the title block shall be formatted as follows:*

ERIE VALLEY FILING NO. 1, LOT 1  
A PORTION OF THE N ½ OF SECTION 18, TOWNSHIP 1 NORTH, RANGE 68 WEST OF THE 6<sup>TH</sup> PRINCIPAL  
MERIDIAN, TOWN OF ERIE, COUNTY OF WELD, COLORADO

- A block in the lower right hand corner shall include the following: the preparation date and revision date chronology; a north arrow designated as true north; a written and graphic scale; and the number of the sheet and total number of sheets;
- For subdivided land, label all boundary lines with bearings, distances and curve data as shown on the final plat;
- For unsubdivided land, label all boundary lines with bearings, distances and curve data as shown on a certified boundary survey prepared by or under the supervision of a registered professional land surveyor licensed with the State of Colorado; and
- When a development is proposed to be phased, show phase lines and provide the following note on each exhibit:

FOR ALL FUTURE PHASES, THE APPLICANT SHALL SUBMIT A REVISED SITE PLAN FOR THE PHASE FOR WHICH A PERMIT IS REQUESTED, AND SHALL RECEIVE APPROVAL FROM THE TOWN OF ERIE PRIOR TO ISSUANCE OF A BUILDING PERMIT.

a. **COVER SHEET:** Provide the following information:

- A scaled vicinity map that depicts the area around the proposal within a 1-mile radius;
- A Sheet Index;
- A Site Plan Approval Certificate;

Administrative approval:

SITE PLAN APPROVAL CERTIFICATE	
THIS SITE PLAN HAS BEEN REVIEWED AND FOUND TO BE COMPLETE AND IN ACCORDANCE WITH APPLICABLE TOWN OF ERIE REGULATIONS.	
_____	_____
Director of Planning & Development	Date
The undersigned as the owner or owner's representative of the lands described herein, hereby agrees on behalf of himself/herself, their heirs, successors, and assigns to develop and maintain the property described hereon in accordance with this approved Site Plan and in compliance with the Town of Erie Unified Development Code and Municipal Code	
_____	_____
(owner signature)	(owner printed)
Acknowledged before me this _____ day of _____, 20____.	
by _____ as _____.	
Witness my hand and official seal	
_____	(seal)
Notary Public	

My commission expires: \_\_\_\_\_

Planning Commission approval:

**SITE PLAN APPROVAL CERTIFICATE**

THIS SITE PLAN HAS BEEN REVIEWED AND FOUND TO BE COMPLETE AND IN ACCORDANCE WITH APPLICABLE TOWN OF ERIE REGULATIONS.

\_\_\_\_\_ Date \_\_\_\_\_ Public Hearing  
\_\_\_\_\_ Planning Commission Chair  
\_\_\_\_\_ Date

The undersigned as the owner or owner's representative of the lands described herein, hereby agrees on behalf of himself/herself, their heirs, successors, and assigns to develop and maintain the property described hereon in accordance with this approved Site Plan and in compliance with the Town of Erie Unified Development Code and Municipal Code.

\_\_\_\_\_ (owner signature) \_\_\_\_\_ (owner printed)

Acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

by \_\_\_\_\_ as \_\_\_\_\_.

Witness my hand and official seal

\_\_\_\_\_ (seal)  
Notary Public

My commission expires: \_\_\_\_\_

- Provide a Site Data summary chart based on the following example:

SITE DATA SUMMARY CHART		
Zone District _____		
ITEM	SQUARE FOOTAGE	% OF GROSS SITE
GROSS SITE AREA	XX	XX
HARDSCAPE AREA		
• Building Footprint	XX	XX
• Parking/Roads	XX	XX
• Trails and sidewalks	XX	XX
TOTAL	XX	XX
LANDSCAPE AREA		
• Proposed planted area	XX	XX
• Existing Vegetation	XX	XX
TOTAL	XX	XX
ITEM	DESCRIPTION	
BUILDING		XX
• Stories: (i.e. 1, 2, 3, etc.)		XX S.F.
• Existing Use: (i.e. Retail, Office, Manufacturing, etc.)		XX S.F.
• Proposed Use: (i.e. Retail, Office, Manufacturing, etc.)		XX S.F.
TOTAL		XX S.F.
PARKING		XX
• Total Standard Required (i.e. office 1/300 sq/ft & retail 1/300 sq/ft, etc.)		XX
• Total Accessible Required (i.e. 1/25, etc.)		XX
• Total Bicycle Parking Required		XX
• Standard Provided		XX
• Accessible Provided		XX
• Bicycle Parking Provided		XX

- Identify the street address(es) of each building in a summary chart, if unknown, the address(es) will be assigned through the referral process and shall be added prior to approval;
  - A written legal description for subdivided property or a written metes and bounds description of the site's boundary for unsubdivided property;
  - An area for general notes; and
  - Name and address information for the applicant, developer, registered engineer or surveyor preparing the exhibits, and other applicable consultants.
- b. **SITE PLAN:** Provide a Site Plan containing the following information:
- Locate and dimension all public and private streets, walks and trail, rights-of-way and points of access on or adjacent to the proposed site with surface materials noted;
  - Delineate major drainage ways affecting the site and any effective 100-year floodplain or floodway on or adjacent to the site;



- Depict existing subdivision lots lines or metes and bound property lines and rights-of-way within 100' of the proposed development. Said information for adjacent properties shall be screened back;
  - Identify the land use and zone district information of all adjacent land. When an adjacent property is not within the Town's boundary, the respective jurisdiction and zone district and land use information of said jurisdiction shall be identified;
  - Locate and dimension all existing and proposed easements, including avigation easements, on and adjacent to the site;
  - Locate and dimension required off-street parking and loading areas, drive aisles, private drives/streets. Identify all required handicap spaces and required van accessible spaces. See Chapter 6, *Development and Design Standards* of the Municipal Code Title 10 - UDC for minimum off-street parking and loading requirements;
  - Label and dimension all existing and proposed structures. All existing buildings shall be delineated in detail. All proposed buildings shall be shown such that they fully conform to the actual architectural drawings to be used for construction purposes. Show points of ingress and egress, include setback dimensions from lot lines, and indicate structures to be removed; and
  - Show location and approximate dimensions of all existing and proposed signs. Signs and the locations of signs shown on the Site Plan are not approved by the Site Plan review process.
- c. **LANDSCAPE PLAN:** See Chapter 6, *Development and Design Standards* of the Municipal Code Title 10 - UDC for minimum landscaping requirements and standards. The Landscape Plan at a minimum, shall contain the following information at the same scale as the Site Plan and Grading Plan:
- Locate and dimension pedestrian walkways indicating surface, color, texture/finish material;
  - Locate and dimension parking islands, right-of-way medians, and other landscape islands;
  - Locate all above ground distribution and individual utility boxes, HVAC equipment, etc. indicating how screening requirements in Municipal Code Title 10 – UDC Chapter 6 are being met;
  - Locate and dimension landscape elements including fences, walls, berms, border edge treatments, signage, and site lighting;
  - Locate and dimension recreational/playground equipment, fall zones and resilient fall surface materials, etc. Include manufacturer, model number and color selected;
  - Locate all site amenities/structures such as seating, shelters, bicycle racks, trash receptacles/enclosures, water fountains, mailbox kiosks, and restrooms, etc. Include manufacturer, model number and color selected. Provide manufacturer catalog information for all such amenities/structures;
  - Locate, dimension, and identify significant natural vegetative areas, specimen trees, and landscape features to be preserved or improved;
  - Provide scaled architectural details of landscape elements and structures indicating manufacturer's product information and colors;
  - Plant materials shall be drawn at approximately three-fourths of mature size;
  - Planted areas shall be identified by name, size and quantity of material to be used. Hardscape materials shall be noted and described;
  - Provide the square footage of each planted area and area to be maintained in a natural state;
  - Provide planting details, including typical methods of planting, minimum required mulch materials and depths, underlayments, etc;

- Provide proposed (final) grades, including berms, as screened back solid lines;
- Locate Sight Distance Triangles on this plan in accordance with the standards outlined in the Standards and Specifications Detail ST5 - Visibility/Site Distance;
- Label all streets, rights-of-way, and points of access on or adjacent to the proposed development. Note off-street parking and loading areas;
- Show location and approximate dimensions of all existing and proposed signs. Signs and the locations of signs shown on the Landscape Plan are not approved by the Site Plan review process;
- The following note shall be located on the Landscape Plan:

IF TRANSFORMERS, GROUND MOUNTED HVAC EQUIPMENT, UTILITY PEDESTALS, ETC. ARE NOT SHOWN ON THE SITE IMPROVEMENT PLAN, ADDITIONAL LANDSCAPING/SCREENING MAY BE REQUIRED BASED UPON FIELD CONDITIONS DISCOVERED VIA THE SITE INSPECTION BY STAFF, MADE PRIOR TO THE ISSUANCE OF THE CERTIFICATE OF OCCUPANCY, OR FINAL INSPECTION AS APPLICABLE.

- Provide a landscape table with the following information:

LANDSCAPE AND TREE REQUIREMENTS			
<b>CODE SEC.10.6.4.E 1a - STREET FRONTAGE</b>			
REQUIREMENT	AREA/MEASUREMENT	REQ'D	PROV'D
1 DECIDUOUS OR ORNAMENTAL STREET TREE FOR EVERY 40 LINEAR FEET OF STREET FRONTAGE	170.6 L.F. of Frontage along Village Vista Drive 170.6/40=4.3	4 Trees	4 Trees
	170.7 L.F. of Frontage along East Baseline Road 170.7/40=4.3	4 Trees	*DUE TO UTILITY EASEMENTS IN THE LANDSCAPE AREA, TREES CANNOT BE PLACE HERE 40 SHRUBS TOTAL PROVIDED - 10 SHRUBS PER EACH REQUIRED TREE
<b>CODE SEC. 10.6.4.E 7 b - MIN. REQUIRED LANDSCAPED AREA</b>			
REQUIREMENT	AREA/MEASUREMENT	REQ'D	PROV'D
MINUM15% OF THE GROSS SITE AREA SHALL BE LANDSCAPED AREA	35,993.61 S.F. 15% = 5,399.0 S.F.	5,399.0 S.F.	15,343.5
<b>CODE SEC 10.6.4 E 7 c (i) - MIN. REQUIRED SITE TREES</b>			
REQUIREMENT	AREA/MEASUREMENT	REQ'D	PROV'D
1 SHRUB PER 150 S.F. OF LANDSCAPED AREA	+/- 15.343.5 S.F. LANDSCAPED AREA 15.343.5/1000 = 15.3	103 SHRUBS	103 SHRUBS
<b>CODE SEC. 10.6.4 E 8 e (i) - MIN. REQUIRED TREES PER P.S.</b>			
REQUIREMENT	AREA/MEASUREMENT	REQ'D	PROV'D
1 TREE FOR EVERY 15 PARKING SPACES	21 P.S. 21/15 = 1.4	2 TREES	2 TREES
<b>CODE SEC. 10.6.4 E 8 e (i) - MIN. REQUIRED TREES PER P.S.</b>			
1 SHRUB FOR EVERY PARKING SPACE	21 P.S.	21 SHRUBS	21 SHRUBS

- Provide a landscape legend in the following format and with the following note:

SYMBOL	QUANTITY	BOTANICAL NAME	COMMON NAME	SIZE	NOTES	MATURE HEIGHT (ft.)
WC	6	Catalpa erubescens	Western Catalpa	2.5" caliper	Ball and burlap; mulch with min. 4" pole peelings	
BS	7	Picea ponderosa	Ponderosa Pine	8' height	Ball and burlap; mulch with min. 4" pole peelings	
RB	10	Berberis thunbergii Atropurpurea	Red Leaf Barberry	5 gallon	24" height	
-	300 sq/ft	-	Pole Peeling Mulch	4" in depth	Locate in all shrub beds and under all trees	
NOTE: IN THE EVENT OF A DISCREPANCY BETWEEN THE PLAN GRAPHIC AND THE LANDSCAPE LEGEND, THE PLANT MATERIAL QUANTITY AS DETERMINED BY THE PLAN GRAPHIC SHALL TAKE PRECEDENCE.						

- Provide the following maintenance chart and statement:

<b>LANDSCAPING SHALL BE PLANTED AND MAINTAINED IN A NEAT, CLEAN AND HEALTHY CONDITION BY THE OWNER. THIS SHALL INCLUDE PROPER PRUNING, MOWING AND AERATION OF LAWNS, REPLACEMENT OF MULCH, WEEDING, REMOVAL OF LITTER AND THE REGULAR WATERING OF ALL PLANTINGS. IRRIGATION SHALL BE MAINTAINED TO MINIMIZE WATER CONSUMPTION. SHOULD ANY PLANT MATERIAL DIE, THE OWNER, SUCCESSOR, OR ASSIGNS SHALL BE RESPONSIBLE FOR THE REPLACEMENT OF PLANT(S) WITHIN ONE PLANTING SEASON. REPLACEMENT OF PLANT MATERIALS SHALL OCCUR AT THE FOLLOWING RATE.</b>		
TYPE	PLANT REPLACEMENT WITHIN	
	1 YEAR	2+ YEARS
Tree – Deciduous	Increase caliper by 1"	Increase caliper by 1.5"
Tree – Coniferous	Increase height by 1.5'	Increase height by 2'
Shrub	Replace with plants of at least ½ mature size	Replace with plants of at least ½ mature size

- d. **IRRIGATION PLAN:** Provide a separate Irrigation Plan showing the following:
  - Provide note indicating the source of irrigation water and type of irrigation used. Evidence of water/irrigation rights shall be provided if the source is other than the Town of Erie.
  - Show irrigation point of connection, meter and backflow, controller, and main line layout.
- e. **UTILITY PLAN:** Provide a separate Utility Plan showing the location of all existing and proposed utilities and the following information:
  - Indicate line size and ownership (i.e. private or public);
  - Indicate manholes, clean-outs, inlets, and outlets;
  - Indicate the location of all fire hydrants, if none exist on-site, note the approximate distance and direction of the closest hydrant adjacent to the site.
  - Locate all above ground distribution and individual utility boxes, HVAC equipment, etc. indicating how screening requirements in Municipal Code Title 10 – UDC Chapter 6 are being met;
- f. **GRADING/DRAINAGE:** Provide a separate Grading/Drainage Plan showing existing (dashed lines) and proposed (solid lines) contours at two-foot intervals with the following additional information:
  - Low and high points shall be labeled;
  - Identify areas of cut/fill;

- Flow directions shall be shown with arrows →;
- Detention and water quality storm sewer infrastructure with easements shall be shown and labeled;
- Top of wall and bottom of wall elevations shall be labeled at 20-foot intervals along all retaining walls regardless of height; and

When applicable, Sub-surface Hazards Plan identifying geological hazards and undermined and/or subsidence areas.

Show topography contours at least 50 feet (for sites under one acre) or 150 feet (for sites over 1 acre) beyond the subject property line.

- g. Provide a separate initial and interim erosion and sediment control plan. The landscaping plans suffices as the final.
- h. **PHOTOMETRIC PLAN:** Provide a Photometric Plan depicting all exterior lighting and the following information:
  - All proposed and existing fixtures shall be depicted in plan view;
  - The height of all fixtures shall be noted;
  - Location of lighting attached to structure shall be depicted in plan view; and
  - Elevation type details or “cut sheets” with manufacturer’s product information identifying the lens type, wattage, color of fixture, etc.
  - All proposed light pole locations shall be identified on the plan with corresponding light pole elevations identifying total height of pole.
  - Add note on photometric plan “All exterior light fixtures shall be full cut-off.”
- i. **BUILDING ELEVATIONS:** Provide a separate Building Elevation exhibit with the following information:
  - Plans shall be prepared in color which each material/color identified in a corresponding table listing each material/color. All building materials and finishes shall be labeled with manufacturers’ colors and specifications.
  - Plans shall be prepared at a scale of 1/4” = 1’-0” or another approved scale which allow for maximum clarity of the proposal;
  - All building features including articulated planes shall be labeled and dimensioned;
  - All building lighting shall be labeled;
  - When applicable, the roof plane, behind the wall, shall be shown as dashed lines;
  - When roof-top mechanical equipment, heating, ventilation, and air conditioning (HVAC) is proposed, it shall be shown as dashed lines behind all walls. All roof-top mechanical equipment shall be fully screened;
  - When HVAC and other mechanical equipment are proposed as ground/wall mounted units, it shall be shown as dashed lines. All ground/wall mounted mechanical equipment shall be fully screened; and

- The following note shall be located on all Building Elevation exhibits:

THE BUILDING ELEVATIONS SHOWN AND APPROVED HEREON ARE INTENDED TO DEMONSTRATE HOW ALL HVAC AND OTHER MECHANICAL EQUIPMENT SHALL BE SCREENED ACCORDING TO TOWN OF ERIE, UNIFIED DEVELOPMENT CODE REQUIREMENTS. IT IS THE APPLICANTS RESPONSIBILITY TO ENSURE THAT THIS APPROVED SCREENING OCCURS IN THE FIELD AS DEMONSTRATED BY THESE PLANS, REGARDLESS OF CURB REQUIREMENTS, MECHANICAL PLAN CHANGES, OR OTHER CIRCUMSTANCES. FAILURE TO PROVIDE APPROVED SCREENING MAY RESULT IN DELAY OF FINAL INSPECTIONS AND/OR ISSUANCE OF A CERTIFICATE OF OCCUPANCY.

**j. SITE IN CONTEXT TO ADJACENT USES:** Provide a separate exhibit with the following information:

- Parks, open space, and trails
- Transit stops
- Streets, alleys, and drives
- Adjacent buildings and parking lots

10. Additional graphic aids **may be** requested such as, building floor plans, elevation/sectional drawings, perspective drawings, axonometric drawings, 3-dimensional models, and color photo/video simulations when the impacts of a proposal warrant such information.

11. **Development Reports/Studies/Plans:** The following development reports, studies and plans shall be prepared to adequately portray the physical characteristics of the property.

- a. A Phase III Drainage Report and Plan prepared by a registered professional engineer showing the final proposed drainage system, design details, operation and maintenance plan, post construction design standard form (found here: <https://www.erieco.gov/DocumentCenter/View/15308/Post-Construction-Design-Standards?bidId=>) and calculations.
- b. A Stormwater Management Plan prepared in accordance with the CDPS General Permit for Construction Activity. Due if disturbed area is over one acre or if part of a larger common plan of development.
- c. A Final Grading Plan prepared in accordance with the Town of Erie Standards and Specifications for Design and Construction of Public Improvements.
- d. For applications with proposed public roads improvements, a Civil Construction Plan Set will be submitted for review conforming to Town Standards.
- e. For applications with proposed public utility improvements a Civil Construction Plan Set will be submitted for review conforming to Town Standards.
- f. For applications requiring parks, open space or trails that meet Town dedication requirements, Final Landscape Construction Plans prepared in accordance with the Town of Erie Standards and Specifications for Design and Construction of Public Improvements, Municipal Code Title 10 - UDC, and Town of Erie Parks, Recreation, Open Space, and Trails Master Plan (PROST). Please include Sight Distance Triangles on this plan in accordance with the standards outlined in the Standards and Specifications Detail ST5 - Visibility/Site Distance.
- g. A Geological Report may be required detailing the geological characteristics of the site prepared by a registered engineer, including any potential natural or man-made hazards which would have a significant influence on the proposed development and a determination of what effect such factors would have and proposed corrective or protective measures.

- h. A Traffic Impact Study, conformance letter, or narrative may be required detailing the transportation network establishing the availability and adequacy of the system consistent with the Town of Erie's Comprehensive Master Plan and Transportation Plan.

Any additional information or referral documents as required by the Planning & Development Director, in order to thoroughly review the impacts of the proposed development.

## **File Naming Conventions**

Submittal materials shall be submitted electronically with file names consistent with the Town's User Guides. Each PDF should be submitted as an individual document and not as a combined PDF.

See naming convention example:

- 1 - Completed Land Use Application (Signed/Notarized)
- 2 - Application Fee
- 3 - Written Narrative
- 4 - Proof of Ownership
- 5 - Notarized Letter of Authorization
- 6 - Special Agreements
- 7 – ALTA Survey
- 8 – Site Plan (complete plan set)
- 9 - Phase III Drainage Report
- 10 - Development Agreement

## **Links to Online Resources**

1. Unified Development Code  
[Unified Development Code](#)
2. Land Use Application  
[Land Use Application](#)
3. Development Agreement Templates, Exhibit B Templates, Letter of Credit Template, Street Naming and Addressing Policy  
[Standard Forms & Templates](#)
4. Town of Erie Standards of Specifications  
[Town of Erie Standards and Specifications](#)
5. Town of Erie Parks and Trails Master Plan  
[Parks, Recreation, Open Space, and Trails Master Plan](#)
6. Public Improvement Permit Application  
[Public Improvement Permit Application](#)