



CHERRY HILLS VILLAGE

Site Plan and Site Plan Amendment Handout

*Note: This document is not intended to be a comprehensive list of all applicable requirements. It is the applicant's responsibility to comply with all applicable requirements.

Community Development
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What is a Site Plan or Site Plan Amendment?

A Site Plan or Site Plan Amendment is required prior the issuance of building permits or Grading Erosion and Sediment Control (GESC) permits for all development except single-family detached dwelling units and accessory buildings or structures on individual residential lots. Site Plan and Site Plan Amendment review may be administrative or may require public hearings.

How to Submit:

All Site Plans and Site Plan Amendments must be submitted via the online portal:

https://www.civicgov4.com/co_cherryhillsvillage/portal/index.php

Submittal Requirements:

All submitted documents must be formatted with the number of the review cycle first, the address second, and the name of the document last. For Example:

01 - 123 Main Street Site Plan

1. Staff notes from the pre-application meeting.
2. Payment of the application fee
3. Payment of the deposit
 - a. An executed Consultant Reimbursement Agreement.
4. A completed application.
5. A copy of the warranty deed or title work within 90 days. Either must include the legal description for the property.
6. A detailed narrative for the requested Site Plan or Site Plan Amendment.
7. The legal description of the property.
8. A vicinity map.
9. Site Plan or Site Plan Amendment document to include:
 - a. Cover Sheet.
 - b. A scaled site plan showing:
 - i. Property boundaries based on an accurate survey.
 - ii. The location of all structures on the property, including specific setbacks.
 - iii. The location of the proposed structure.
 - iv. The edge of all roadways adjacent to the property.
 - v. One-foot elevation contours in NAVD 88 datum with USGS elevation, if applicable.
 - vi. The location of any special flood hazard areas (100-year floodplain) located on the property.
 - c. Photometric Plan
 - d. Existing Conditions
 - e. Building Elevations
 - f. Bulk Plane Drawings
 - g. Signage Plan
 - h. Parking and Circulation Plan
10. Civil Construction Documents.
11. Public Improvements Cost Estimate.
12. Traffic Impact Study.
13. Parking Study.
14. Drainage Report.

15. Soils Report.
16. Water and Sanitation Report/Approval.
17. Any other information that may help illustrate how the request complies with the approval criteria for a Site Plan or Site Plan Amendment.
18. Approval letters from any Homeowners Associations, the South Metro Fire Rescue Authority, or any other applicable outside agencies, if applicable.

*The City or its consultants may require additional information, at their sole discretion, in order to determine compliance with applicable standards and/or requirements. The Planning and Zoning Commission or the City Council may also request additional information, at their sole discretion, in order to determine compliance with any applicable standard and/or requirement.

Approval Criteria:

Site Plans and Site Plan Amendments may be approved if it is demonstrated that they comply with the applicable requirements of the Municipal Code, and:

- (1). The proposed development is consistent with all applicable City ordinances and is consistent with the context of the site and does not materially change the physical character or function of the surrounding area.
- (2). The proposed development complies with all applicable City ordinances and is consistent with all other City policies and plans.
- (3). The bulk and scale of any proposed buildings, structures, or expansions thereto is consistent with the context of the site and does not materially change the physical character or function of the surrounding area.
- (4). Drainage systems are designed to utilize natural materials and low-maintenance best management practices to the maximum feasible extent, and to appear consistent with the character of the surrounding area.
- (5). The proposed development will not result in unreasonable traffic congestion or create a safety hazard to vehicular or pedestrian traffic and adequate provisions will be provided to manage any traffic-related issues.
- (6). Construction will be timed and staged to minimize impacts on adjacent residential properties, including but not limited to lighting, visual impacts, vibration, and noise.

General Timelines:

- In order to maximize the efficient processing of an application, **it is in the applicant's best interest to ensure that a complete and thorough application has been submitted and that subsequent submittals adequately address comments that were provided from all reviewers.**
- No building permit may be issued until all development review applications have been approved.

- The length of time to process a Site Plan or Site Plan Amendment application can vary depending on the complexity of the request, if the application is associated with other land use applications, or the timeliness of the responses by the applicant. Generally, **a stand-alone Site Plan or Site Plan Amendment application can be processed in 4 – 6 months.**

General Information:

- A Site Plan or Site Plan Amendment is granted to a specific property and runs with the land, regardless of ownership.
- Site Plans and Site Plan Amendments may be approved Administratively by the Director or by the City Council at a public hearing.
 - A Site Plan or Site Plan Amendment is eligible for Administrative Approval if:
 - The property is located in the C-2 zone district.
 - The site plan approval is a required component of a wireless communications facility approval that is allocated to the Director under Chapter 20 of the Municipal Code and does not provide for improvements unrelated to the wireless communications facility.
 - The Site Plan or Site Plan Amendment does not:
 - Expand the total floor area of buildings and the footprint of structures on the subject property by more than:
 - 1,000 square feet on properties that are less and 50 acres; or
 - 5,000 square feet on properties that are 50 acres or more.
 - Significantly change the location, extent, or configuration of any parking area. Re-striping of existing parking areas in conformance with Article IV, Division 1 of Chapter 16 of the Municipal Code shall not be considered a significant change unless the flow of traffic is materially altered.
 - Reduce the number of parking spaces to less than that required by Article IV, Division 1 of Chapter 16 of the Municipal Code, including approved parking reductions; or increase the parking demand such that the subject property does not meet the requirements of Article IV, Division 1 of Chapter 16 of the Municipal Code.
 - Increase in number, size, or intensity of exterior lighting fixtures, or change the orientation of existing exterior lighting fixtures, unless the changes bring the exterior lighting into greater conformance with the requirements of Article IV, Division 2 of Chapter 16 of the Municipal Code.
 - Create, add, modify, or increase the area of outdoor recreational facilities, including, but not limited to, playgrounds, parks, play courts, or swimming pools, unless the facilities are set back at least 100 feet from property lines.
 - Result in a predicted increase in traffic generation of more than 10 trips per day or a predicted decrease in the level of service of an City street or intersection.
 - Result in an increase in the number of employees, enrollment, attendees, or membership above:
 - Current City-approved limits (if any); or

- Maximum levels documented in a prior application reviewed and approved (or conditionally approved) by the City.
- Public Hearing Approval:
 - All other Site Plan or Site Plan Amendment Applications.
- Even if a Site Plan or Site Plan Amendment qualifies for processing by the Director, the Director may require processing as a discretionary approval if the Director finds that:
 - A condition of a prior approval or development agreement requires processing as a discretionary approval;
 - The unusual nature of the proposed Site Plan or Site Plan Amendment justifies consideration at public hearing in order to ensure that the application is thoroughly considered from multiple perspectives; or
 - The cumulative effects of Site Plan Amendments already processed by the Director, along with the proposed Site Plan Amendment, would result in a material change to the subject property compared to its condition on the later of:
 - The effective date of this Chapter; or
 - The date that construction pursuant to the most recent Site Plan Amendment approved by the City Council was completed.

If the Site Plan or Site Plan Amendment is to be approved administratively, the Director will issue an approval letter.

- The Director is authorized to impose any condition(s) of approval that may be necessary to carry out the general purpose and intent of the Municipal Code or the Master Plan. Failure to comply with any condition(s) may result in the revocation of the approved application.

If the Site Plan or Site Plan Amendment is to be heard at public hearings:

- The Planning and Zoning Commission will recommend to the City Council to approve, approve with conditions, or deny the request.
- The Planning and Zoning Commission hearings occur on the second Tuesday of each month at 5:00p.m. in the Council Chambers located at 2450 E. Quincy Avenue.
- The Planning and Zoning Commission is comprised of seven (7) members, and it takes a majority vote of the members present to make a recommendation.
- The final approval, approval with conditions, or denial of a Site Plan or Site Plan Amendment is determined by the City Council at a public hearing.
- The City Council meetings occur on the first and third Tuesdays of every month at 6:30p.m. in the Council Chambers located at 2450 E. Quincey Avenue.
- The City Council is comprised of seven (7) members, and it takes a majority vote of the members present to make a decision. The mayor only votes in the event of a tie.

- The City Council is authorized to impose any condition(s) of approval that may be necessary to carry out the general purpose and intent of the Municipal Code or the Master Plan. Failure to comply with any condition(s) may result in the revocation of the approved application.
- Prior to submitting an application for a Site Plan or Site Plan Amendment, the applicant must schedule a pre-application meeting with City staff to discuss the specifics of the request and any additional information that may be required.
- The City reserves the right to require a neighborhood meeting prior to administrative approval or prior to scheduling an application to be heard by the Planning and Zoning Commission and/or the City Council.
- The property owner, or the property owner's representative, is required to be present at the public hearing. If the property owner, or property owner's representative, is not present at the public hearing, the request may be postponed to a future hearing date.
- An approved Site Plan or Site Plan Amendment only authorizes the scope of the request. All other standards are required to be met.
- The right to construct an improvement approved by a Site Plan or Site Plan Amendment shall lapse after one (1) year from the date the approval was granted if a building permit is not issued.

Review Process:

- A Site Plan or Site Plan Amendment request is usually initiated by the property owner or the property owner's representative.
- Prior to the submittal of a Site Plan or Site Plan Amendment application, the applicant is required to meet with the Community Development Director for a pre-application meeting. Within 21 days of this meeting, the Director will provide meeting notes that the applicant must submit as part of the application materials.
- A complete application is submitted for review (**City staff has seven (7) business days from receipt of the application to review the submittal and determine whether or not the application is complete**). Incomplete applications will not be accepted and will be returned to the applicant without review.
- The City will refer the application out to various City departments, City consultants, and outside referral partners for comment and review.
- After a review cycle of **21-calendar days**, the Planning Division will issue a consolidated comment letter and associated redlines to the project representative for the applicant to address.
- The applicant will address the comments and redlines and resubmit to the City for an **additional review cycle of 21-calendar days**. The process of submitting revised drawings and the 21-calendar

day review cycle will continue until all comments are addressed and the application is ready for administrative approval or public hearing.

- An application will expire when an action by the applicant is required for further processing, the application will become void:
 - 6 months after the date the action is requested if the applicant fails to take action or fails to request an extension; or
 - Upon failure to timely provide requested information to make an application technically sufficient.
- For public hearing approvals, once an application is deemed ready for public hearing, the following notification must occur:
 1. The subject property must be posted with a sign for **not less than 15 days before the public hearing** and remain on the property until the public hearing commences.
 2. **At least 15 days before the public hearing** a mailed notice must be sent to all property owners within **1,500-feet of the boundaries of the subject property**.
 3. Notice in a newspaper of general circulation must run **at least 15 days before the public hearing**.
- The applicant will receive a copy of the staff report and a meeting agenda the Friday before the public hearing.

Project # (for staff use): _____

SITE PLAN AND SITE PLAN AMENDMENT CHECKLIST			
ALL SHEETS SHALL INCORPORATE THE FOLLOWING:			
ITEM	YES	NO	COMMENTS
Formatted at either 18" x 24 " or 24" x 36".	<input type="checkbox"/>	<input type="checkbox"/>	
The name of the subdivision, legal description, township, section, range, city, county, state, sheet number.	<input type="checkbox"/>	<input type="checkbox"/>	
The name telephone number, and email address of the architect and/or engineer designing the plans.	<input type="checkbox"/>	<input type="checkbox"/>	
The date the plans were submitted and/or resubmitted.	<input type="checkbox"/>	<input type="checkbox"/>	
A suitable scale (written and graphic).	<input type="checkbox"/>	<input type="checkbox"/>	
A north arrow.	<input type="checkbox"/>	<input type="checkbox"/>	
The Assessor's Parcel Identification Number (PIN).	<input type="checkbox"/>	<input type="checkbox"/>	
<p>An approval certificate:</p> <p>For administrative approval: <u>Staff Certificate:</u> Approved by the Department of Community Development of the City of Cherry Hills Village, this ____ day of _____, 20____.</p> <p>_____ Staff Signature</p> <p>For City Council Approval: <u>City Council Certificate:</u> Approved by the City Council, this ____ day of _____, 20____.</p> <p>_____ Resolution Number</p>	<input type="checkbox"/>	<input type="checkbox"/>	

SITE PLANS:			
ITEM	YES	NO	COMMENTS
The lot configuration and length of all property lines in feet and inches.	<input type="checkbox"/>	<input type="checkbox"/>	
The arrangement and size of all existing and proposed buildings including all setbacks for all structures from all property lines.	<input type="checkbox"/>	<input type="checkbox"/>	
All required USGS Elevations to determine compliance with the bulk plane regulations.	<input type="checkbox"/>	<input type="checkbox"/>	
The natural grade of existing and proposed buildings.	<input type="checkbox"/>	<input type="checkbox"/>	
The name, width, and location of all nearby streets (public and private).	<input type="checkbox"/>	<input type="checkbox"/>	
Show the locations, dimensions, and name of all easements, utilities, floodplains, water courses, open space, etc.	<input type="checkbox"/>	<input type="checkbox"/>	
Show the existing features on the site such as trees, utility poles, fences, signage and indicate whether or not they will remain.	<input type="checkbox"/>	<input type="checkbox"/>	
A project statistic table with the following information: <ol style="list-style-type: none"> 1. Gross and net acreage of the site. 2. Square footage of all existing and proposed buildings. 3. FAR calculations. 4. Number of parking spaces required, and the number provided on site. 5. Type of building construction and occupancy. 6. Number of employees. 	<input type="checkbox"/>	<input type="checkbox"/>	

7. Number of fixed seats (if applicable).			
All driveways, loading areas, queuing areas, and parking spaces shown, including dimensions.	<input type="checkbox"/>	<input type="checkbox"/>	
All required ADA spaces are shown with striping and dimensions.	<input type="checkbox"/>	<input type="checkbox"/>	
The widths of all drive aisles are shown.	<input type="checkbox"/>	<input type="checkbox"/>	
All pavement types and locations are shown	<input type="checkbox"/>	<input type="checkbox"/>	
All access points, including all entrances, exits, sidewalks, and walkways are shown with dimensions.	<input type="checkbox"/>	<input type="checkbox"/>	
The locations, dimensions, and elevations of all fences, retaining, walls, gates, berms, etc.	<input type="checkbox"/>	<input type="checkbox"/>	
The location of all trash enclosures.	<input type="checkbox"/>	<input type="checkbox"/>	
If applicable, all phases are clearly shown.	<input type="checkbox"/>	<input type="checkbox"/>	
<p>The following notes are provided:</p> <p>1. Lighting Note: Illumination of any kind on private property shall be directed and controlled in such a manner so that there shall be no direct rays of light which extend beyond the boundaries of the property from which it originates.</p> <p>2. Trash Enclosure Note: Trash enclosures shall be constructed to a minimum height of 6 feet and of the same or complimentary</p>	<input type="checkbox"/>	<input type="checkbox"/>	

<p>material and color as the main building.</p> <p>3. Downspout Note: No roof outfalls will be allowed to drain over sidewalks, bike paths, or any other pedestrian route.</p> <p>4. ADA Note: The applicant has the obligation to comply with all applicable requirements of the American Disabilities Act. Approval of this application does not constitute compliance with this Act.</p> <p>5. Construction Note: The approval of this application does not constitute final approval of grading, drainage, utility, public improvements and building plans. These plans must be reviewed and approved by the appropriate agency prior to the issuance of building permits.</p>			
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ARCHITECTURAL AND BULK PLANE ELEVATIONS (16-3-30)			
ITEM	YES	NO	COMMENTS
Architectural elevations for all four sides of all buildings with labels for each elevation is provided. All elevations should be void of landscaping to clearly demonstrate the aesthetic impact of the building.	<input type="checkbox"/>	<input type="checkbox"/>	
The heights of all buildings and structures are provided.	<input type="checkbox"/>	<input type="checkbox"/>	
All materials and colors for all elevations shall be identified.	<input type="checkbox"/>	<input type="checkbox"/>	
All building details such as utility fixtures shall be labeled on the plans.	<input type="checkbox"/>	<input type="checkbox"/>	
All required USGS Elevations and the corresponding measurements are provided.	<input type="checkbox"/>	<input type="checkbox"/>	

LIGHTING PLAN (16-4-120)			
ITEM	YES	NO	COMMENTS
A photometric plan indicating compliance with the city's lighting ordinance.	<input type="checkbox"/>	<input type="checkbox"/>	
All light specifications from the manufacturer including drawings, colors, pole heights, type of lighting source, etc.	<input type="checkbox"/>	<input type="checkbox"/>	