

**LEGAL DESCRIPTION**

[metes and bounds if not platted; lot and block if platted. Current Legal description available from the City]

**PERMITTED USES**

[include existing uses to remain]

[Add #th AMENDED, if applicable] **OFFICIAL DEVELOPMENT PLAN**  
**NAME OF SUBDIVISION**  
A PLANNED UNIT DEVELOPMENT  
IN THE CITY OF WESTMINSTER  
COUNTY OF JEFFERSON, STATE OF COLORADO  
SHEET 1 OF #

**\*CHOOSE ONE OF THE FOLLOWING SIGNATURE BLOCKS**

**OWNER APPROVAL**

[for individuals as property owners]

I, \_\_\_\_\_ [NAME] \_\_\_\_\_ PROPERTY OWNER, DO SO APPROVE THIS ODP FOR REVIEW AND APPROVAL BY THE CITY OF WESTMINSTER THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
SIGNATURE

[for corporate or other legal entities as owners]

I, \_\_\_\_\_ [NAME] \_\_\_\_\_ AS \_\_\_\_\_ [TITLE] \_\_\_\_\_ OF \_\_\_\_\_ [NAME OF LEGAL ENTITY] \_\_\_\_\_, A \_\_\_\_\_ [STATE AND TYPE OF LEGAL ENTITY] \_\_\_\_\_, PROPERTY OWNER, DO SO APPROVE THIS ODP FOR REVIEW AND APPROVAL BY THE CITY OF WESTMINSTER THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE

**\*CHOOSE ONE OF THE FOLLOWING SIGNATURE BLOCKS**

**CITY APPROVAL**

[for administrative approvals]

ACCEPTED AND APPROVED BY THE CITY OF WESTMINSTER THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
CITY MANAGER

ATTEST: CITY CLERK

[for planning commission approval]

APPROVED BY THE PLANNING COMMISSION OF THE CITY OF WESTMINSTER THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
CHAIRMAN

ATTEST: CITY CLERK

[for city council approval, include both planning commission and city council approval blocks]

ACCEPTED BY THE CITY COUNCIL OF THE CITY OF WESTMINSTER THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
MAYOR

ATTEST: CITY CLERK

**CLERK AND RECORDER'S CERTIFICATE**

RECEPTION NO. \_\_\_\_\_

ACCEPTED FOR FILING IN THE OFFICE OF THE COUNTY CLERK AND RECORDER OF JEFFERSON COUNTY AT GOLDEN, COLORADO ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_, AT \_\_\_\_\_ O'CLOCK \_\_M.

\_\_\_\_\_  
JEFFERSON COUNTY CLERK AND RECORDER

BY: DEPUTY CLERK \_\_\_\_\_

**SHEET INDEX**

- SHEET 1 - COVER
- SHEET 2 - PROJECT NOTES
- SHEET 3 - SITE PLAN
- SHEET # - GRADING PLAN
- SHEET # - UTILITY PLAN
- SHEET # - LANDSCAPE PLAN
- SHEET # - FLOOR PLANS
- SHEET # - ARCHITECTURAL ELEVATIONS
- SHEET # - LIGHTING/PHOTOMETRIC PLAN
- SHEET # - OTHER PLANS AND DETAILS

**SURVEYOR'S CERTIFICATE**

I, \_\_\_\_\_, A LAND SURVEYOR REGISTERED IN THE STATE OF COLORADO, HEREBY CERTIFY THAT THE ABOVE LEGAL DESCRIPTION HAS BEEN PREPARED OR REVIEWED BY ME TO BE AN ACCURATE DESCRIPTION OF THE PROPERTY BOUNDARY.

DATE \_\_\_\_\_ REGISTERED LAND SURVEYOR & NO. \_\_\_\_\_

**PROHIBITED USES**

ANY USES NOT SPECIFICALLY LISTED AS PERMITTED SHALL BE DEEMED PROHIBITED. THE PLANNING MANAGER SHALL DETERMINE IF AN UNLISTED USE OR SET OF USES FALLS INTO THE DEFINITION OF A LISTED PERMITTED USE.

**\*CHOOSE ONE OF THE FOLLOWING:**

**PROJECT SCOPE**

[for new ODPs]

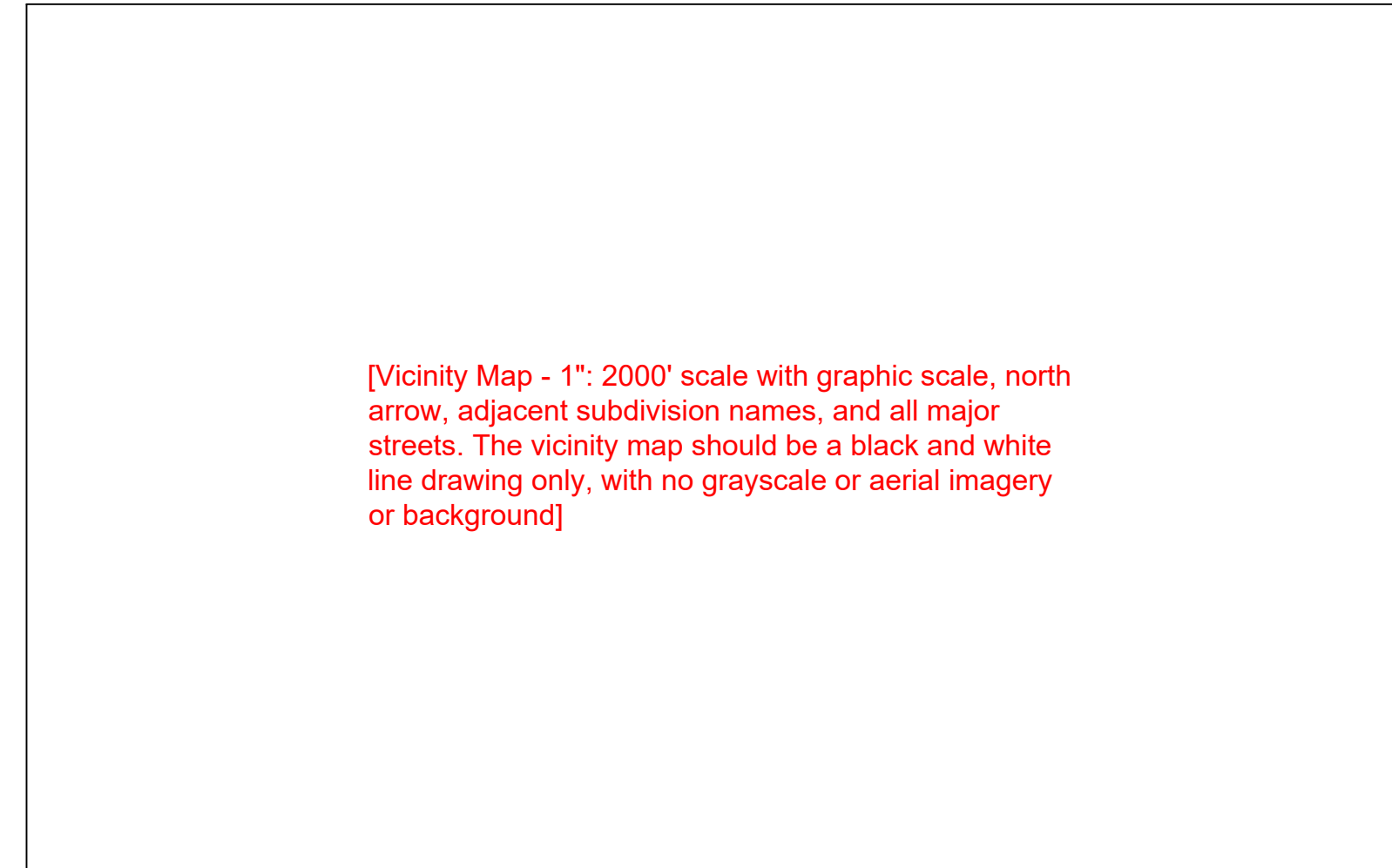
**PURPOSE OF AMENDMENT**

[for ODP amendments]

**SUMMARY OF AMENDMENTS**

[for amended ODPs - history of past three relevant amendments and what they accomplished]

**VICINITY MAP**



**ZONING & LAND USE** [within 300-feet of ODP boundary]

	ZONING	LAND USE	COMP. PLAN DESIGNATION
SUBJECT SITE:			
NORTH:			
SOUTH:			
EAST:			
WEST:			

**LOTS AND COVERAGE** [adjust as applicable]

TOTAL SITE AREA:	
NUMBER OF LOTS:	
BUILDING COVERAGE (SF & %):	
PARKING AND DRIVES (SF & %):	
LANDSCAPE AREA (SF & %):	
MINIMUM LOT SIZE:	

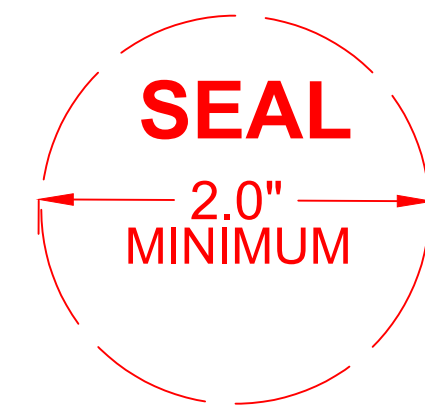
**PROJECT/SITE DATA**

ODP BOUNDARY AREA (SF/ACRES):	
GFA (SF):	[per use]
FFA (SF):	[per use]
FAR/DU PER ACRE (#):	
MAXIMUM BUILDING HEIGHT(S) (FT):	

**MINIMUM SETBACKS**

	BUILDING	PARKING	LANDSCAPING
FROM RIGHT-OF-WAY (FT):			[per use]
FROM INTERNAL PROPERTY LINES (FT):			[per use]
FROM INTERNAL ALLEYS & DRIVE AISLES (FT):			
BETWEEN BUILDINGS (FT):			

\*ALL FONTS MUST BE ARIAL



**PROPERTY OWNER**

[name, phone, address - must match assessor's records]

**CONSULTANTS**

[name, phone, address, email of planner, engineer, landscape architect and architect]

**DEVELOPMENT TIMING & PHASING**

IN THE EVENT THE DATE OF APPROVAL OF A PROPERTY'S ODP OR LATEST ODP AMENDMENT IS MORE THAN THREE (3) YEARS OLD AND NO BUILDING PERMIT HAS BEEN ISSUED, THE ODP OR AMENDED ODP SHALL BE REQUIRED TO BE SUBMITTED FOR REVIEW AND RECONSIDERATION IN ACCORDANCE WITH CITY CODE.

THE PROPOSED DEVELOPMENT TIMING AND PHASING FOR THIS PROJECT IS AS FOLLOWS:  
[complete]

**FULL FORCE & EFFECT** [if an amended ODP]

ALL PROVISIONS OF THE ORIGINAL ODP, RECORDED AT RECEPTION NO. [#], AND SUBSEQUENT ODP AMENDMENTS SHALL REMAIN IN FULL FORCE AND EFFECT, EXCEPT AS OTHERWISE NOTED HEREIN.

DATE: [date plan prepared]

TITLE BLOCK

[date plan prepared and revision dates]



OFFICIAL DEVELOPMENT PLAN  
**NAME OF SUBDIVISION**  
 A PLANNED UNIT DEVELOPMENT  
 IN THE CITY OF WESTMINSTER  
 COUNTY OF JEFFERSON, STATE OF COLORADO  
 SHEET 2 OF #

**PROJECT NOTES**

**PARK DEVELOPMENT FEE:** [for residential developments when cash-in-lieu is accepted. If not cash-in-lieu, show location, size and percent of total property on site plan]  
 THE CITY CODE (§11-6-8(C)) REQUIRES A PARK DEVELOPMENT FEE PRIOR TO ISSUANCE OF A CERTIFICATE OF OCCUPANCY FOR THE FIRST UNIT IN ANY BUILDING. A FEE OF \$[insert dollar amount] ([insert year]) PER DWELLING UNIT IS DUE TO THE CITY. FOR [insert total # of units] DWELLINGS THE TOTAL FEE IS \$[insert dollar amount]. THIS FEE AMOUNT MAY CHANGE PRIOR TO COMPLETION OF THIS PROJECT AS THE PARK FEE IS ADJUSTED ANNUALLY IN ACCORDANCE WITH THE CONSUMER PRICE INDEX (CPI) AS ESTABLISHED FOR THE DENVER METROPOLITAN AREA.

**PUBLIC LAND DEDICATION:** [for residential developments only]  
 PUBLIC LAND DEDICATION IS REQUIRED FOR RESIDENTIAL DEVELOPMENTS IN THE CITY. FOR THIS SITE, THE CITY HAS DETERMINED THAT A LAND DEDICATION WOULD NOT SERVE THE PUBLIC INTEREST. THEREFORE, A FEE IN LIEU OF THE LAND DEDICATION IS REQUIRED. THE FEE IS BASED ON THE FAIR MARKET VALUE OF THE LAND WHICH MIGHT HAVE BEEN DEDICATED TO THE CITY. PUBLIC LAND DEDICATION IS PROPOSED TO BE PAID CASH-IN-LIEU. THE CITY CODE (11-6-8(B)) REQUIRES 12 ACRES PER 1,000 RESIDENTS.

PROJECTED POPULATION FOR THIS DEVELOPMENT IS [insert #] PERSONS PER UNIT. FOR [insert # of units] UNITS THE POPULATION IS [insert # of persons] PERSONS. FOR [insert # of persons] PERSONS THE PUBLIC LAND DEDICATION REQUIRED IS [insert # acres] ACRES. BASED ON A LAND PURCHASE PRICE (OR FAIR MARKET VALUE AS DETERMINED BY A CURRENT APPRAISAL) OF \$ [insert dollar amount] PER ACRE MULTIPLIED BY [insert # acres] ACRES, THE CASH-IN-LIEU TOTALS \$[insert dollar amount]. THE CASH-IN-LIEU PAYMENT IS DUE PRIOR TO THE RECORDATION OF THE FINAL PLAT OR AT THE TIME OF ISSUANCE OF THE BUILDING PERMIT IF A PLAT IS NOT REQUIRED.

**SCHOOL LAND DEDICATION:** [for residential developments only]  
 THE CITY CODE (§11-6-8(F)) REQUIRES A DEDICATION OF SCHOOL LAND OR CASH IN LIEU OF LAND. FOR THIS SITE, THE CITY HAS DETERMINED THAT A LAND DEDICATION WOULD NOT SERVE THE PUBLIC INTEREST. THEREFORE, A FEE IN LIEU OF THE LAND DEDICATION IS REQUIRED. THE CASH-IN-LIEU FEE IS A FIXED AMOUNT BASED ON THE TYPE OF UNIT AND IS DUE AT THE TIME OF FINAL PLAT OR AT THE TIME OF ISSUANCE OF THE BUILDING PERMIT IF A PLAT IS NOT REQUIRED. FOR [insert type of unit] A FEE OF \$ [insert dollar amount] ([insert year]) PER DWELLING UNIT IS DUE TO THE CITY. FOR [insert total number of units] DWELLINGS THE TOTAL FEE IS \$ [insert dollar amount]. THIS FEE AMOUNT MAY CHANGE PRIOR TO COMPLETION OF THIS PROJECT AS THE SCHOOL FEE IS ADJUSTED ANNUALLY TO KEEP PACE WITH THE REAL ESTATE MARKET AND LAND VALUES

**PUBLIC ART:** [if public art is not provided on site, N/A to projects under 1-acre]  
 CASH-IN-LIEU FOR BOTH THE ART PIECE AND AN IMPROVED SITE SHALL BE PAYABLE BY THE PROPERTY OWNER TO THE CITY IN THE AMOUNT OF \$2,000 PER GROSS ACRE OF THE SUBJECT PROPERTY AT THE TIME OF FINAL PLAT. IF NO PLAT IS NEEDED THEN CASH-IN-LIEU SHALL BE PROVIDED AT THE TIME OF OFFICIAL DEVELOPMENT PLAN RECORDING. FOR [number of acres] ACRES A FEE OF [dollar amount] IS DUE TO THE CITY.

[if public art is provided on site]  
 PUBLIC ART REQUIREMENT HAS BEEN SATISFIED. SEE SHEET #\_ FOR DETAILS.

**RECOVERY COSTS:** [list public facilities for which recovery costs are due]  
 ANY SUBSEQUENTLY OCCURRING RECOVERY COSTS SHALL ALSO BE EFFECTIVE AGAINST THE DEVELOPMENT. A RECOVERY COST IS STILL VALID AGAINST A DEVELOPMENT EVEN IF IT IS UNDISCOVERED AND/OR INADVERTENTLY OMITTED FROM THE PRELIMINARY OR OFFICIAL DEVELOPMENT PLAN.

**SERVICE COMMITMENTS:** [provide calculations]  
 MAXIMUM DENSITY OR F.A.R. OF A COMPREHENSIVE PLAN DESIGNATION, PRELIMINARY DEVELOPMENT PLAN USE, OR PREVIOUS ODP MAY NOT BE ACHIEVABLE FOR EVERY SITE DUE TO CONSTRAINTS WHICH MAY INCLUDE SERVICE RESOURCES OR INFRASTRUCTURE. THE MAXIMUM FEASIBLE DENSITY OR F.A.R. MUST BE DETERMINED BY REVIEWING COMPLETE PROJECT DATA WHEN SUBMITTED WITH EACH ODP PROPOSAL AGAINST THE CURRENT CONDITION OF KNOWN CONSTRAINTS ON THE SITE. SERVICE COMMITMENTS ARE ISSUED AT THE TIME OF BUILDING PERMIT ISSUANCE PER CITY CODE (§11-3-4(C)). SERVICE COMMITMENTS PREVIOUSLY AND EXPLICITLY PROVIDED IN DOCUMENTATION BUT NOT CONSTRUCTED NOR CONNECTED WITHIN A REASONABLE PERIOD REMAIN SUBJECT TO RESCISSION OR REDUCTION AS NECESSARY IN THE PUBLIC INTEREST.

**PUD EXCEPTIONS**

[list]

**DESIGN ELECTIVES**

ELECTIVE	SCORE
[list residential incentive points]	
<b>TOTAL POINTS COMMITTED:</b>	

**STANDARD STATEMENTS**

- A. THE PROJECT OWNER/DEVELOPER AND ASSIGNS ARE RESPONSIBLE FOR ENSURING THAT ALL CONSTRUCTION DRAWINGS AND DOCUMENTS COMPLY WITH ALL REQUIREMENTS OF THE ODP. THE PROJECT OWNER/DEVELOPER SHALL BE HELD RESPONSIBLE FOR ANY CONSTRUCTION AND GRADING COMPLETED THAT DOES NOT COMPLY WITH THE APPROVED ODP AND SHALL BE REQUIRED TO MAKE ALL MODIFICATIONS NECESSARY TO BRING THE PROJECT IN COMPLIANCE WITH THE ODP.
- B. THE FINAL PLAT FOR THIS PROJECT MUST BE SUBMITTED FOR CITY APPROVAL WITHIN TWELVE (12) MONTHS OF THE APPROVAL DATE OF THIS OFFICIAL DEVELOPMENT PLAN.
- C. CITY USE TAX FOR PUBLIC IMPROVEMENTS WILL BE REQUIRED TO BE PAID PRIOR TO THE ISSUANCE OF THE NOTICE TO PROCEED FOR THE PUBLIC IMPROVEMENTS, AND CITY USE TAX FOR PRIVATE IMPROVEMENTS WILL BE REQUIRED TO BE PAID PRIOR TO THE ISSUANCE OF THE BUILDING PERMIT.
- D. THE DESIGN OF PROPOSED CITY UTILITY LINES AND THE WIDTH OF THEIR RESPECTIVE EASEMENTS ARE PRELIMINARY AND MAY CHANGE DURING THE CONSTRUCTION DRAWING PHASE.
- E. ALL PUBLIC WATER, STORM SEWER AND SANITARY SEWER MAINS AND APPURTENANCES LOCATED IN PUBLIC ROW OR UTILITY EASEMENTS SHALL BE MAINTAINED BY THE CITY OF WESTMINSTER PUBLIC WORKS DEPARTMENT. THE CITY IS NOT RESPONSIBLE FOR REPAIR OR REPLACEMENT OF PAVEMENT, CURB AND GUTTER, LANDSCAPING OR ANY OTHER PRIVATE IMPROVEMENTS WITHIN UTILITY EASEMENTS DAMAGED DURING UTILITY REPAIR OR MAINTENANCE.
- F. UTILITY BOXES ARE TO BE INSTALLED IN THE LOCATION(S) SHOWN ON THIS ODP. ANY PROPOSED REVISIONS TO THE LOCATION(S) SHOWN ON THIS ODP SHALL REQUIRE AN ODP AMENDMENT PRIOR TO THE INSTALLATION OF THE BOXES, AND THE CITY'S APPROVAL OF SUCH AN AMENDMENT MAY BE CONDITIONAL UPON THE PROVISION OF ADDITIONAL SCREENING (E.G. MASONRY WALL AND/OR LANDSCAPING).
- G. THE INSTALLATION AND/OR MAINTENANCE OF ANY AND ALL DRAINAGE IMPROVEMENTS NEEDED TO SERVE THIS SITE, INCLUDING BUT NOT LIMITED TO OFFSITE STORM DRAINAGE DETENTION FACILITIES IS AND REMAINS FOREVER THE RESPONSIBILITY OF THE OWNER, ITS HEIRS, SUCCESSORS, AND ASSIGNS AND WILL NOT BECOME THE PROPERTY OR MAINTENANCE RESPONSIBILITY OF THE CITY OF WESTMINSTER WITH THE EXCEPTION OF DESIGNATED REGIONAL STORMWATER OR WATER QUALITY FACILITIES.
- H. THE PROPERTY OWNER WILL CONVEY TO THE CITY ALL RIGHTS TO NON-TRIBUTARY WATER UNDERLYING THIS PROJECT, AS WELL AS EASEMENTS FOR ACQUISITION OF SUCH WATER AS PART OF THE FINAL PLAT.
- I. STORM DRAINAGE SHALL ONLY BE DISCHARGED ONTO OR ACROSS PUBLIC LAND AS DESCRIBED IN THE APPROVED DRAINAGE STUDY.
- J. ANY NEW FACILITY OR MODIFICATIONS TO AN EXISTING DEVELOPMENT THAT RESULT IN ADDITIONAL WATER USE INCLUDING BUILDING FIXTURES, LANDSCAPE, IRRIGATION OR OTHER WATER USE CATEGORY WILL REQUIRE A REVIEW OF EXISTING AND PROPOSED WATER USE PROJECTIONS. THIS REVIEW MAY RESULT IN AN INCREASE IN TAP FEES.
- K. CITY WILL INSTALL, AT DEVELOPER'S EXPENSE, ALL TRAFFIC CONTROL DEVICES REQUIRED, INCLUDING STREET NAME SIGNS.
- L. PUBLIC STREET LIGHTS WILL BE DESIGNED IN ACCORDANCE WITH THE CITY'S STREETLIGHT STANDARDS, IN EFFECT AT THE TIME OF STREETLIGHT DESIGN AND INSTALLATION, AND INSTALLED AT THE DEVELOPER'S COST. OWNERSHIP OF THE STREETLIGHTS SHALL NOT BE TRANSFERRED TO ANY ENTITY, EXCEPT THE CITY OF WESTMINSTER, UNLESS THE CITY AUTHORIZES THE TRANSFER TO ANOTHER ENTITY IN WRITING.
- M. ALL LIGHTING WILL BE DIRECTED DOWNWARD, FULL CUTOFF AND SHIELDED. THE PHOTOMETRIC PLAN WILL SHOW NO LIGHT TRESPASS TO RESIDENTIAL PROPERTIES, AND MINIMAL OFF SITE FOR OTHER PROPERTY.
- N. ALL ROOFTOP EQUIPMENT ON THE BUILDING WILL BE SCREENED TO ITS FULL HEIGHT AND DESIGNED AS AN INTEGRAL PART OF THE BUILDING ARCHITECTURE.
- O. ALL WATER FEATURES MUST BE FUNCTIONAL AND OPERATE ANNUALLY - AT LEAST FROM MAY 1 THROUGH SEPTEMBER 30.
- P. ALL SIGNAGE PROPOSED / INSTALLED WILL COMPLY WITH THE WESTMINSTER MUNICIPAL CODE SIGNAGE REGULATIONS AND THIS ODP AND MUST BE SEPARATELY REVIEWED AND PERMITTED WITH A VALID SIGN PERMIT. SIGNAGE LOCATIONS SHOWN ON BUILDING ELEVATIONS ARE FOR ILLUSTRATIVE PURPOSES ONLY WITH THE INTENT OF PROVIDING ACCEPTABLE LOCATIONS WHERE SIGNAGE CAN BE BEST INTEGRATED INTO THE ARCHITECTURE OF THE BUILDING. THESE LOCATIONS ARE INTENDED TO PROVIDE OPTIONS FOR THE BUILDING'S END-USER TO CONSIDER WHEN APPLYING FOR WALL SIGN PERMITS WITH THE UNDERSTANDING THAT THE CITY'S SIGN CODE MAY FURTHER RESTRICT THE MAXIMUM AREA, LOCATION, AND NUMBER OF PROPOSED SIGNS.
- Q. NO TEMPORARY OR PERMANENT ACCESS WILL BE ALLOWED ON, ADJACENT TO, FROM, OR ACROSS PUBLIC OPEN SPACE OR PUBLIC PARKS, EITHER EXISTING OR LAND TO BE DEDICATED, AS PART OF THE DEVELOPMENT PROJECT.
- R. FENCING SHALL BE INSTALLED ON THE PRIVATE SIDE OF THE PROPERTY LINE ADJACENT TO PUBLIC LANDS, EITHER EXISTING OR LAND TO BE DEDICATED AS PART OF THE DEVELOPMENT PROJECT, PRIOR TO ANY CONSTRUCTION AND GRADING ACTIVITY. TEMPORARY FENCING IS TO BE MAINTAINED AND SHALL BE REMOVED UPON COMPLETION OF CONSTRUCTION. PUBLIC LAND SHALL NOT BE DISTURBED.
- S. DURING THE CONSTRUCTION PROCESS, THE DEVELOPER AND/OR BUILDER WILL PROVIDE EMERGENCY ACCESS ROADWAYS TO WITHIN 150' OF ALL BUILDINGS AND STRUCTURES, PRIOR TO WALL CONSTRUCTION OR BY SUCH TIME THAT COMBUSTIBLES ARE BROUGHT ON SITE. ANY TEMPORARY ACCESS WILL BE CONSTRUCTED USING A MINIMUM OF 8" OF BASE COURSE AND A SUFFICIENT AMOUNT OF "ALL-WEATHER" SURFACE MATERIAL THAT WILL SUPPORT THE LOAD OF FIRE APPARATUS.
- T. DEVELOPER AND BUILDER SHALL PATROL ON A WEEKLY BASIS THE PUBLIC AND OTHER LANDS ADJACENT TO THE DEVELOPMENT DURING THE CONSTRUCTION PROCESS, AND REMOVE CONSTRUCTION DEBRIS TO KEEP THE ADJACENT LANDS CLEAN AND SAFE.
- U. ADDITIONAL PROJECT NOTES MAY BE FOUND THROUGHOUT THE ODP, INCLUDING STANDARD NOTES FOR LANDSCAPING AND IRRIGATION.

DATE: [date plan prepared]

**TITLE BLOCK**

[date plan prepared and revision dates]

OFFICIAL DEVELOPMENT PLAN  
**NAME OF SUBDIVISION**  
 A PLANNED UNIT DEVELOPMENT  
 IN THE CITY OF WESTMINSTER  
 COUNTY OF JEFFERSON, STATE OF COLORADO  
 SHEET 3 OF #

**Site Plan**

*The Site Plan provides site development details. Details regarding Utilities and Grading are separate from the site plan.*

Please include all of the following content as applicable to your specific project:

1. Graphic and written scale (1" = 100' or larger)
2. North arrow (north always at top of page)
3. Topography (1 foot intervals)
  - a. On-site
  - b. Off-site existing (or approved) for a distance of 150' in every direction
4. Locations and dimensions of EXISTING:
  - a. Adjacent streets
  - b. Environmentally-significant features including: drainageways, wetlands, ponds, endangered species, floodplains (FEMA and FHAD), sources of noise and fumes, existing trees 4" in caliper or larger, and any unique or dense vegetation
  - c. Public improvements (including gas, telephone, cable, electric lines, etc.) and utility box locations
  - d. Overhead utilities
  - e. Drainage structures
  - f. Railroads
  - g. Bridges
5. Locations and dimensions of EXISTING AND PROPOSED:
  - a. Lot or parcel (also include total size in acres or square feet)
  - b. Public and private parks (also include total size in acres or square feet)
  - c. School site (also include total size in acres or square feet)
  - d. Greenbelts (also include total size in acres or square feet)
  - e. Drainageways (also include total size in acres or square feet)
  - f. Detention Ponds
  - g. View Corridors identified in the Westminster Comprehensive Plan
  - h. Major water, sanitary sewer, and storm sewer mains, electric, gas and cable lines and accompanying facilities (location and size)
  - i. Fire hydrants (existing within 200' of site and proposed)
  - j. Rights-of-way
  - k. Access points (including emergency access)
  - l. Drives, parking aisles, and parking islands
  - m. Sidewalks and bike paths
  - n. Sight distance triangles (use both criteria adopted by City)
  - o. Easements
  - p. Vehicle parking spaces (see table)
  - q. Building footprints and finish floor elevations, including footprints of existing off-site structures within 150' of all property boundaries
  - r. Setbacks from property lines and distance between structures
  - s. Bus stop areas
  - t. Trash enclosures
  - u. Ground mounted utility boxes, generators, phone boxes, etc.
  - v. Retaining walls (also show cross-section labeling height and materials)
  - w. Public art. (Include a detailed site plan to show base dimensions, materials, color of base. Show associated landscape irrigation and lighting. Address base mounting, safety requirements and theft deterrence. Provide a visual representation of the art work)
  - x. Traffic signals
  - y. Fire lanes
  - z. Outdoor lighting and flag poles (also indicate height)
    - aa. Neighborhood mailboxes (residential areas)
    - bb. Wall signage (indicate locations ONLY--sign graphics, lettering, and design will be reviewed with a separate permit and should NOT be included in the ODP)
    - cc. Cross access and/or parking easements

**PARKING** [add rows and list per land use for mixed-use projects]

TYPE	SPACES REQUIRED	SPACES PROVIDED
VEHICULAR, TOTAL (#):		
VEHICULAR, STANDARD (#):		
VEHICULAR, ACCESSIBLE (#):		
VEHICULAR, VAN ACCESSIBLE (#):		
VEHICULAR, EV CHARGING (#):		
BICYCLE, TOTAL (#):		
BICYCLE, SHORT-TERM (#):		
BICYCLE, LONG-TERM (#):		

**LOT COVERAGE** [add rows and list per land use for mixed-use projects]

LAND USE	SURFACE TYPE	AREA (SF)	% OF SITE
[land use]	BUILDING COVERAGE:		
	PAVING AND DRIVES:		
	LANDSCAPE OPEN AREA:		
TOTAL:			

DATE: [date plan prepared]

TITLE BLOCK

[date plan prepared and revision dates]

OFFICIAL DEVELOPMENT PLAN  
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SHEET # OF #

**Grading Plan**

*The grading plan provides details related to site grading.*

Please include all of the following content as applicable to your specific project:

1. Provide spot elevations at each building entrance and at corresponding intervals along the property lines
2. Provide FFE for each ground floor unit (residential and commercial)

**TITLE BLOCK**

[date plan prepared  
and revision dates]

# OF #  
GRADING  
PLAN

DATE: [date plan prepared]



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COUNTY OF JEFFERSON, STATE OF COLORADO  
SHEET # OF #

**Utility Plan**

*The utility plan provides details related to site utilities*

**TITLE BLOCK**

[date plan prepared  
and revision dates]

# OF #  
UTILITY PLAN

DATE: [date plan prepared]

OFFICIAL DEVELOPMENT PLAN  
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 SHEET # OF #

**Landscape Notes**

*Landscape notes provide standard statements and site calculations related to landscaping.*

**STANDARD STATEMENTS:**

- A. ALL LANDSCAPING SHALL BE IN CONFORMANCE WITH LANDSCAPE REGULATIONS, 2004 EDITION AND ORDINANCE NO. 3133, SERIES OF 2004.
- B. THE TOTAL WATER BUDGET SHALL NOT EXCEED 15 GALLONS/SQUARE FEET/IRRIGATION SEASON (YEAR), UNLESS APPROVED OTHERWISE BY THE CITY.
- C. LANDSCAPING SHALL BE PLANTED AND MAINTAINED IN A LIVING CONDITION BY THE OWNER. ALL LANDSCAPE IMPROVEMENTS/MATERIALS MUST HAVE A 100% ONGOING SURVIVAL RATE. ANY DEAD OR DAMAGED PLANT MATERIAL, (AS DETERMINED BY THE CITY), SHALL BE REPLACED WITHIN 6 MONTHS OF NOTIFICATION BY THE CITY. ALL LANDSCAPE IMPROVEMENTS/MATERIALS MUST BE MAINTAINED AS REQUIRED BY THE LANDSCAPE REGULATIONS AND THIS OFFICIAL DEVELOPMENT PLAN.
- D. SOIL PREPARATION FOR ALL NON-HARDSCAPE AREAS SHALL INCLUDE TOPSOIL AND/OR ORGANIC MATTER (COMPOST OR AGED GROUND MANURE) AND SHALL BE ADDED AT A RATE OF FIVE CUBIC YARDS PER ONE THOUSAND SQUARE FEET AND TILLED 8" DEPTH INTO THE SOIL. AN INSPECTION AND AFFIDAVIT REGARDING SOIL PREPARATION WILL BE REQUIRED.
- E. ALL SINGLE FAMILY LOTS ARE REQUIRED TO HAVE SOIL AMENDMENT INSTALLED BY THE DEVELOPER IN ALL YARD AREAS NOT COVERED BY HARDSCAPE.
- F. AN AUTOMATIC UNDERGROUND IRRIGATION SYSTEM IS REQUIRED FOR ALL LANDSCAPE AREAS. AN IRRIGATION AUDIT WILL BE REQUIRED FOR ALL IRRIGATION SYSTEMS, EXCEPTING THOSE INSTALLED BY THE SINGLE FAMILY DETACHED HOMEOWNER.
- G. IRRIGATION SYSTEMS SHALL BE MAINTAINED AND PERIODICALLY ADJUSTED TO ASSURE WATERING EFFICIENCY AND CONSERVATION METHODS. IRRIGATION SHOULD NOT OCCUR BETWEEN THE HOURS OF 10 A.M. AND 6 P.M. IN ORDER TO REDUCE EVAPORATION. EXCESSIVE WATER RUN OFF, AS DETERMINED BY THE CITY, IS NOT PERMITTED.
- H. NO TREE OR SHRUB WILL BE PLANTED WITHIN 5' OF A FIRE HYDRANT.
- I. ALL SHRUB BED AREAS SHALL BE SEPARATED FROM SOD AREAS BY EDGING MATERIAL. MULCH SHALL BE PLACED OVER A SUITABLE WEED BARRIER FABRIC.
- J. FINAL LANDSCAPING AND IRRIGATION DRAWINGS AND PRIVATE IMPROVEMENTS AGREEMENT SHALL BE SUBMITTED TO THE CITY OF WESTMINSTER FOR REVIEW AND APPROVAL PRIOR TO APPROVAL OF FINAL PLAT.
- K. DEVELOPER SHALL ENSURE THAT THE LANDSCAPE PLAN IS COORDINATED WITH THE PLANS PREPARED BY OTHER CONSULTANTS SO THAT THE PROPOSED GRADING, STORM DRAINAGE, OR OTHER CONSTRUCTION DOES NOT CONFLICT WITH NOR PRECLUDE INSTALLATION AND MAINTENANCE OF LANDSCAPE ELEMENTS AS DESIGNATED ON THIS PLAN.

USE	SURFACE TYPE	AREA (SF)	PER LOT
RESIDENTIAL	BUILDING COVERAGE		
	PUBLIC STREETS AND ALLEYS		
	PRIVATE LANDSCAPE PARK, OPEN SPACE, TRAILS		
<b>TOTALS:</b>			

USE	SURFACE TYPE	AREA (SF)	% OF SITE
OFFICE	BUILDING COVERAGE		
	PAVING AND DRIVES		
	LANDSCAPE OPEN AREA		
<b>TOTALS:</b>			

	PRIVATE LANDSCAPE AREA (SF)*			RIGHT-OF-WAY LANDSCAPE AREA (SF)*		
	LANDSCAPE RATIO	# REQUIRED	# PROVIDED	LANDSCAPE RATIO	# REQUIRED	# PROVIDED
TREES	1/550 SF			1/550 SF		
SHRUBS	3/550 SF			3/550 SF		

[\*OTHER CATEGORIES MIGHT INCLUDE PRIVATE PARK, GREENBELTS, NUMBER OF SFD LOTS, ETC.]

LANDSCAPE WATER BUDGET			
LANDSCAPE HYDROZONE	COVERAGE (%)	AREA (SF)	TOTAL WATER USE (GAL)
HIGH			x 18 GAL =
MEDIUM			x 10 GAL =
LOW			x 3 GAL =
TOTAL ALL HYDROZONES:	100		TOTAL GAL:
<b>TOTAL GAL / TOTAL LANDSCAPE AREA =</b>			GAL/SF

SOIL AMENDMENT REQUIRED		
PRIVATE AREA (SF)	x 5 YDS/1000 SF =	CU.YDS.
R.O.W AREA (SF)	x 5 YDS/1000 SF =	CU.YDS.
<b>TOTAL:</b>		CU.YDS.

PLANT SCHEDULE							
	HYDROZONE	ABR.	COMMON NAME	BOTANICAL NAME	QTY	SIZE	REMARKS
EXISTING TREES		PC	PLAINS COTTONWOOD	POPULUS DELTOIDES	8	6" CALIPER	
				TOTAL EXISTING TREES:	[#]		
SHADE TREES	MODERATE M	H BO	HACKBERRY BARR OAK	CELTIS OCCIDENTALIS QUERCUS MACROCARPA	50 15	2" CALIPER 2" CAL.	B&B B&B
				TOTAL SHADE TREES:	[#]		
ORNAMENTAL TREES							
				TOTAL ORNAMENTAL TREES:	[#]		
EVERGREEN TREES							
				TOTAL EVERGREEN TREES:	[#]		
				TOTAL ALL TREES:	[#]		
DECIDUOUS SHRUBS	M	LM	LEWIS MOCKORANGE	PHILADELPHUS LEWISII	80	5 GALLON	6' ON CENTER
EVERGREEN SHRUBS	LOW	MP	TYROLEAN MUGO PINE	PINUS MUGO	35	5 GAL.	9' O.C.
				TOTAL ALL SHRUBS:	[#]		
GROUNDCOVERS							
				TOTAL ALL GROUNDCOVERS:	[#]		
TURF	HIGH	BG	KENTUCKY BLUEGRASS	POA PRATENSIS	10,500SF		SOD
				TOTAL ALL TURF:	[sf]		

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LANDSCAPE  
NOTES

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**LANDSCAPE PLAN**

*The landscape plan provides details on all site landscaping, hardscaping, open space, and coverage, including landscaping standard notes.*

Please include all of the following content as applicable to your specific project:

1. Graphic and written scale 1" = 40' or larger (1" = 20' is preferred).
2. The landscape plan shall include a land use summary chart showing square footages of all potential land uses by lot(s) including building areas, hard surface paving areas and landscaping (*see example*)
3. Landscape plan including the following items:
  - a. North arrow
  - b. Key
  - c. Property lines, existing and future right of way lines
  - d. Description of location, size and general intent of landscaping to be installed by the developer along major and minor streets, drainageways, and any park or greenbelts. If a recreation structure is proposed, describe its location, size, use and design
  - e. Existing and proposed structures, sidewalks, overhangs, paving, and local and regional trails
  - f. Natural features relevant to the site and/or retention/detention areas. Detention shall not be located within the minimum landscape setback. The detention area in non-residential development must be located within a building lot. Show the 5- and 100-year storm elevations
  - g. Proposed grading, indicating topographic features and spot elevations of the grading plan, adequate to identify and specify landscaping for areas needing slope protection as well as adequate to depict any screening of parking areas
  - h. Show and label water features, berms, retaining walls, walls, fences, trash enclosures, outdoor lightings- including street lights, and signs
  - i. Existing and proposed utility easements
  - j. Sight Distance Triangles (use both criteria adopted by the City)
  - k. Show and label hydrozones (low, moderate, high) and show calculations of the water budget (not to exceed 15 gallons/S.F./year. ROW water budget negotiated)
  - l. Show and label locations to be irrigated with potable and non-potable water and identify the total square footage of each
  - m. Existing plant material (trees 4" caliber or larger), including plants to be removed or relocated (label species, size, condition, and current and proposed locations). Provide a tree mitigation plan and preservation specifications
  - n. Proposed plant material located according to low, moderate or high hydrozones (label species, quantity, and size if not minimum size). Draw plants at low estimate of mature size. The design must also minimize conflicts with utility lines and easements; keep evergreen trees at least 10' from a street, sidewalk, or parking area; layout shrub beds so no more than 25% of the bed is free of plant material within 5 years of planting; select turf so it can be easily maintained at 6" height and not grow to conflict with irrigation coverage; and limit high hydrozones to 50% of the landscape area (exclusive of row) for non-residential development
  - o. Language and calculations that indicate overall quantities of plant materials (trees and shrubs) broken down by area. The plant schedule must meet or exceed these amounts. Trees required for replacement of existing trees must be in excess of overall required number of trees (*see example*)
  - p. Note the amount of required soil amendment required and include calculations indicating how the amount was derived. Calculations may be broken down into specific areas such as ROW, private parks and greenbelts, SFD lot, etc.
  - q. Label locations of proposed turf and type. Include information regarding method of installation (sod, plugs, seeding rates), maximum and/or maintained height, mowing schedule and weed control measures. Sod is generally required. Show and specifying type of landscape edging
  - r. Label or key areas of mulch and indicate type. Inorganic mulch such as stone is allowed in low hydrozones only.
  - s. Show a generic or model landscape detail/plan for single family or duplex lots where the landscaping of a portion of the lot is required by the builder. (Show hydrozones and water budget calculations not to exceed 15 gal/sf/year)
  - t. Plant Schedule to reflect the landscape plan. Plant schedule shall include breakdown of plant material by type and totals, hydrozone, plant abbreviation, common name, botanical name, quantity, size, and remarks. (At a minimum, 20% of the trees must be upsized to 3" caliper deciduous and 8' height evergreen or clump trees and locations shown) (*see example*)
  - u. Provide information as to who will have responsibility for maintenance (landscaped areas, detention pond, adjacent right of way, fencing, walls, structures, etc.)
  - v. Full dimensional cross-sections of streets, walkways, drainageways, etc.
  - w. Architectural elevations specifying dimensions, materials and colors of fencing, signs, outdoor lighting, trash enclosures, retaining walls, recreational facilities, and bike racks

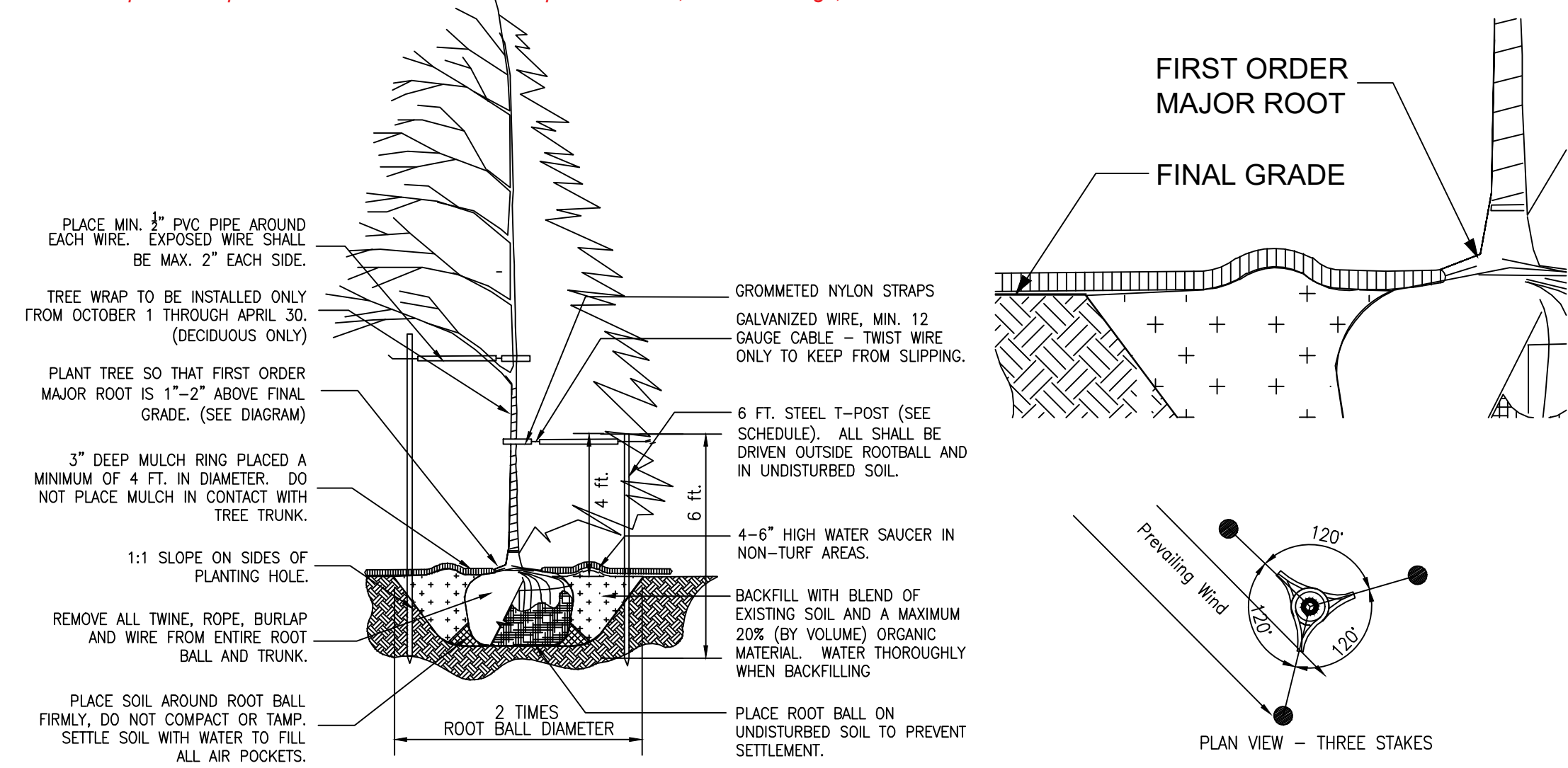
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**Landscape Details**

Landscape details provide details related to landscape installation, site furnishings, etc.

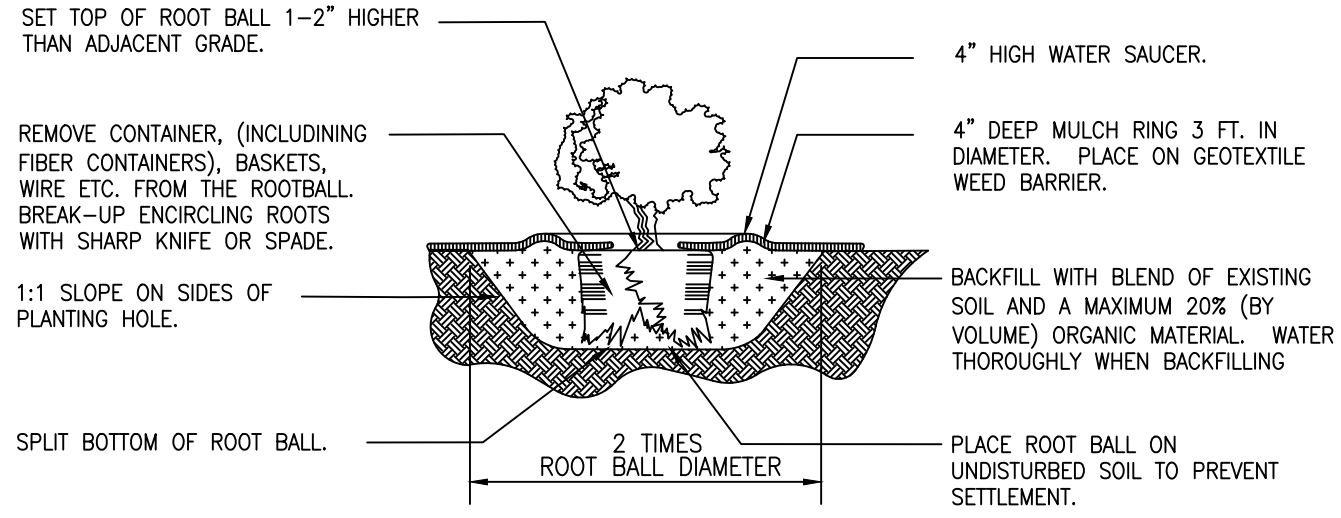


**PRUNING NOTES:**

ALL PRUNING SHALL COMPLY WITH ANSI A300 STANDARDS.  
 DO NOT HEAVILY PRUNE THE TREE AT PLANTING. PRUNE ONLY CROSSOVER LIMBS, CO-DOMINANT LEADERS AND BROKEN BRANCHES. SOME INTERIOR TWIGS AND LATERAL BRANCHES MAY BE PRUNED. HOWEVER, DO NOT REMOVE THE TERMINAL BUDS OF BRANCHES THAT EXTEND TO THE EDGE OF THE CROWN.

**STAKING NOTES:**

STAKE TREES PER FOLLOWING SCHEDULE, THEN REMOVE AT END OF FIRST GROWING SEASON, FOLLOWS:  
 1-2" CALIPER SIZE - MIN. 1 STAKE ON SIDE OF PREVAILING WIND (GENERALLY N.W. SIDE).  
 1-2" - 3" CALIPER SIZE - MIN. 2 STAKES - ONE ON N.W. SIDE, ONE ON S.W. SIDE.  
 3" CALIPER SIZE AND LARGER - 3 STAKES PER DIAGRAM  
 WIRE OR CABLE SHALL BE MIN. 12 GAUGE, TIGHTEN WIRE OR CABLE ONLY ENOUGH TO KEEP FROM SLIPPING. ALLOW FOR SOME TRUNK MOVEMENT. NYLON STRAPS SHALL BE LONG ENOUGH TO ACCOMMODATE 1-2" OF GROWTH AND BUFFER ALL BRANCHES FROM WIRE.



**PLACEMENT NOTES:**  
 SET SHRUB PLUMB. SPACE PLANTS, AND PLACE FOR BEST EFFECT.

**PRUNING NOTES:**  
 DO NOT HEAVILY PRUNE THE SHRUB AT PLANTING. PRUNE ONLY DEAD OR BROKEN BRANCHES. IF FORM IS COMPROMISED BY PRUNING, REPLACE SHRUB.



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**Floor Plans**

*The floor plan provides details related to floor plan configuration*

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FLOOR PLANS

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**ARCHITECTURAL ELEVATIONS AND DETAILS**

*Provides architectural details for all sides of the structure.*

Please include all the following content as applicable to your specific project:

1. Indicate minimum setback distances and maximum heights of all proposed structures, as well as minimum setback distances for all parking areas where appropriate
2. Indicate gross floor area and finished floor area in square feet
3. Architectural elevations of proposed non-residential structures (include dimensions, proposed building materials and colors, and wall signage for all sides of all buildings) shall be a minimum scale of 1/16" = 1'
4. Indicate all façade materials
5. Indicate percentage of masonry material coverage on each façade (excluding windows, doorways, and mechanical vents)
6. Indicate building façade and window recess depths
7. Indicate size and location of all rooftop units (RTUs) using a dashed line
8. For residential projects, include models offered, minimum gross livable floor area, and minimum finished floor area. Also, describe location of accessory buildings and recreation vehicle storage
9. Architectural elevations of proposed residential structures (include dimensions and proposed building materials for all sides of each single-family detached or duplex model and all sides of each type of single-family attached or multi-family building) shall be a minimum scale of 1/8" = 1'
10. Typical lot plan for single-family detached and duplex residential projects showing typical structure placement on interior, wedge, and corner lots. Include typical dimensions and setback distances (with written and graphic scales)

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ELEVATIONS

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**LIGHTING/PHOTOMETRIC PLAN AND DETAILS**

*Provides details related to project lighting and light dispersion.*

If any new lighting is proposed for a non-residential or multi-family project, a photometric plan is required. Also, include graphics (black and white line drawings only/no pictures) and specifications of all new exterior fixtures (ground and building mounted) that are intended to be on during business hours (not individually operable fixtures for residences).

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LIGHTING



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**SPECIAL FEATURES PLAN AND DETAILS**

*Provides details on site furnishings and special and/or character providing elements.*

Please include all of the following content (existing and proposed) as applicable to your specific project:

- A. Fencing
- B. Outdoor lighting specifications (line drawing only)
- C. Trash storage areas/enclosures
- D. Retaining wall
- E. Recreational facilities (i.e. play features, active art, etc.)
- F. Street furniture, such as benches and café tables and chairs, and bike racks
- G. Fountains
- H. Flag poles
- I. Enhanced paving
- J. Other character elements

Public Art (if provided instead of cash-in-lieu):

- 1. Detailed site plan to show base dimensions, materials, color of base.
- 2. Associated landscape irrigation and lighting.
- 3. Address base mounting, safety requirements and theft deterrence.
- 4. Provide a visual representation of the art work.
- 5. Show the required city access easement.

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