



# SITE PLAN SUBMITTAL CHECKLIST

Municipal Code  
Chapter 16, Article 5

PO Box 351  
50 S Beech Street  
Hudson, CO 80642

Phone: 303-536-9311  
Fax: 303-536-4753  
info@hudsoncolorado.org

**Project Name:** \_\_\_\_\_

**NOTE: Building permit applications must conform to approved Site Plan. No Certificates of Occupancy will be issued until landscaping, drainage, fire protection, traffic, and other approved site plan features have been completed and approved by the Town.**

REVIEW PROCESS
1. Complete Site Plan application received by Town with completed submittal checklist
2. Referral sent to reviewers
3. Review comments returned to applicant
4. Applicant to resubmit as necessary
5. Planning Commission meeting date set
6. Public Notification begins; applicant may be requested to post a sign on the property
7. Planning Commission Public Meeting; may have required plan revisions
8. Town Council meeting
9. Applicant advised of Council action on Site Plan
10. Town signatures obtained on approved Site Plan
11. Site Plan recorded.

APP. INITIALS	STAFF INITIALS	DATE	SUBMITTAL REQUIREMENT
			Completed Land Use Application Form
			Signed transmittal letter from applicant, describing contents of application submittal.
			Review Fee Deposit: _____.
			Evidence of current ownership, acceptable to the Town Attorney, such as a copy of deed or an updated title policy or commitment, current within thirty (30) days.
			Copy of executed covenants, if any.
			For PUDs. Copy of approved development guide and plan.
			Site Plan narrative. (See Land Development Code: M.C. Chapter 16)
			Check for plat and Subdivision Improvements Agreement (SIA) Weld County recording fee in the amount of \$ _____.
			Site Plan (M.C. 16-77(c)(1) for format): 2 full-size mylars; 2 full-size paper copies; and 1 set of 11' x 17' reductions of plans sheets
			Final drainage plan and report (M.C.16-77(c)(5) for details): 2 full copies and 1 set of 11' x 17" reduction of plan sheets
			Landscape plan (M.C. 16-77(c)(6) for details): 2 full copies and 1 set of 11" x 17" reductions of plan sheets
			Colored building elevations (if required)
			Color and materials boards
			Drawing detail of screening for rooftop mechanical structures
			Architectural rendering (if required) (M.C. 16-77(c)(7) for details)
			Construction drawings for all required public improvements
			Additional document or fees as required

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Comments: \_\_\_\_\_

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