

MAJOR SITE PLAN GUIDELINES

The Major Site Plan package is composed of a Cover Sheet, Site Plan, Landscape Plan, Building Elevations, Photometric/Lighting Plan, and Details Sheet(s). Please use the following checklist to meet the formal application requirements of each plan. For more information, see [Article 2](#) of the Lakewood Zoning Ordinance.

Format Required for all Plan Sheets:

- Size: 24" by 36"
- Scale: 1" = 50' minimum (use architectural scale for building elevations only)
- Title at top center of each sheet
- 1" Borders
- North Arrow
- Written and Graphic Scale
- Site address, planning case number, page number in the lower right corner
- Minimum Text Size of 1/10". Sentence case for notes. UPPER CASE FOR TITLES ONLY.
- Legend describing all line weights and styles

Site Plan Requirements:

- Site Data Chart (see example in following section)
- Impervious Area Data Chart (see example in following section)
- Signature Blocks and Approval Certificate (see examples in following section)
- Site Plan notes (see example in following section)
- Vicinity map at 1" = 500' scale
- Finished floor elevations
- Proposed grading contours
- Note all existing and proposed on site and bordering easements, labeled as to purpose, document book and page/reception no. or subdivision plat book and page
- Show all adjoining property as to unplatted or by lot/block numbers, subdivision name w/plat book/page and reference number

Location and Dimensions of:

- Property lines (Legal description)
- Building footprint with all recesses and projections noted
- Existing and proposed buildings
- Entrances and exits
- Setbacks and building envelopes
- Pedestrian circulation paths and ramps, including any handrails
- Landscaped areas

- ❑ Existing and proposed easements and utilities
- ❑ Existing and proposed R.O.W. width, document dedicated R.O.W. and street names
- ❑ Adjacent streets, their names, centerlines and opposing access
- ❑ Existing and proposed recreational amenities, including bike racks, picnic shelters, etc.
- ❑ Proposed internal streets, their names and centerlines
- ❑ Transit facility locations (i.e. shelters, benches, pads)
- ❑ Physical features on adjacent properties within 50 feet of property line, such as buildings, landscaping, pedestrian connections, etc.
- ❑ Existing and proposed fences and retaining walls, and their heights
- ❑ Trash enclosures/receptacles
- ❑ Electrical and mechanical equipment
- ❑ Meters, utility pedestals and fire hydrants
- ❑ Drainage ways, lakes, and other physical features
- ❑ Detention areas and inlet/outlet structures (if applicable)
- ❑ All proposed/existing signs and other free-standing elements
- ❑ Sight triangles at corners (measured from flow line to flow line)

Parking Lot Layout:

- ❑ Parking stall dimensions
- ❑ Width of drive aisles
- ❑ Dimensions of handicap-accessible spaces and associated signage
- ❑ Island locations and dimensions
- ❑ Proposed pavement stripping
- ❑ Tanker Truck Routes (if applicable)
- ❑ Shopping Cart Corral/Storage areas including details (if applicable)

Landscape Plan Requirements:

- ❑ Note describing automatic irrigation system
- ❑ Landscape notes
- ❑ Planting schedule and details, including identification of proposed ground cover
- ❑ Guying and staking diagramming of trees and shrubs

Identification and Location of:

- ❑ Types and sizes of all trees, shrubs and planting materials (in chart form)
- ❑ Lawn, native grasses, mulches, etc.
- ❑ Property lines
- ❑ Buildings
- ❑ Pedestrian circulation paths
- ❑ Curbs and ramps with details
- ❑ Existing and proposed easements and utilities
- ❑ Yard Drain/Swale (materials)
- ❑ All signs and other free-standing elements
- ❑ Fences and retaining walls with details
- ❑ Exterior lighting with details
- ❑ Trash enclosures
- ❑ Detention areas with inlet/outlet structures (if applicable)

- ❑ Meters, utility pedestals and fire hydrants
- ❑ Electrical and mechanical equipment
- ❑ Drainage ways, lakes and other physical features
- ❑ All existing trees over 4" caliper, identifying those to remain on site and their sizes
- ❑ All proposed trees, shrubs, and planting areas
- ❑ Sight triangles at corners, ingress and egress, etc.
- ❑ Dimensions of required buffer areas adjacent to residential zoning.

Building Elevation Plan Requirements:

- ❑ Building Elevations showing all sides of proposed buildings
- ❑ Note building materials and colors of walls, roofs, doors, windows, etc.
- ❑ Note changes in building plane (i.e. 2" projection on cornice detail)
- ❑ Building heights
- ❑ E.I.F.S. reveal depths/widths
- ❑ Locations and details (materials, colors etc.) of all gutters and downspouts
- ❑ Location and description of freestanding and building mounted light fixtures
- ❑ Location of rooftop mounted mechanical equipment and proposed screening
- ❑ Locations and description of canopies and awnings
- ❑ Masonry Pattern (if applicable)
- ❑ Colored rendering (as requested)
- ❑ Material Boards

Detail Plan Requirements Including Colors and Materials of (if applicable):

- ❑ Bollards and handrails
- ❑ Bike Racks and Benches
- ❑ Specialty Paving/Patterned Concrete
- ❑ Detention Pond Inlet/Outlet
- ❑ Tree Grates
- ❑ Shopping Cart Corrals/Storage Areas
- ❑ Trash Enclosures
- ❑ Fencing/Gates
- ❑ Retaining Walls
- ❑ Signs
- ❑ Traffic Handicapped Parking/ Signs
- ❑ Other Freestanding Structures, if any
- ❑ Building Mounted Exterior Lighting
- ❑ Freestanding Exterior Lighting, Including Foundations

REQUIRED SIGNATURE BLOCKS AND CHARTS FOR COVER SHEET

Provide the following on the Cover Sheet.

Owner's Acknowledgement Block – To be signed by the owner after the mylar and final paper copies are prepared.

OWNER'S ACKNOWLEDGMENT	
<p>The undersigned is owner (or his/her) authorized agent) of this property and has reviewed and approved this site plan. The owner, his/her successors, heirs and assigns are responsible to maintain the site as approved and keep all landscaping in living condition in the quantities approved on the site plan as per the Lakewood Zoning Ordinance.</p>	
<p>Approval is valid for two (2) years. If a building permit is not issued within two (2) years from the date of approval, the Major Site Plan will be void.</p>	
_____	_____
Owner's Signature	Date

Print Owner's Name	

City Approval Block – This will be signed by City Staff and the Planning Director on the mylar.

CITY OF LAKEWOOD Major Site Plan	
<p>Review is for general compliance with the Major Site Plan requirements outlined in Article 2 of the City of Lakewood Zoning Ordinance.</p>	
<p>Approved for the City of Lakewood by:</p>	
_____	_____
Travis Parker, Planning Director	Date
_____	_____
Paul Rice, Manager – Development Assistance	Date
_____	_____
Case Planner	Date

Site Data Chart – This will be filled out by the applicant with the appropriate information for the proposed development and is provided on the Cover Sheet.

SITE DATA CHART			
Legal Description: _____			
Lakewood Zone District: _____			
Proposed Use: _____			
	Square Feet	Acres	Percentage
Total Area of Property:	_____	_____	_____
Total Building Coverage:	_____	_____	_____
Total Parking/Drive Coverage:	_____	_____	_____
Total Open Space:	_____	_____	_____
Plaza Space (% of Open Space):	_____	_____	_____
Existing Gross Floor Area:	_____	_____	_____
Proposed Gross Floor Area:	_____	_____	_____
Building Height:	_____		
	Linear Feet Required	Linear Feet Provided	Percentage
Build-To-Zone Requirement:	_____	_____	_____
	Minimum/Maximum	Units Provided	
Number of Residential Units:	_____	_____	
	Minimum/Maximum	Spaces Provided	
Number of Parking Spaces:	_____	_____	
Number of Handicap Spaces:	_____	_____	
Short-term Bicycle Spaces:	_____	_____	
Long-term Bicycle Spaces:	_____	_____	

Impervious Area Data Chart – The City of Lakewood has established a Storm Water Management Utility to address drainage problems throughout the City. To fund this utility, a fee is being assessed to every developed property within the City limits. For all non-residential and non-vacant parcels, this fee is assessed based on the amount of impervious area on the property. All Major Site Plans are required to include the following "Data Chart" with the appropriate information on the Cover Sheet for each legally subdivided lot or parcel included on the Major Site Plan.

Impervious areas are defined as surfaces where the rate of infiltration of storm water into the ground has been reduced by the works of man. These surfaces may include, but are not limited to buildings, man-made structures, driveways, patio areas, roofs, concrete or asphalt sidewalks/bike paths, parking lots or storage areas, any bricked, oiled, or macadam, or other surfaces which impede the passage of storm water into the ground.

To calculate impervious area:

1. Determine the total square footage of impervious area for each legally subdivided lot;
2. Determine the square footage of impervious area for **public** sidewalks and bike paths on each legally subdivided lot. These public facilities must be within an easement granted to a public entity;
3. Subtract the Public Impervious Area from the Total Impervious Area to get the Net Impervious Area for each legally subdivided lot. Provide a separate row for each parcel number that is included with the final site plan. See the chart below.

IMPERVIOUS AREA DATA CHART

Jefferson County Parcel #	Lot/Parcel Address	Proposed Use	Total Impervious Area (SF)	Public Impervious Area (SF)	Net Impervious Area (SF)

REQUIRED NOTES FOR COVER SHEET

Site Compliance Note: A certificate of occupancy shall not be issued by the City of Lakewood until all on-site and public improvements such as grading, drainage, parking, sidewalks, landscaping, curb and gutter, specialty paving and all other features that appear on the approved site plan are completed. In the event conditions preclude the completion of any required on-site or public improvements the provisions in chapter 14.02.040 of the Lakewood Municipal Code shall apply.

Lighting Note: In the interest of compatibility of surrounding land uses, 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 where it originates.

Trash Enclosure Note: Trash enclosures shall be constructed to conceal the equipment within and of the same material and color as the main building. In no case, shall the enclosure be less than the height of the equipment located within.

Screening Note: Roof mounted electrical and mechanical equipment shall be placed or screened such that the equipment is not visible from any point from the ground on the site. Such equipment shall be screened with the same materials and colors as the main building. The contractor shall confirm with the architect and the City that the screening is adequate prior to the Certificate of Occupancy is issued by the City.

Maintenance Responsibility Notes:

1. The owner of the property, his successors, heirs and assigns shall be responsible for the proper maintenance of the area subject to an approved site plan. That area shall be deemed to include an area as measured from the back of the curb line to, and including, all areas subject to the approved site plan and drainage report.
2. Landscaping shall be continuously maintained including necessary watering, weeding, pruning, pest control, and replacement of dead or diseased plant material. Replacement for dead or diseased plant material shall be of the same type of plant material as set forth in the approved site plan; for example, a tree must replace a tree, a shrub must replace a shrub, a ground cover must replace a ground cover, etc. Replacement shall occur in the next planting season, but in any event, such replacement time shall not exceed one (1) year. Any replacement, which conforms to the requirements of this section, shall not be considered an amendment to the site plan.
3. Any off site landscaping disturbed by the development of this site will be replaced to its original condition prior to issuance of a Certificate of Occupancy.
4. Landscaping shall be watered by an automatic irrigation system.

Signage Note: Approval of a separate sign permit is required in addition to site plan approval. Sign locations shown on the site plan will be reviewed for conflicts with sight triangles and utility easements; however, these signs are not approved by this site plan.

Downspout Note: Roof downspout outfalls will not be allowed to drain over sidewalks, bike paths, or any other pedestrian route.

Site Clean Up Note: The site shall be cleaned of all construction debris, mud, building materials, dumpsters, construction fencing and construction trailers prior to the issuance of the Certificate of Occupancy. If any circumstances occur that do not allow them to be removed, approval from the Case Planner will be required after an inspection of the site.

On-Site Traffic/Handicapped Signs Note: All freestanding signs shall be placed at least 84” above surrounding grade to prevent conflicts with pedestrians on the site.

OPTIONAL NOTES

If the Major Site Plan approval is associated with a Variance or Waiver:

Variance Note: This Major Site Plan received approval of a [Minor/Major] Variance to the minimum _____ requirements of the _____ zone district from the _____ (Planning Director/Board of Adjustment), Case # _____, as required by Article 2 of the Lakewood Zoning Ordinance.

Waiver Note: This Major Site Plan received approval of a _____ (Minor/Major) Waiver to the minimum _____ requirements of the _____ zone district from the _____ (Planning Director/Planning Commission), Case # _____, as required by Article 2 of the Lakewood Zoning Ordinance.