



City of Englewood  
 Community Development Department  
 1000 Englewood Parkway  
 Englewood, CO 80110  
 303-762-2342  
 englewoodco.gov

**ZONING SITE PLAN REVIEW  
 CHECKLIST**

Only **complete** applications will be accepted.

Please use the following Checklist to complete your application.

**Submittals will only be accepted via <https://ims.englewoodco.gov>**

Apply under Planning Projects: Submit Application → Admin Action  
 → Zoning → Site Plan

Applicant ✓	City ✓	Checklist Items
		<b>Letter of Authorization</b> (if applicant is not the property owner)
		<b>Site Plan:</b>
		Include the following items on the site plan:
		Written and graphic scale
		North arrow
		Property address
		All structures with dimensions
		Property dimensions
		<b>Other Documents:</b> Provide any special agreements, easements, conveyances, restrictions or covenants governing the property
		<b>Additional material/information</b> as requested by City Manager or Designee

*Avoid delays - Submit a complete application!*