

## DEVELOPMENT REVIEW TEAM CHECKLIST

- Site Plan** *(Include the following items on the site plan)*
  - Written and graphic scale and north arrow
  - Property address and legal description
  - Lot dimensions and lot area
  - Zoning
  - Label proposed and existing structures and total square footage
  - Vicinity map
  - Elevation of the proposed and existing structures; grade to top of roofline
  - Right of way and all easements on the property with dimensions
  - Utility locations and service connections from the street/alley to the proposed project
  - Required and proposed building setbacks from property lines
  - Location of all fences, existing and proposed
  - Parking layout with dimensions
  - Sidewalks
  - Utility poles
  - Trash receptacles
  - Driveway cuts and driveways
  - Landscaping
- Drainage Information** *(patterns and/or methods of retention or detention)*
- Traffic Information** providing preliminary site traffic information per [Section 1.2.2.2 of the Englewood Design and Construction Standards and Specifications](#) *(specifically pages 22-23)*
- Other Documents** *(Provide any special agreements, easements, conveyances, restrictions or covenants governing the property)*
- Additional Material/Information** *(As requested by City Manager or Designee)*

Submit the completed checklist along with your application.

**Submittals will only be accepted via <https://lms.Englewoodco.gov>**

**Apply under Planning Projects: Submit Application >> Development Review Team**

***Avoid delays – Submit a complete application!***