

Commercial Submittal Checklist

Submission Requirements	All commercial plans must be submitted electronically
	(please do not submit the full building set, we only need the items listed below):
	<input type="checkbox"/> Commercial Site Plan Review Application via Pueblo PLACE/OpenGov
	<input type="checkbox"/> Full building elevations (to scale), clearly showing all exterior materials, colors and lighting on building(s);
	<input type="checkbox"/> Proposed site plan(s) to scale, indicating the following:
	<input type="checkbox"/> Existing utility and/or other easements
	<input type="checkbox"/> Property lines w/ dimensions, legal descriptions, and lot numbers for each lot/parcel.
	<input type="checkbox"/> Show all adjacent rights-of-way, including existing and proposed public improvements such as sidewalks, handicap ramps, curb and gutter, and pavement.
	<input type="checkbox"/> ADA Certification of Plans
	<input type="checkbox"/> North arrow & scale
<input type="checkbox"/> Required building setbacks	
<input type="checkbox"/> In a summary table indicate the amount of off-street parking provided, the amount required, a break down of parking spaces into handicap, regular, and compact and their associated percentages.	
<input type="checkbox"/> Location, dimension, and surface treatment of all parking spaces and drives.	
<input type="checkbox"/> Label handicapped & compact spaces, showing signs, blue curb & 4" white markings.	
<input type="checkbox"/> Proposed and existing driveway cuts.	
<input type="checkbox"/> Location of required 10' x 50' loading zone(s)	
<input type="checkbox"/> All structures above 30" in height – light poles, signs, or other site furniture	
<input type="checkbox"/> Landscape plans, as required below and in Section 17-4-7:	
<input type="checkbox"/> Locate and identify all existing & proposed elements including trees and shrubs drawn at mature size, turf areas, and groundcovers, and ornamental non-living materials.	
<input type="checkbox"/> Existing and proposed building footprints.	
<input type="checkbox"/> A summary table listing quantities, types and sizes of landscaping material to be utilized. Include total square footage of each area by type of landscape cover, e.g., turf, other types of groundcover, and ornamental non-living material. Plant materials shall be listed by both common and botanical name.	
<input type="checkbox"/> Show landscaping extending into R.O.W.	
<input type="checkbox"/> Typical cross-section of proposed berm/swale areas.	
<input type="checkbox"/> Parking lot lighting locations	
<input type="checkbox"/> Locate, dimension, and identify all landscape structures (including fences, signs, lighting, water features, etc...) and recreational facilities (including structures, equipment, courts, and parking areas)	
<input type="checkbox"/> Note planting details, including methods or soil preparation, erosion control (temporary & permanent), soil and vegetation removal, stockpiling and reuse.	
<input type="checkbox"/> Locate and dimension of sidewalks and other pedestrian-oriented areas (existing and proposed) and label the materials and type of surface finish.	
<input type="checkbox"/> Dumpster enclosure	

Utility/Grading Plan:

- Locate and identify all elements including trees and shrubs drawn at mature size, turf areas
- Show Board of Water Works billing address for property
- Property lines with dimensions, legal descriptions and lot numbers shown for each lot or parcel. (ensure that private improvements do not encroach into easements, or the public R.O.W.)
- Existing utility and/or other easements as shown of record labeled as to type which traverse through or adjacent to the property.
- Show proposed sidewalks (6' for commercial), handicap ramps, curb and gutter, x-pans, and square pans.
- Note any repair to existing sidewalks, handicap ramps, curb and gutter, x-pans, and square pans.
- Sanitary sewer and water lines
- Location of Power lines
- Location and size of all existing and proposed utility lines to which the property will connect (water, sewer, stormwater), both main and service lines.
- Show drainage pattern (show drainage arrows). Ensure the lot(s) drain to a drainage easement.
- Show Compliance with the Subdivision Requirement that all power $\leq 30\text{kV}$ be placed underground in any subdivision recorded since 1972.
- Impervious area calculations (in S.F.)
- Sanitary sewer tap location
- Size of water meter
- Applicable Sanitary Sewer Connection fee
- Transformers and Utility Boxes
- Parking lot lighting locations
- Furnish copy of drainage report (if required).
- Show Best Management Practices (BMP) for on-site erosion and sediment control.
- Show detention ponds or parking lot detention (if required).

 Lighting plans as required below and in Section 17-4-52:

- Property lines w/ dimensions.
- Parking lot and building mounted lighting locations, height and luminaire type
- Ground mounted freestanding signs, and other site furniture.
- Lighting Photometric Plans (6:00 a.m. – 12:00 midnight and post midnight)
 1. Property lines w/ dimensions
 2. Show and include illuminated signs in plan and calculations
 3. Light trespass study extended at least 20' beyond the property lines (show offset line @ 20' beyond property line)
 4. Average illumination level on plan – Property prior to midnight and property past midnight
- Manufacturers lighting cutsheets

- Other requirements imposed by the Planning and Community Development Department as deemed necessary to evaluation the submittal for compliance with City Ordinances.**