



Town of Mead

441 Third Street
P.O. Box 626
Mead, CO 80542

970-535-4477
www.townofmead.org

SITE PLAN TECHNICAL CRITERIA FORM

Project Name _____

Project Address and Legal Description _____

Date Submitted _____ Fees Submitted _____

After the pre-application conference and site visit with staff, if a “visioning” meeting is desired, please provide a context/vicinity map, base map and various images to the Town Clerk for the Board packets. After the “visioning” meeting, the site plan application may be submitted.

Please provide the following to the Town Clerk with this checklist form. For additional information, refer to 16-4-110 of the Mead Town Code.

1. Five (5) paper copies of the complete application package.
2. All maps, legal descriptions and surrounding property owner information on 3 CDs.
3. Land Use Application Form, including certification of ownership.
4. Fee Agreement and Deposit.
5. Surrounding and Interested Property Ownership Report.
6. Site Plan Map - The site plan map shall be twenty-four (24) inches by thirty-six (36) inches and shall provide the following information:
 - Title of project.
 - North arrow, scale (no greater than 1"=50') and date of preparation.
 - Vicinity map.
 - Address of project, if available.
 - Legal description of property.

across the site to all property boundaries.

Proposed traffic controls and striping for parking areas (all lanes, driveways, and parking spaces must be dimensioned).

Trash disposal areas and enclosures including specifications for enclosures.

Location and size of existing and proposed water and sewer service connections and tap sizes (including those for irrigation systems).

Location and size of water and sewer lines to which the service connections will be or are made.

Location and size of water meter(s).

Location and size of backflow-prevention devices.

Indication of how and where perimeter drain will drain (if one exists).

Location of existing electrical lines and poles on or adjacent to the site.

Location of proposed electrical service connection and meter location.

Location of electric transformer.

Location of all fire hydrants. If none exist on site, note distance and direction of the closest hydrant adjacent to the site within 500 feet.

Location of detention/retention areas and storm sewer infrastructure with the required drainage easements, including drainage calculations and details to determine adequacy of improvements.

The distance from the proposed building(s) or structure(s) to adjacent lot lines, easements, and adjacent structures.

A land use chart (table).

Certificate blocks for signatures of owner, surveyor, utility providers, and Town approval, as applicable. Required certification language may be found in the final plat process.

7. Community Design Principles and Development Standards Description - Demonstrate in written or graphic form how the proposed structure is consistent with this Code.

8. Certified Drainage Report - A certified drainage report, including an erosion control study and plan, as applicable, must be reviewed and approved by the appropriate sanitation district (if applicable) prior to submittal of the report to the Town as part of the site plan application.

- 9. Final Landscape Plan. For requirements, see Design Standards.
- 10. Final Open Space Plan. For requirements, see Design Standards.
- 11. Exterior Elevations of Proposed Structures/Graphic Visual Aids. Provide complete building elevations, drawn to scale, with illustrations of all colors and identifying major materials to be used in the structure(s). In addition, Staff may require building floor plans, sectional drawings, perspective drawings, models, and/or computer visualizations when the impacts of a proposal warrant such information.
- 12. Erosion Control Study and Plan.
- 13. Other Information. Other information as the Town may deem necessary.

Applicant Certification

Sign in blue ink. Attach additional pages with certification language and signatures if more than two applicants.

I (We) certify this application and all submittals hereto are complete and accurate.

Applicant(s)	Date
Applicant(s)	Date

Staff Use Only

Upon acceptance of this application by the Town as a complete application, a copy of this form, with anticipated hearing dates, shall be provided to the applicant by the Town. Anticipated hearing dates may not be actual hearing dates depending upon referral comments received by the Town.

Application Accepted Date _____ By _____

Fees Accepted Date _____ Amount _____ By _____

Application Determined Complete Date _____ By _____

Open Space Committee Meeting Date _____ Recreation Committee Meeting Date _____

Planning Commission Public Hearing Date _____

Board of Trustees Public Hearing Date _____

1. Applicant submits forty-four (44) copies, nineteen (19) of which are bound in D-ring binders, of the application to the Town Clerk.

2. Town Clerk sends notice(s) of public hearings.

3. Town Clerk publishes notice(s) in a newspaper of general circulation.

4. Letters of Support and Commitment to Serve letters received from providers.

5. The applicant posts signs on property. A picture and affidavit of posting signed and dated by the applicant submitted to the Town Clerk.

6. Applicant submits three (3) 24" x 36" mylar copies, one (1) paper copy and two (2) AutoCAD™ CDs of the approved final plat to the Town Clerk after Board of Trustee approval.

7. Town Clerk obtains the Town Officials' signatures and records site plan at Weld County Clerk and Recorder's Office

8. The Town will provide the finalized Site Plan Agreement for signature.