

TIER 1 OFFICIAL DEVELOPMENT PLAN (ODP) Submittal Requirements, Downtown Westminster

- * All items are required in PDF format, uploaded to the [eTRAKiT](#) online permitting and project application system
- * Reference the ODP Sheet Templates for layout, formatting and ODP plan set requirements:
 - Tier 1 ODP Sheet Template- [Downtown \(PDF\)](#)
 - Tier 1 ODP CAD Sheet Template- [Downtown \(DWG\)](#)
- * All referenced criteria, specifications, manuals, etc. can be found on the [Develop in Westminster](#) webpage

REQUIRED ITEMS

1st Submittal

1. **Review fee (1st submittal only):** \$400.00 x sq. root of the acreage (minimum \$400.00)
2. **Owner Authorization Letter:**
 - **Purpose:** Letter from owner authorizing applicant to apply for the project on behalf of the owner; if the applicant is also the owner, this letter is not required. Property owner information provided must match property owner information available from the County Assessor's Office, as this is how the information is verified
 - **Format:** The letter must follow the City's format and should be on the owner's letterhead. Letter must include owner's / legal entity's full name, title (as applicable), phone number, and email address
 - **Template:** A template for this letter may be found on the City's website here: [Owner Authorization Letter \(PDF\)](#)
 - **Example of Use:** Nick Bradshaw is making application for a property owned by ABC Corporation. The letter (from ABC Corporation) allows Nick Bradshaw to make the application on behalf of ABC Corporation. The letter must be signed by a member of the ABC Corporation who is authorized to do so (*see Legal Entity Authorization, below*)
3. **Ownership and Encumbrances Report:** The O&E report must be from a title company and dated within the last 30 days from date of application. *Disregard this requirement if City is the property owner during the ODP review period.*
4. **Legal Entity Authorization:**
 - **Purpose:** If real property owner is a legal entity rather than an individual, applicant must provide evidence of authorization to sign on behalf of such entity. This ensures that the proposed project is authorized by a party that is legally authorized to do so. Property owner information provided must match property owner information available from the County Assessor's Office, as this is how the information is verified
 - **Format:** The evidence of authorization may be accomplished with a **notarized and recorded in the County where the project property is located Statement of Authority, OR** an alternate legal document that clearly conveys this authority, (e.g., Articles of Incorporation, Articles of Organization, Operating Agreement, Resolution from the Board of Directors, etc.).
 - **Template:** A template for the Statement of Authority may be found on the City's website here: [Statement of Authority \(PDF\)](#)
 - **Example of Use - Statement of Authority:** Penny Benjamin works for ABC Corporation, and is authorized to sign development-related documents on behalf of the Corporation. Penny Benjamin must be listed on the Statement of Authority. She may separately and additionally utilize a Letter of Authorization to allow another person to make the application/manage the project in her stead. The names must match on the documents utilized, meaning that a Statement of Authority for Pete Mitchell will not work as a Statement of Authority for Penny Benjamin
 - **Example of Use - Alternate Legal Document:** Penny Benjamin of ABC Corporation is listed on ABC Corporation's Articles of Incorporation as having the authority to sign development-related documents on behalf of the Corporation. She furnishes appropriate pages from the Articles of Incorporation that establish this allowance to the City as part of the development application. She may separately and additionally utilize a Letter of Authorization to allow another person to make the application/manage the project in her stead. The names must match on the documents utilized meaning that an Alternate Legal Document for Pete Mitchell will not work as a Statement of Authority for Penny Benjamin
5. Full name of the authorized signatory, a phone number and an email address



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6. ODP plan set with all plan set sheets in a single document (see template)
7. Response to comments (if submitting revisions) made directly in the staff redlines or in a supplemental letter
8. Colored architectural elevations noting all materials
9. 3D architectural renderings (including pedestrian eye-level views)
10. SketchUp model (provide .skp file) demonstrating scaled mass, building materials, colors, facade articulation, cast shadows, grade change and streetscape integration
11. Materials/color board
12. Photo of materials/color board
13. Any other documents or information deemed necessary by the project planner to determine compliance with the requirements of the applicable Specific Plan (i.e. building cross-sections, block cross-sections demonstrating building separation, etc.)

Subsequent Submittals:

1. Revised ODP plan set with all plan set sheets in a single document
2. Revised additional studies as required
3. Applicant comment responses made directly in staff redlines or in a supplemental letter
4. Address plat including proposed street names according to Address Plat Guidelines
5. Irrigation plan (if applicable) preferred at second or third ODP submittal (see below)

Prior to ODP Approval:

1. A DXF file of the ODP that meets the City of Westminster's Digital Submittal Standards
2. 3-D SketchUp (.skp) model reflecting final project design, building materials, and accurate project grade (for inclusion in Downtown model)

Recordation Fees:

1. Mylar recording: \$50 + \$20/sheet

Additional Fees (as applicable):

1. Public land dedication (collected at time of plat)
2. Park development (collected at time of building permit)
3. Public art (collected at time of recordation)
4. School land dedication (collected prior to issuance of notice to proceed for public improvements or at time of final plat)
5. Surety (collected prior to issuance of building permit): Calculated by ODP Inspector

MATERIALS BOARD

1. 18"x24" maximum board size (multiple boards are acceptable)
2. Foam core with white background, landscape orientation
3. Title with subdivision name matching ODP (also include development name)
4. Date of submittal, name of architect/contractor, contact info
5. Minimum ¼" text height
6. Required materials:
 - Masonry units (brick, stone, etc.), stucco/EIFS, siding, paint swatches
 - Window glass (frame/mullions), storefront system
 - Awning/roof materials
 - Retaining wall material sample + photo of larger application to portray color/blend
7. Optional materials (at discretion of Project Planner)
 - Metal gates, doors, fencing
 - Paver units, colored concrete, ground cover materials
 - Others
8. Material sample size: 2"x2" minimum, 4"x8" maximum (adequate size to portray masonry color/pattern blend)
9. Adhere materials to board with Velcro to allow for ease of material exchange
10. Include pictures of materials for clarification if needed (i.e. multi-color stone, textured roof)
11. Label manufacturer/brand, color/material name and material size

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12. *Ensure that labels match specifications in ODP plan set*

ADDITIONAL STUDIES (required as determined by city staff)

1. Phase II Utility Study
 - a. Shall be consistent with the overall City utility system and conform to Chapter 3 and Chapter 4 of ["Construction Standards & Specifications"](#)
 - b. Shall include:
 - i. Identification of proposed water and sanitary sewer systems
 - ii. Analysis of proposed systems for projected water demands and sewage production rates
 - iii. Evaluation and identification of impacts on existing water lines and sewer lines
 - iv. Signature and seal a professional engineer registered in the State of Colorado
 2. Phase II Drainage Report
 - a. Shall be prepared in accordance with the City of [Westminster "Storm Drainage Design and Technical Criteria"](#) and the Mile High Flood District ["Urban Storm Drainage Criteria Manual"](#)
 - b. Shall be signed and sealed by a professional engineer registered in the State of Colorado
 3. Traffic Impact Analysis
 - a. Shall include projections of:
 - i. Average daily trips (in and out) generated by the project
 - ii. Increase of traffic loading in surrounding and adjacent areas
 - b. Shall be in conformance with the Institute of Transportation Engineers (ITE) Trip Generation Report
 - c. Shall be signed and sealed by a professional engineer registered in the State of Colorado
 4. ASTM Standard Environmental Site Assessment Phase I survey and report for any property to be dedicated to the public
 5. Geologic Report for any property to be dedicated for a public school (will be referred to the appropriate school district) for review of swelling soil, mine subsidence and other geologic hazards
- * *Each study shall provide sufficient detail, as determined by the City Engineer, to evaluate the intent and methodology of the report, and the feasibility of the proposed facilities*
- * *The following statement shall be included in all studies: "WE ACKNOWLEDGE THAT THE CITY OF WESTMINSTER'S REVIEW OF THIS STUDY IS ONLY FOR GENERAL CONFORMANCE WITH SUBMITTAL REQUIREMENTS, CURRENT DESIGN CRITERIA AND STANDARD ENGINEERING PRINCIPLES AND PRACTICES. WE ARE ALSO AWARE OF THE PROVISIONS OF SECTION 11-6-5 (B) 3 OF THE WESTMINSTER MUNICIPAL CODE"*

IRRIGATION PLAN (required for all projects that add new irrigation systems or require changes to existing)

1. After the landscape plan is nearing completion in the review process, a detailed irrigation plan shall be submitted, as a separate document. This normally occurs after the second or third plan submittal. For additional information regarding irrigation systems, see the Irrigation Plan Review Process handout, Landscape Regulations, 2004 Edition, and the City of Westminster Standards and Specifications for Earthwork, Erosion Control and Revegetation.
2. Irrigation drawings submitted with the ODP shall contain the following information (must match landscape plan):
 - a. Sheet size and scale to match landscape plan
 - b. Graphic and written scale
 - c. North arrow and key
 - d. Title block with name of project, sheet name, company identification including address, phone number, name of person preparing plan and date.
 - e. Existing and proposed structures, overhangs and paving
 - f. Property lines, existing and future right of way lines
 - g. Existing and proposed structures, water features, sidewalks, overhangs, paving
 - h. Proposed grades or spot elevations in sloped or bermed areas



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- i. Show and label locations of proposed hydrozones (low, moderate, high)
 - j. For each hydrozone, label the type of irrigation (sub-surface, drip, microspray, pop up spray, rotor). Landscape areas less than 8 feet in width require drip, microspray or sub-surface irrigation
 - k. Show and label locations to be irrigated with potable and non-potable water and identify the total square footage of each
 - l. Identify how water features will function (recycled water supply, potable or non-potable, etc.)
 - m. Identify existing water pressure and design water pressure
 - n. Specify the GPM flow of the largest zone
 - o. Identify the number of taps and size of taps needed
 - p. Identify locations of taps, water meters, control boxes
3. General Notes shall be included on the Irrigation Plan as follows:
- a. THIS IRRIGATION PLAN, AND SUBSEQUENT CONSTRUCTION DOCUMENT, WILL CONFORM TO REQUIREMENTS OF THE LANDSCAPE REGULATIONS, 2004 EDITION.
 - b. FINAL IRRIGATION DESIGN WILL NOT EXCEED A MAXIMUM IRRIGATION TIME LIMIT OF 8 HOURS EVERY OTHER DAY.
 - c. IRRIGATION CLOCK CONTROLLERS SHALL HAVE THE CAPABILITY TO ALLOW FOR SEASONAL ADJUSTMENTS, INCLUDING GLOBAL WATER BUDGET CONTROLS. ALL CONTROLLERS SHALL ALLOW FOR MULTIPLE PROGRAMS AND START TIMES, SCHEDULES AND INDIVIDUAL TIME SETTINGS DOWN TO THE MINUTE. CONTROLLERS, EXCLUDING SINGLE FAMILY DETACHED, SHALL USE EVAPOTRANSPIRATION OR SOIL MOISTURE BASED PROGRAMMING, INCLUDING EITHER LOCAL SENSORS, REMOTE OR HISTORIC EVAPOTRANSPIRATION BASED SCHEDULING, OR SOIL MOISTURE SENSORS.
 - d. IRRIGATION CLOCK CONTROLLERS INSTALLED BY THE DEVELOPER/BUILDER SHALL BE CAPABLE OF A MINIMUM OF 9 ZONES FOR SINGLE-FAMILY OR DUPLEX LOTS LESS THAN 10,000 SQUARE FEET IN AREA. LOTS 10,000 SQUARE FEET AND LARGER SHALL REQUIRE AN IRRIGATION CLOCK CONTROLLER OF A MINIMUM OF 12 ZONES.
 - e. FINAL IRRIGATION DESIGN SHALL BE CAPABLE OF SUPPLYING A SUFFICIENT NUMBER OF INCHES OF WATER PER WEEK TO THE TOTAL IRRIGATED AREA IN ORDER TO MAINTAIN THE HEALTH OF THE PLANT.
 - f. FINAL IRRIGATION DESIGN SHOULD MINIMIZE WATER RUNOFF OF BERMS AND SLOPES, AND AVOID OVERSPRAY ONTO NON-LANDSCAPE AREAS.