



Construction Plan Review Application Guide & Checklist

Economic & Community Development Department
101 W. 8th Street
Glenwood Springs, CO 81601
(970) 384-6411

PURPOSE

The construction plan review process affords City departments and outside reviewing agencies the opportunity to review your plans to ensure that the technical aspects of your approved development application meets Municipal Code and Engineering Standards requirements, as well as any conditions of your approved project. Approval of construction plans is required for any type of development prior to issuance of a building permit, a grading or excavation permit, or floodplain development permit.

REVIEW PROCESS

- 1. Pre-application Conference.** Contact one of the planners in the Community Development Department prior to submitting your construction plans and technical reports. We will discuss the administrative review procedures, application and plan submission requirements, decision timelines, conditions of your development approval, and development standards as they relate to your project.

During the pre-application conference you will receive a checklist of information that we will need to process your construction plan review. This information constitutes your application and may include any, or all the information found on page 3 of this guide.

- 2. Submit Your Plans & Specifications.** Submit an electronic copy of the items listed on your checklist to the Community Development Department. Within 5 business days of your submission, Community Development Department staff will review your submission to determine whether it is complete. If it is incomplete, we will contact you with a list of the information needed to complete your application.

Once deemed complete, staff will request that you provide additional paper copies of your plans and technical reports. The number of copies can vary depending upon the scope of your application but usually we will ask for one or two paper sets. The paper format of your submission may vary. If your application includes any full-sized plan sheets, we may request submission on 11" x 17" or 24" x 36" size paper. Depending upon the complexity of your project, administrative reviews generally can be accomplished within 6 weeks of the time that you submit a complete application.

- 3. Development Review Committee Referral and Review.** Prior to rendering a decision on your project, The Community Development Director may refer your application to the Development Review Committee which consists of various City departments, City boards and commissions, and outside agencies such as the Colorado Department of Transportation,

and gas and telephone companies. The Review Committee will evaluate your plans based on how well they demonstrate compliance with your project approvals, the Municipal Code and Engineering Standards. You may review the Municipal Code on the City's website at www.cogs.us. The Engineering Standards are located [here](#), or on the Engineering home page.

4. **Director Review & Decision.** The Community Development Director will review your construction plans and technical reports and approve, approve with conditions, or deny your application based on the following criteria:
 - a. Required infrastructure and utility improvements have been approved by the appropriate agency;
 - b. The construction plans comply with all applicable standards in this Code;
 - c. The construction plans comply with the City's Engineering Standards;
 - d. The construction plans comply with other applicable City standards and policies; and
 - e. The construction plans comply with requirements and conditions of approval for any prior approvals.

5. **Post-approval Plan Modifications.** The Community Development Director may approve a minor modification of your approved construction plans provided that the modification:
 - a. Does not affect the overall development concept; Does not impede or prevent construction of infrastructure serving the development and/or a larger area;
 - b. Will not result in substantially greater maintenance costs for the City;
 - c. Is necessary to accommodate best management practices or to remedy construction difficulties; and
 - d. Is consistent with the approved associated site/architectural plan (if applicable).



Construction Plan Review Application Checklist

For office use:

Pre-application Meeting Date: _____ Planning File #: _____

Applicant: _____ Lead Planner: _____

Following your project approval, you will receive this checklist noting the final materials that the City will need to review the technical drawings and reports associated with your approved development application. Failure to provide the required information or incomplete plans will delay your submittal of the building permit application.

Materials to be Provided by Applicant								
Submittal Requirements		Paper Copy – number and format			PDF	Notes	Required Submission (√)	Submitted by Applicant (√)
		8 ½ x11	11 x 17	24 x 36				
1	Planning Application – completed in full and signed by applicant and all property owners of record				√			
2	Ownership - provide proof of ownership such as Deed of Trust, Warranty Deed or Quit Claim Deed. Title commitment will not suffice. Note: this information is required only if ownership has changed since your site/architectural plan approval.				√			
3	Project Description – narrative describing the project and addressing the approval criteria in 070.060.050(c) as well as applicable conditions of project approval. A recorded copy of the Development Agreement will meet this requirement.				√			

Materials to be Provided by Applicant								
Submittal Requirements		Paper Copy – number and format			PDF	Notes	Required Submission (√)	Submitted by Applicant (√)
		8 ½ x11	11 x 17	24 x 36				
4	Minor Modification Request – narrative describing your request for minor modifications to the approved development plan and addressing criteria in 070.060.050(c)				√			
5	Final Civil Plans – refer to Engineering Standards for checklists and submission requirements				√			
6	Final Engineering Reports including:				√			
	Traffic Impact Analysis or Letter – the level of documentation required depends on the location of the property and the type of development proposed							
	Soils & Geotechnical Report							
	Minor or Major Grading and Drainage Plan Report Refer to Section 4.5 of the Engineering Standards for report requirements							
	Stormwater Management Plan							
7	Final Engineer’s Estimate – submit engineer’s estimate of public improvements in accordance with the requirements of the Engineering Standards.				√			
8	CDOT Access Permit				√			
9	Final Architectural Plans				√			
10	Final Landscaping Plan				√			
11	Final Lighting Plan				√			

Materials to be Provided by Applicant

Submittal Requirements		Paper Copy – number and format			PDF	Notes	Required Submission (√)	Submitted by Applicant (√)
		8 ½ x11	11 x 17	24 x 36				
12	Final Materials Board- submit materials board showing type and color of all exterior materials that will be used on the building(s) and in site amenities such as retaining Walls/fencing. Note manufacturer details (name and sample number). Photographs of materials are acceptable in lieu of actual samples. Color chips or samples are required.							
13	Fee	\$ _____				Cash, check or credit card. Check payable to the City of Glenwood Springs		
14	Other Materials (list other materials that will be required)							



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Complete Plan Set: Cover Sheet

The cover sheet must include the information listed below to be considered complete. During the Pre-application Meeting, City Staff may request additional items.

General Plan Items (to be included on all sheets)				
Applicant			City Staff	
Yes	N/A		Yes	N/A
		<u>Formatting Requirements:</u>		
		All drawings shall be submitted in both hard copy and electronic (PDF) formats.		
		Sheet sizes shall be a minimum of 11" x 17" and a maximum of 24" x 36" with a ½" border in landscape orientation.		
		Symbols and line types shall comply with industry drafting standards and shall graphically distinguish between existing and proposed items.		
		Text shall be no less than 0.1 inch in height.		
		Property boundary lines of the subject property shall be depicted with a bold "phantom" linetype.		
		Utilize match lines to connect information from drawings.		
		<u>General Information to be included on all civil sheets:</u>		
		Name of subdivision or address; section, township, range; city, county and state.		
		Page number (i.e. 1 of x, 2 of x, etc.)		
		Title block.		
		North arrow and indication of standardized scale, both fractional and bar (i.e. 1" = 20' or 1" = 40')		
		Date of preparation.		
		Contact information for professional preparing plans including email address.		
		Name, address, email, and telephone number of owner and applicant.		

Cover Sheet				
Applicant			City Staff	
Yes	N/A		Yes	N/A
		Vicinity map.		
		Basis of bearings & benchmarks.		
		FEMA floodplain statement including community map number and date. Indicate whether the site is located within a designated floodplain.		
		Geologic hazards disclosure. "This property is subject to geologic hazards per the adopted mapping by the City of Glenwood Springs. Hazards to note are _____. A final Geologic Hazard Report will be submitted upon application of a building permit.		
		If property is located within an airport overlay zone, the following note must be included		

	on the cover sheet: "The avigation easement dedicated herein for public avigation purposes, shall be considered a public easement subject to those terms and conditions specified on the instrument recorded at _____ of the records of Garfield County, Colorado. All other easements or interests of record affecting any of the platted property depicted hereon shall not be affected and shall remain in full force and effect."		
	Index for all sheets included in submittal set.		
	Public Facilities – A note shall be placed on the site plan that makes reference to the public facility requirements for the installation and construction and/or contributions.		
	Project Summary Table – Use the table format below to provide data about the proposed project. Make sure to complete all applicable cells.		

Project Summary Table

Project Description					
Lot Size Information	Acres	Square feet	Lot Coverage	Existing (Sq Ft & %)	Proposed (Sq. Ft. & %)
Limits of Disturbance	Existing (Sq & %)	Proposed (Sq. Ft. & %)	Average Slope within Limits of Disturbance	Percentage %	
Off-street Parking Spaces	Existing # Vehicle Spaces	Proposed # Vehicle Spaces	Bicycle Parking	Existing # Spaces	Proposed # Spaces
Residential Units	# Existing Units	# Proposed Units	Non-residential Uses	Type of Use(s)	Gross Floor Area (Sq. Ft.)
Open Space	Existing (Sq ft & %)	Proposed (Sq Ft & %)	Total Landscaped area	Existing (Sq Ft & %)	Proposed (Sq Ft & %)
Building Height	Existing	Proposed	Total Impervious Area	Existing (Sq Ft & %)	Proposed (Sq Ft & %)
Snow Storage	Required (sq ft)	Proposed (sq ft)	Other		



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Complete Plan Set: Site Plan

The Site Plan must include the information listed below to be considered complete. During the Pre-application Meeting, City Staff may request additional items.

Site Plan				
Applicant			City Staff	
Yes	N/A		Yes	N/A
		Depict existing and proposed improvements including, without limitation, all of the following: grading; circulation systems (sidewalks, trails, roadways); parking areas & driveway locations; floodways and floodplains; street lights; curbs & gutters; traffic signal poles and controllers; fire hydrant locations; pavement edges; open space; and landscaping.		
		Depict existing and proposed utilities (gas, electric, cable, fiber optics, raw water, water, sewer) and include sizing. Note: Depending on the amount of detail on the site plan, the utilities may be shown on a separate plan sheet.		
		Depict existing and proposed buildings and structures. Label uses and square footages.		
		Depict existing and proposed circulation systems (sidewalks, trails, roadways, driveways, curb cuts, parking areas). Include widths and surface material information. Provide parking count, space dimensions, and identify all ADA parking spaces. Include curb return radii; ADA ramp locations; horizontal curve data; full width of right of way; intersecting roadways; street cross sections; and other relevant features along all roadways abutting the proposed development. Show bicycle parking location and quantity. Indicate all loading and vehicular stacking areas, as applicable.		
		Depict existing and proposed drainage facilities including inlets, manholes, and stormwater outfalls. Include directional drainage flow arrows.		
		Label all existing and proposed easements. Provide width and purpose of easement (utility, access, etc.)		
		Indicate required setbacks.		
		Indicate high water setback for developments bordering the Roaring Fork or Colorado rivers.		
		Depict sight triangles for all access points.		
		Depict type, material, height for all fences and retaining walls. Label top and bottom of all retaining walls.		
		Depict trash enclosure locations. Provide enclosure material and height details.		
		Label accessible route from the public right of way or primary access to the proposed building public entrance. Label distance from closest property line to the building.		
		Label snow storage areas.		



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Complete Plan Set: Final Architectural Plans

The Final Architectural Plan must include the information listed below to be considered complete.

Final Architectural Plans																						
Applicant			City Staff																			
Yes	N/A		Yes	N/A																		
		Provide site plan depicting location of building, parking areas, access/driveways, building entrances, easements, setbacks and all site improvements including but not exclusive of trash/dumpsters, bicycle parking facilities, landscaped areas, and retaining walls/fences. Site plan shall include contours with elevations noted. Show and label limits of site disturbance.																				
		Provide final building elevations for all sides of the building(s), accessory structures such as but not exclusive of garages and trash enclosures. Note type of construction; label and note location and type of exterior finishes; depict and label windows and exterior doors; identify exterior lighting; depict and label rooftop mechanical units. Note building height as measured from existing grade to the midpoint of the roof. Grade shall be based on USGS elevations.																				
		<p>For each elevation, provide a chart which describes the type of materials and percentage of total surface area in square feet. Example shown below:</p> <table border="1" style="margin-left: 40px;"> <thead> <tr> <th colspan="3">West Elevation</th> </tr> <tr> <th></th> <th>Surface Area</th> <th>Percentage of Net*</th> </tr> </thead> <tbody> <tr> <td>Gross of wall</td> <td>2,850 s.f.</td> <td>NA</td> </tr> <tr> <td>Net* EIFS</td> <td>1,500 s.f.</td> <td>53%</td> </tr> <tr> <td>Net*Concrete Masonry Unit</td> <td>1,065 s.f.</td> <td>37%</td> </tr> <tr> <td>Net* glazing</td> <td>285 s.f.</td> <td>10%</td> </tr> </tbody> </table> <p>*Net excludes roof forms, awnings and similar features. Includes glazed windows and doors.</p>	West Elevation				Surface Area	Percentage of Net*	Gross of wall	2,850 s.f.	NA	Net* EIFS	1,500 s.f.	53%	Net*Concrete Masonry Unit	1,065 s.f.	37%	Net* glazing	285 s.f.	10%		
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	Surface Area	Percentage of Net*																				
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Net*Concrete Masonry Unit	1,065 s.f.	37%																				
Net* glazing	285 s.f.	10%																				
		Note phasing, if project will be completed in multiple phases.																				
		Provide roof and floor plans. Include total square footage building area as well as square footages for all uses within the buildings. For residential developments, include typical square footage of each dwelling type.																				



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The Final Landscaping Plan must include the information listed below to be considered complete.

Final Landscaping Plan				
Applicant			City Staff	
Yes	N/A		Yes	N/A
		Depict existing and proposed topography, existing physical features including geological formations, watercourses and water bodies; existing streets, trails, sidewalks, parking areas, and other circulation areas; existing and proposed utility easements; electric transformers and mechanical units; existing and proposed buildings and structures; existing and proposed trash collection areas; existing and proposed light poles; and existing and proposed retaining walls and fencing noting top and bottom of wall/fence elevations.		
		Show and label all parking areas and parking spaces. Depict parking landscape areas. Note dimensions of landscape areas such as width of parking lot landscape islands, planting strips, landscaped setback areas.		
		Show and label limits of disturbance.		
		Identify all existing trees and shrubs intended for preservation. Provide caliper sizes for all existing trees to remain.		
		Provide locations for all proposed landscaping. Utilize different graphic symbols to represent the different plantings.		
		Provide a plant schedule. Specify Latin and common names, quantity, and container size. Note caliper size for all deciduous trees and height for all evergreen trees.		
		Depict and label sight triangles at all street and driveway/street intersections.		
		Include a chart identifying the total amount of landscape and hardscape areas expressed in square feet and as a percentage of the total lot area. For parking areas, note square footage of landscaped area and as a percentage of the parking area; include total number of required and provided trees, shrubs, and perennials.		
		Provide an irrigation plan which depicts type and size of main irrigation system components and includes information about or depicts shut-off valves; backflow devices, connection to water main. Note areas where temporary irrigation will be used to ensure establishment of seed and/or native vegetation.		



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Complete Plan Set: Final Exterior Lighting Plan

The Lighting Plan must include the information listed below to be considered complete.

Final Lighting Plan				
Applicant			City Staff	
Yes	N/A		Yes	N/A
		Depict all existing and proposed building footprints.		
		Show site improvements and include existing and proposed streets, property lines, parking areas, sidewalks and trails.		
		Include location of attached (wall) and detached (pole) light fixtures.		
		Note height of light fixtures and provide a key indicating fixture style.		
		Provide manufacturer cut sheets or style specifications.		
		Provide a photometric plan showing lighting across the site, at the property line and 10 feet from the property line.		
		Provide a security lighting photometric plan if any of the exterior lights are to remain illuminated throughout the night.		