



Site Plan Review Request Form

Site plan review allows Town review of specific types of development to ensure compliance with standards in the [Mancos Municipal Code](#). Pursuant to Mancos Municipal Code [Section 16-19-7](#), the following requests and projects must have site plan approval before the Town can issue building or occupancy permits:

- **New Construction:** All new uses and structures that are not part of a preliminary PUD application or preliminary subdivision plat.
- **Building Alteration:** (1) Any proposed redevelopment that meets or exceeds 10 percent increase in gross square footage, or 50 percent increase in assessed valuation, with either measurement calculated over a five-year period. (2) Any request that would significantly alter the design of the site or building(s).
- **Temporary Uses and Structures:** All requests for temporary uses and structures.
- **Site Alteration:** (1) Relocation of development pads, buildings, or dwelling units for some practical reasons such as topography, road alignment or easements provided that the modification does not significantly alter the site design in terms of parking layouts, vehicular circulation, landscape design, and other similar components of the development plans. (2) An increase or decrease in a proposed setback, provided LUC requirements are still met. (3) A modification to a recreation area or open space design, but not elimination or more than a 10 percent reduction. (4) A change in the parking lot layout or vehicular circulation. (5) A change in the landscape design or a change of more than 20 percent of plant types.
- **General Provisions:** (1) Any change that may affect an adjoining residential neighborhood. (2) A request to change or delete a condition of approval established by the PC or the Board.

There is a review/filing fee of \$23.50, which must be paid prior to review.

Applicant Contact Information

Name: _____

Business Name: _____

Address: _____

Phone: _____

Email: _____

If applicant is not the property owner of record, an Agent Letter must be submitted along with the application

Affected Property Information

Street Address: _____

Street Address

Apartment/Unit #

City/State/Zip

Legal Description of Affected Property (*ex. Lots 6, 7, and the South ½ of Lot 3, West 60 feet of South ½ of Lot 4, West 60 feet of Lot 5 and Lot 8, Block 20, OLD SURVEY, MANCOS, CO*):

Short project description (*ex., a new residential subdivision with a mix of single family and duplex units*):

Submission Information

Site plans provide three types of information about a proposal: 1) basic information about the site, 2) relevant information about the zone district, and 3) specific information about the project. **Please attach one (1) copy of a site plan containing the following information:**

Basic Site information:

	North arrow and scale
	Vicinity map
	Name, address, phone number, and email address for site plan preparer, applicant, and owner
	Property address, legal description, and parcel number
	Property boundaries, dimensions, and lot size(s), individual lots must be dimensioned
	Road right-of-way lines and pavement width
	Name of streets abutting and within 50 feet of the property
	Existing building(s): (a) location and footprint dimensions, and (b) height
	Proposed building(s) and/or additions: (a) location and footprint dimensions, and (b) height
	Existing and proposed utilities on the site, including utility size, easement size, and culverts.
	Location and type of existing and proposed wireless communication facilities.

Zoning Information:

	Total lot coverage by lot, including building coverage and paved surfaces
	Existing and proposed building setbacks from all property lines and the road ROW along with setbacks required by the applicable zone district; location and depth of river setback where applicable
	Any changes to zone district dimensional standards with a reference to the LUC provision that permits the proposed change
	Residential Development: lot size per dwelling unit, total number of dwelling units, floor area of each dwelling unit, where applicable
	Proposed uses by building, structure, or site location
	Compliance with any use-specific standards that affect site design, such as accessory structure dimensional standards or ADU minimum lot sizes.
	Existing and proposed site access locations

Project-Specific Information

The Town reviews the following information for most projects. The Zoning Administrator can make changes to this list when additional information is necessary to review the project or when some items are not necessary to project review. It is a good idea to schedule a meeting with the Zoning Administrator to identify the types of information that will be necessary for your project.

Site Features, Topography, and Grading

1. Topographic lines at two-foot intervals and grades, both existing and proposed; spot grades of completed improvements.
2. Indication of where prominent natural features are, such as existing trees, streams, and ridgelines.
3. The 100-year floodplain line and elevation above floodplain.

Stormwater

1. Stormwater runoff calculations, flow patterns, and a stormwater management plan. If possible, stormwater shall be retained in an on-site detention area.
2. Location and design of low impact development features.

Infrastructure Availability

1. Expected water consumption per day in gallons; required flow rate in GPM and/or peak instantaneous demand; proposed fire service line size if required; proposed water meter size.
2. Industrial uses: expected wastewater discharge flow per day and waste stream characteristics (i.e., TSS or BOD)
3. Site-specific utility service information such as on-site manholes, clean-outs, and connection points.
4. If required for the project, please attach the traffic impact analysis report.
5. Location, type, and area of on-site sewage disposal systems, if applicable.

Parking, Access, and Circulation

1. Sidewalk location and design.
2. Total number of required parking spaces and a detailed floor plan to calculate usable floor space for parking space requirements. Shared parking agreements must be included if used for parking allotments and shall be irrevocable to protect everyone's current and future interests.
3. Dimensions and design of parking and loading areas, including specifications for paving and striping.
4. Location and dimensions of fire lanes and identification of adequate hydrant access.
5. Dimensions and design of stacking spaces for drive-thru facilities.

Landscaping, Buffering, and Screening

1. A landscape plan that meets the requirements of [Section 16-9-2](#). Plant materials, sizes, and quantities may be shown in a table on the side of the landscape sheet.
2. Identification of screening materials, design, dimensions, and estimated time of maturity.
3. Parking lot landscaping layout, materials, and the location of a snow storage site if required.

Open Space

1. Where required, the location and dimensions of public and/or private open space.

Outdoor Lighting

1. Provide information on outdoor lighting indicating height, fixture type, and locations.
2. Identify any existing nonconforming lighting that will be brought into compliance with [Article 12, Outdoor Lighting](#)

Signs

1. Where signs are requested, the sign application may accompany the site plan application or be submitted at a later date.

Development Fees

1. Calculation information for any required development fees, such as impact fees.

Review Process

Site plans are reviewed by the Zoning Administrator. The Zoning Administrator can collect feedback on the application from Town departments such as Public Works. The Zoning Administrator then reviews the application against these criteria:

1. The site plan is consistent with the Mancos comprehensive plan.
2. The site plan is consistent with any previously approved subdivision plat, planned development, or any other precedent plan or land use approval as applicable.
3. The site plan complies with all applicable development and design standards set forth in the Mancos Municipal Code.
4. Any significant adverse impacts reasonably anticipated to result from the use will be mitigated or offset to the maximum extent practicable.
5. The development proposed in the plan and its general location is, or will be, compatible with the character of surrounding land uses and structures.
6. The development can be adequately served by Town services including, but not limited to, roads, water, and wastewater.

The Zoning Administrator has the authority to review a site plan application to the Planning Commission where the application presents issues that require Planning Commission review.

SIGN THIS APPLICATION

I _____ swear that the information included herein is accurate, to the best of my estimation. I understand that no application shall be considered complete, and shall not be reviewed, until the application is complete, any inspection or review fee is paid in full (if applicable), and public hearing notice requirements (if applicable) have been fulfilled.

Signature of Property Owner

Date