Planner's Name:	**SUBMITTAL CHECKLIST**	Date:
	SITE PLAN - SIMPLE SUBDIVISION	Expiration Date: 6 months from above date
Location:		Type of Use:

Date Received: _____

Receipt #: _____

File #: _____

ITEMS	DISTRIBUTION																																				
DESCRIPTION & SSID REFERENCE	● City Community Development	● City Development Engineer	○ City Utility Engineer	● City Surveyor	○ City Park sR ecreation	○ City Attorney	○ City Sanitation	● City Fire Dept / Clifton Fire Dept	○ City Transportation Engineer	○ City Addressing	● City Code Enforcement	○ County Planning	● Building Dept	○ Persigo WWT	○ Walker Field Airport	○ School District #51 (if new parcel)	● Qwest	● Xcel	○ GVP	○ Cable	○ Water District	○ Sewer District	○ Drainage District	○ Irrigation District	○ CDOT	○ RTPO	○ Corps of Engineers	○ Urban Trails	○ Colo Geological Survey	○ State Environmental Health Dept	○ US Postal Service	○ Other	Total required					
Application Fee $	1																																				
● Development Application Form* II-1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1					
● Submittal Checklist* III-1, #5	1																																				
● Review Agency Comment Sheet* III-1, #6	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1					
● Ownership Statement* IV-3, #14	1			1	1																																
● Location Map V-12	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1					
● Planning Clearance*	1																																				
● General Project Report VI-4	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1					
○ Site Plan V-22	2	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1					
○ Composite Plan V-2	1	1	1																																		
● Plat V-15	1	1	1	1	1	1		1		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1		1	1	1		1						
● 11" X 17" Reduction of Final Plat	1						1																		1												
● Legal Description IV-4, #15	1			1		1																															
○ Deeds IV-2, #9	1			1		1																															
○ Easements IV-3, #12	1	1	1			1																															
○ Avigation Easement* IV-1, #3	1														1																						
○ Right-of-way Dedication/Conveyance IV-4, #21	1	1		1																					1	1											
○ Development Improvements Agreement/Guarantee* IV-2, #10	1	1				1																															
● County Treasurer's Tax Certificate IV-1, #5	1			1		1																															
○ CDOT, 404, or Floodplain Permit IV-5	1	1							1																1		1		1								
○ Building Elevations	1												1																								
○ Traffic Impact Study VI-11	1	1							1																1	1											
○ Industrial Pretreatment Sign-off IV-5, #4	1	1												1																							
● Landscape Plan V-10	2	1								1	1																										
○ Final Drainage Report* VI-2	1	1																					1						1								
○ Grading Plan V-5	1	1											1																								
○ Final Geotechnical Report VI-3	1	1											1																1								
○ Lighting Plan V-11	1	1								1	1																										
○ Covenants, Conditions, & Restrictions	1	1				1																															
○ Fire Flow Form*	1	1						1																													
○ Stormwater Management Plan/Permit* (if over 1 acre) V-26, VI-10	1																													1						
● Improvement Survey V-33	1			1																										1						

Notes: * An asterisk in the item description column indicates that a form is supplied by the City.

SAMPLE