



Final Plans

Attachment to Technical Document Review Application

FINAL PLANS APPLICATION REQUIREMENTS AND CHECKLISTS

Final plans reviewed in Technical Document Review include architectural, landscape and site plans. These plans are generally required as conditions of approval for a land use review application. Depending on the type of project and level of detail in the initial application, some land use review approvals may require only one final plan type; some may require all four.

Final plans submitted for city approval must include the basic requirements listed in this attachment. There are some cases where the city case manager may waive an application requirement if it does not apply to a particular project. In this case, at the end of the land use review, the case manager will mark and initial the attached checklist before an applicant applies for technical document review. An application fee, as specified on the application form, is also required. In addition, an applicant may submit any additional materials that may be appropriate to the review.

All required materials must be complete in order for final plans to be accepted by the Planning and Development Services Center. Incomplete applications will not be accepted and will be returned to applicant.

This Attachment includes separate checklists for:

- [Final Architectural Plans](#)
- [Final Landscape Plans](#)
- [Final Site Plans](#)
- [Final Lighting Plans](#)

Complete the applicable checklists, marking those items as they are included in your application. The checklists are intended to assist you in collecting all of the required materials and to assist the Planning and Development Services Center in determining that all of the submittal requirements are met. **The completed checklists must be submitted with your application.**

FINAL ARCHITECTURAL PLANS APPLICATION REQUIREMENTS CHECKLIST

SUBMIT WITH YOUR APPLICATION

Final architectural plans are required through the conditions of approval for many completed land use review applications such as site review and use review. Architectural plans show the proposed building design and are generally a more detailed version of the approved land use plans. Changes made to the approved land use review plans must be clearly identified and noted, either on the plans or in an attached written statement. Some minor changes may be approved as part of the final plan. Others may require a Site Review amendment or Administrative Review minor modification. A complete submittal will allow reviewers to determine how the final architectural design has changed from the preliminary plans and to relate improvements to recommendations made during the land use review. **Fill out the checklist below, checking off items as they are included in the submittal packet, and sign at the end. Submit the completed checklist with your application.**

One (1) electronic copy of each required application material. Files must be saved using the file name indicated in the [Online Development Review Application Guide](#).

► GENERAL REQUIREMENTS

These are the general requirements for all architectural plans submitted to the city of Boulder.

- Standard sheet size: 24" x 36"
- Standard scale: a standard engineering scale for context and site plans (1"=10', 1"=20', or 1"=30') and standard architectural scale for architectural plans, elevations and sections such as 1/8" = 1'-0", 1/4" = 1'-0", etc. The scale should be consistent for similar drawings. For example, floor plans, building elevations and building cross sections should be presented at the same scale, while the site plan may be of a larger scale. If plans are shown on multiple sheets, also provide one composite drawing at a scale to fit on one 24" x 36" sheet.
- North arrow, indicated on each plan sheet
- Cover sheet including:
 - Vicinity map illustrating the location of the project within the City of Boulder
 - List of sheet numbers and plan types for each

► TITLE BLOCK

Every sheet should include a title block. While the format of the title block and its location on a plan sheet may vary, all plan sheets must have a title block that includes the following minimum information.

- Project name
- Address (or site location if no address has been assigned yet)
- Date (and revision date)
- Plan drawer's name, address, phone number (e.g. architect, designer, engineer)
- Plan type (e.g. site plan, floor plan, building elevations, etc.)
- Application type (Final Architectural Plans)
- Applicant's name, address, phone number
- Sheet number
- Case number

► **FLOOR PLANS**

Floor plans must contain sufficient information for reviewers to fully understand the building layout, interior relationships, and functions.

- Same scale as building elevations and sections
- All floor plans, including below and above grade floors
- Windows, doorways, stairways and steps
- Exterior dimensions of the building labeled
- Calculation of gross floor area (identify on the floor plan any uninhabitable areas not included in the floor area calculation)

► **EXTERIOR BUILDING ELEVATION(S)**

If relevant, building elevations should be shown in the context of surrounding buildings. An example would be an infill project located within a row of contiguous buildings along Pearl Street.

- Existing and proposed grade shown, if applicable
- Same scale as floor plans and sections
- Elevations of **every side** of the proposed building design
- All windows and significant architectural features
- Material choices, color selections, and signage
- Height calculations, according to the city code definition of building height, showing the location and elevation of the low point used in the calculation

► **OTHER INFORMATION IF REQUIRED**

The following additional information may be required for a land use review approval:

- Final selection of building materials (may include list of specific materials and/or samples)
- Final selection of building material colors (may include list of colors and/or color board sample)
- Color perspective sketches illustrating street character and the relationship of the project to surrounding buildings
- Character sketches illustrating the proposed project from street level may be needed to present the project from the pedestrian's viewpoint
- Building cross-sections, including floor-to-floor heights and grade changes at the point of the building cross-section and the height of the building at each building section

(signature of person who filled out checklist)

(print name)

FINAL LANDSCAPE PLAN APPLICATION REQUIREMENTS CHECKLIST

SUBMIT WITH YOUR APPLICATION

Final landscape plans are a condition of certain land use review approvals, particularly site review applications. Landscape plans show the final landscape design solution and are generally a revision or update of the land use review approved plans. Changes made to the approved land use review plans must be clearly identified and noted, either on the plans or in an attached written statement. A complete submittal will allow reviewers to determine how the final landscape design has changed from the preliminary plans and to relate improvements to recommendations made during the land use review. **Fill out the checklist below, checking off items as they are included in the submittal packet, and sign at the end. Submit the completed checklist with your application.**

Note: The following landscape information may be incorporated into the final site plan sheet if approved by the city case manager prior to final plan application. If provided on a separate sheet, it must follow the general and title block requirements listed below.

One (1) electronic copy of each required application material. Files must be saved using the file name indicated in the [Online Development Review Application Guide](#).

- Property lines
- Site and lot dimensions
- Approved site layout, including parking lots, automobile circulation and loading areas, and pedestrian/bike circulation and bike parking areas
- Approved building footprints, indicating entry locations
- Other site improvements, including lighting, tree grates, benches and retaining walls
- Location and width of all easements (note: no tree may be closer than 10' to any water or sewer line)
- Location of existing trees 1 ½" caliper or greater, indicating whether trees will remain or be removed
- Sight "triangles" at all intersections of streets, alleys, and driveways with locations of stop signs, speed limit signs, street signs, and other traffic signs
- Location of fire hydrants and water meters
- Location and height of overhead utility lines
- Location and dimensions for all landscaped areas, including
 - Planting strips along all streets; dimension width between curb and sidewalk
 - Planting pits or raised planters
 - Parking lot screening; indicate height in feet
 - Interior parking lot landscaping; dimension width of each landscaped island, and indicate area of each in square feet
 - Other perimeter landscaping or screening
 - Berms, indicating height in feet, and percent slope
 - All other landscaped areas, including detention ponds
- Planting plan, showing locations of all plant material, and size at five (5) years' growth, including:
 - Areas of ground cover, indicated for each separate landscaped area
 - Shrub and flower planting beds

- Hedges and vegetative screens, indicating height in feet
- Trees, including spaces of street trees in feet
- Planting Schedule, indicating type, quantity, and minimum sizes of plant material; keyed to the planting plan, indicating the common and botanical names of all:
 - Ground cover; for grass, indicate sod or seed, and blend or mixed specified
 - Shrubs (minimum container size in gallons)
 - Trees (minimum caliper in inches, and height in feet)
- Summary chart of landscape calculations, indicating:
 - Total site size, in square feet
 - Total parking lot size, including all drive aisles, driveways, loading and other circulation areas, in square feet
 - Total number of parking stalls provided
 - Total interior parking lot landscaping required and provided, in square feet
 - Total perimeter parking lot landscaping required and provided, in square feet
 - Total number of street trees required and provided
 - Total quantity of plan material required and provided
- Irrigation system, indicating:
 - Types(s) and locations of irrigation
 - Zoning of plant material species and locations by water requirement
- A tree inventory that includes the location, size, species and general health of all trees with a diameter of six (6) inches and over measured fifty-four (54) inches above the ground on the property or in the landscape setback of any property adjacent to the development. The inventory shall indicate which trees will be adversely affected and what if any steps will be taken to mitigate the impact on the trees. The tree inventory shall be prepared by a certified arborist that has a valid contractor license pursuant to [chapter 4-28](#), "Tree Contractor License", B.R.C.

► **OTHER INFORMATION WHEN REQUIRED BY A LAND USE REVIEW APPROVAL**

- Existing and finished grades with contours of 2-foot intervals and/or spot elevations
- Plans for conservation, relocation, and use of existing topsoil resource and landscape soil preparation
- Restoration, revegetation, or enhancement of an affected natural area or natural area buffer zone
- Mitigation plans for any proposed natural area disturbance
- Tree protection plan for construction around trees 1 ½ " caliper or larger
- Where fencing is used for required screening, a scaled drawing of the fence elevation

► **GENERAL (REQUIRED IF FINAL LANDSCAPE PLAN IS NOT COMBINED WITH A FINAL SITE PLAN)**

- Standard sheet size: 24" x 36"
- Scale on each plan sheet (must be a standard scale, minimum 1"=30'; 1"=10' and 1"=20' acceptable)
- North arrow on each plan sheet

- Legal description (to be included on the cover sheet or on the site plan).

Note: a legal description on an 8 ½ " x 11" format is also required to be submitted with the applicant's written materials.

- Cover sheet, including:
 - Vicinity map (reference city requirements. Note: a vicinity map on a 8 ½ x 11" format is also required to be submitted with the applicant's written materials).
 - List of sheet numbers and plan types for each

► **TITLE BLOCK (REQUIRED IF FINAL LANDSCAPE PLAN IS NOT COMBINED WITH A FINAL SITE PLAN)**

While the format of the title block and its location on a plan sheet may vary, all plan sheets must have a title block that includes the following minimum information.

- Project name
- Address (or site location if no address has yet been assigned)
- Date (and revision date)
- Plan drawer's name, address, phone number (e.g. architect, designer, engineer)
- Plan type (e.g. site plan, floor plan, building elevations, etc.)
- Application type (Final Landscape Plan)
- Applicant's name, address, phone number
- Sheet number
- Case number

(signature of person who filled out checklist)

(print name)

FINAL SITE PLAN APPLICATION REQUIREMENTS CHECKLIST

SUBMIT WITH YOUR APPLICATION

Final site plans are conditions for certain land use review approvals, particularly site and use review applications. Site plans show the final site layout, including existing and proposed building footprints, general landscape areas, parking areas, and pedestrian and vehicular circulation. Final site plans are generally a revision or update of the land use review approved plans. Changes made to the approved land use review plans must be clearly identified and noted, either on the plans or in an attached written statement. A complete submittal will allow reviewers to determine how the final site design has changed from the preliminary plans and to relate improvements to recommendations made during the land use review. **Fill out the checklist below, checking off items as they are included in the submittal packet, and sign at the end. Submit the completed checklist with your application.**

One (1) electronic copy of each required application material. Files must be saved using the file name indicated in the [Online Development Review Application Guide](#).

► GENERAL

- Standard sheet size: 24" x 36"
- Scale on each plan sheet (must be a standard scale, minimum 1"=30', 1"=10' and 1"=20' acceptable)
- North arrow on each plan sheet
- Legal description (to be included on the cover sheet or on the site plan. Note: a legal description on a 8 ½ " x 11" format is also required to be submitted with the applicant's written materials)
- Cover sheet, including:
 - Vicinity map (reference city requirements. Note: a vicinity map on a 8 ½ " x 11" format is also required to be submitted with applicant's written materials)
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► TITLE BLOCK

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- Application type (Final Landscape Plan)
- Applicant's name, address, phone number
- Sheet number
- Case number

► PROJECT STATISTICS

You may fill in the city's Project Fact Sheet template or create your own format, but the required information must be provided on the site plan in the order shown below. Complete only those items that apply to your project. All information must reflect the approved project and final plan statistics.

► **FINAL SITE PLAN INFORMATION**

- Property lines
- Site and lot dimensions
- Proposed site layout
- Proposed building footprints, indicating entry locations and potential building envelopes, if different
- Building and parking setbacks, dimensioned from property lines
- Existing trees (this must be shown on the site plan whether or not a separate landscape plan is required)
- Dimensioned curb cuts and driveways
- Parking: dimensioned parking spaces, dimensioned drive aisles
- Location of bicycle parking
- Existing natural features: mapped wetlands, 100-year flood zone boundaries, ditches (with name), creeks
- All existing and proposed easements, public and private
- All stormwater detention and water quality facilities
- Service areas
- Loading areas
- Trash collection areas
- Location of all freestanding signs
- Existing and proposed site contours; proposed must be coordinated with drainage/grading plan
- Location, dimensions, and surface material(s) of useable open space
- Transit stop locations, if applicable
- Sight “triangle” requirements at all intersections of streets and driveways (may be shown on landscape plan; see [Section 9-9-7](#) for sight distance requirements)
- Approved development phasing plan, if applicable
- Solar access analysis, if required

(signature of person who filled out checklist)

(print name)

FINAL LIGHTING PLAN APPLICATION REQUIREMENTS CHECKLIST

SUBMIT WITH YOUR APPLICATION

(SECTION 9-9-16)

Lighting plans are required prior to most building permit applications except for a single detached dwelling unit on an individual lot. Lighting plans are also a common condition of approval of certain land use approvals. The plans submitted with the initial land use applications are generally preliminary in nature. Final lighting plans include detailed information on the specific lighting to be used including the exact fixtures to be used, lighting patterns, and most importantly the resulting photo metrics. **Fill out the checklist below, checking off items as they are included in the submittal packet, and sign at the end. Submit the completed checklist with your application.**

One (1) electronic copy of each required application material. Files must be saved using the file name indicated in the Online [Development Review Application Guide](#).

- A site plan showing the location of all buildings and building heights, parking and pedestrian areas on the lot or parcel;
- The location and description including mature height of existing and proposed trees and the location of light fixtures on adjacent properties or the street right-of-way within ten feet of the subject property;
- The location and height above grade of all proposed and existing light fixtures on the subject property;
- The type, **initial** lumen rating, color rendering index, and wattage of each lamp source;
- The general style of the light fixture such as cutoff, lantern, coach light, globe, and a copy of the manufacturers catalog information sheet and IESNA photometric distribution type, including and shielding information such as house side shields, internal, and/or external shields;
- Control descriptions including type of controls (timer, motion sensor, time clock, etc.), the light fixtures to be controlled by each type, and control schedule when required;
- Aiming angles and diagrams for sports lighting fixtures; and
- A light calculation which shows the maximum **initial** light levels on a grid not to exceed ten feet by ten feet across the entire site and a minimum of ten feet beyond the lot or parcel property line. The grid shall also indicate maximum to minimum uniformities for each specific use area such as parking and circulation areas, pedestrian areas, and other common public areas.

(signature of person who filled out checklist)

(print name)