



Town of Lyons
Community Development Department
432 5th Ave.
Lyons, CO 80540
(303)823-6622
communitydevelopment@townoflyons.com

SITE PLAN AND DEVELOPMENT PLAN SUBMISSION CHECKLIST AND WAIVER REQUEST FORM

(LMC 16-17-40, 16-10-40, & 16-10-50)

APPLICANT NAME: Ronald Leigh Williams, Jr.	DATE: 12-7-2022
PROJECT ADDRESS: 317 Evans Street, Lyons, CO 80540	
APPLICANT PHONE: 202-207-8749	APPLICANT EMAIL: leighwilliamsjr@gmail.com

DEVELOPMENT/SITE PLAN SUBMISSION REQUIREMENTS:

All Site Plan and/or Development Plan Applications are required to submit the documents listed below. However, based on the complexity of the site plan or development plan proposal, not all these elements may be applicable to your project.

During your required pre-application meeting with Town staff, you discussed which of these components will be required for your application and which components you may request a waiver for; this form is meant to ensure you submit all required components and allows you to formally request waivers.

Together, the required components make up your "Application Package." Applicants should submit three (3) copies of their complete site plan and/or development plan Application Package to the Town. The site plan and/or development plan map sheets should be a minimum of twenty-four (24) inches by thirty-six (36) inches, prepared at a scale of 1" = 20', unless otherwise approved by staff.

INSTRUCTIONS:

- Check the "Included" box for each submission requirement to indicate it is included in your submitted Application Package. Then, write in the title of the submitted document the requirement can be found in and the page #.
- If you are requesting a waiver for any of the criteria below, check the "Waiver Request" box.
 - Explain the reasoning behind each requested waiver (individually) on the attached Waiver Request Form

LAND USE APPLICATION Lyons Municipal Code 16-17-40

INCLUDED	WAIVER REQUEST	REQUIREMENT	SUBMISSION DOCUMENT AND PAGE #
<input checked="" type="checkbox"/>		I: LAND USE APPLICATION FORM (original, signed form)	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	I.1: Surrounding and interested property ownership list. Provide the Town Clerk with a current list, not more than thirty (30) days old, of the names and addresses of the surrounding property owners within three hundred (300) feet of the property, mineral interest owners of record, mineral and oil and gas lessees for the property and appropriate ditch companies. The applicant shall certify that the report is complete and accurate.	Provided. Also, please see "317 Coffee Invite 12-2-22". Applicant sent to surrounding property owners to discuss the project.

TOWN CLERK

DATE RECEIVED:



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<input checked="" type="checkbox"/>	<input type="checkbox"/>	1.2: Surrounding and interested property ownership notification envelopes. One (1) set addressed envelopes. The envelopes shall have the Town's address as the mailing address and return address and the envelopes shall be addressed to the surrounding property owners within three hundred (300) feet of the property, mineral interest owners of record, oil and gas lessees for the property and the appropriate referral agencies.	Provided.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1.3: Mineral Estates Certification. A signed certification from the applicant that proper notice has been provided to the mineral estate owner pursuant to and in accordance with Section 24-65.5-103, C.R.S.	Provided.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2: AGREEMENT FOR PAYMENT OF APPLICATION FEES & FEE (submit check along with original, signed agreement) (LMC 16-17-40 (b) (4))	Applicant will submit check for payment of application fees once finalized by Town of Lyons.

SITE / DEVELOPMENT PLAN SHEETS Lyons Municipal Code 16-17-40

INCLUDED	WAIVER REQUEST	REQUIREMENT	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3: GENERAL PLAN INFORMATION (COVER SHEET):	Site / Development Plan Cover Sheet A100
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3.1: Title of project.	Site / Development Plan Cover Sheet A100
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3.2: North arrow, scale, date of preparation and revision dates.	Site / Development Plan Cover Sheet A100
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3.3: Vicinity map.	Site / Development Plan Cover Sheet A100
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3.4: Address of project.	Site / Development Plan Cover Sheet A100
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3.5: Legal description of property.	Site / Development Plan Cover Sheet A100
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3.6: Name, address and phone number of property owner.	Site / Development Plan Cover Sheet A100
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3.7: Name, address and phone number of person or firm responsible for plan.	Site / Development Plan Cover Sheet A100
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3.8: Certificate blocks for signatures of owner, surveyor, utility providers and Town approval, as applicable.	Site / Development Plan Cover Sheet A100
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3.9: Lot size (square footage).	Site / Development Plan Cover Sheet A100
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3.10: Bearings and distances of all lot lines.	Shown on ALTA survey - Sheets 1/2 and 2/2.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3.11: Existing and proposed zoning.	Site / Development Plan Cover Sheet A100
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3.12: Adjacent zoning, land uses and landowners.	See Zoning Amendment Map and Property Owner List
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4: STATISTICAL INFORMATION (COVER SHEET):	provided. Site / Development Plan Cover Sheet A100



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<input checked="" type="checkbox"/>	<input type="checkbox"/>	4.1: Net project land area in square feet (gross land area net of public and private street rights-of-way).	Site / Development Plan Cover Sheet A100
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4.2: Number of dwelling units or guest units (if any). Number of affordable housing units, accessory dwelling units and employee housing units, if any.	Site / Development Plan Cover Sheet A100
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4.3: Project net density (multi-family residential projects only) or net developable land area per guest unit (accommodations projects only).	Site / Development Plan Cover Sheet A100
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4.4: Cumulative gross floor area of all levels of all buildings.	Site / Development Plan Cover Sheet A100
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4.5: Number of parking spaces provided (break out as unenclosed or enclosed and standard or handicapped).	Site / Development Plan Cover Sheet A100
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4.6: Impervious lot coverage.	Site / Development Plan Cover Sheet A100
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4.7: A land use chart or table summarizing the cumulative gross floor area and number of units of all proposed uses by general category of use (e.g. office, retail, commercial accommodations, etc.).	Site / Development Plan Cover Sheet A100
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5: CONTEXT/VICINITY MAP (COVER SHEET). The context/vicinity map shall show the proposed development site in relation to the surrounding area (one-mile radius around the property or other as approved by staff).	Site / Development Plan Cover Sheet A100
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5.1: Title of project	Site / Development Plan Cover Sheet A100
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5.2: North arrow, scale (not greater than 1" = 1000') and date of preparation.	Site / Development Plan Cover Sheet A100
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5.3: Boundary of proposed project.	Red Pin on Site / Development Plan Cover Sheet A100
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5.4: Existing (for developed land) or proposed (for vacant or agricultural land) land uses for the properties shown on the map (i.e., residential, commercial, industrial, park, etc.). Label the land use and whether it is existing or proposed.	Site / Development Plan Cover Sheet A100
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5.5: Major streets (show and label street names).	Site / Development Plan Cover Sheet A100
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5.6: Existing public water and sewer lines and proposed connections.	Site / Development Plan Cover Sheet A100
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5.7: Regional open space and trail networks per the Comprehensive Plan.	Site / Development Plan Cover Sheet A100
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5.8: Major ditches, rivers and bodies of water.	Site / Development Plan Cover Sheet A100
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5.9: Adjacent properties identified by subdivision name and/or zoning district.	Site / Development Plan Cover Sheet A100
<input checked="" type="checkbox"/>	<input type="checkbox"/>	6: EXISTING AND/OR PROPOSED VEHICULAR AND PEDESTRIAN CIRCULATION (SITE PLAN SHEET 2):	Site / Development Plan Sheet A101



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<input checked="" type="checkbox"/>	<input type="checkbox"/>	6.1: Existing and proposed easements and rights-of-way.	Site / Development Plan Sheet A101
<input checked="" type="checkbox"/>	<input type="checkbox"/>	6.2: Existing and proposed paved areas and sidewalks on site and in the adjacent rights-of-way, all dimensioned, showing how pedestrians will have access to the site and all building entries.	Site / Development Plan Sheet A101 and Enlarged Site Plan Sheet A102
<input checked="" type="checkbox"/>	<input type="checkbox"/>	6.3: Gathering places for people	Site / Development Plan Sheet A101 and Enlarged Site Plan Sheet A102
<input checked="" type="checkbox"/>	<input type="checkbox"/>	6.4: Location and layout of all vehicular service and loading areas.	Site / Development Plan Sheet A101 and Enlarged Site Plan Sheet A102
<input checked="" type="checkbox"/>	<input type="checkbox"/>	6.5: Existing and proposed curb cuts on the site and in the adjacent rights-of-way (on both sides of perimeter streets), all dimensioned.	Site / Development Plan Sheet A101
<input checked="" type="checkbox"/>	<input type="checkbox"/>	6.6: Proposed traffic controls and striping layout for parking areas (all lanes, driveways and parking spaces must be dimensioned).	Site / Development Plan Sheet A101 and Enlarged Site Plan Sheet A102
<input checked="" type="checkbox"/>	<input type="checkbox"/>	6.7: Proposed pavement surfacing materials for all parking, streets, drives and sidewalks.	Site / Development Plan Sheet A101 and Enlarged Site Plan Sheet A102
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7: EXISTING AND/OR PROPOSED BUILDINGS AND ACCESSORY STRUCTURES (SITE PLAN SHEET 2):	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7.1: Footprint (including roof overhangs and eaves, decks, balconies, outside stairs and landings) of all proposed structures and their use with their dimensions and locations noted with respect to the property lines.	Site / Development Plan Sheet A101 and Enlarged Site Plan Sheet A102
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7.2: Existing and proposed structures and their use.	Site / Development Plan Sheet A101
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7.3: Finished floor elevations.	Site / Development Plan Sheet A101
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7.4: The distance from the proposed buildings or structures to adjacent lot lines, easements and adjacent structures.	Site / Development Plan Sheet A101
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7.5: Cumulative gross floor area for all existing and proposed buildings.	Site / Development Plan Sheet A101, Note 1
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7.6: All proposed structure heights.	Site / Development Plan Sheet A101, Note 2
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7.7: For multi-family residential, the number of residential units and bedrooms per unit.	Site / Development Plan Sheet A101, Note 3
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7.8: Trash disposal areas and enclosures, including specifications for enclosures.	Site / Development Plan Sheet A101
<input type="checkbox"/> pending	<input type="checkbox"/>	8: EXISTING AND/OR PROPOSED UTILITY SYSTEMS (UTILITY PLAN SHEET 3) (prepared and stamped by registered professional engineer)	In process. Applicant will contract with a licensed Civil Engineer and Electrical Engineer to provide all the information requested in Item 8. Request review by Town Staff to coordinate completion of these application submittals.
<input type="checkbox"/> pending	<input type="checkbox"/>	8.1: Location and size of existing and proposed water and sewer service connections and tap sizes (including those for irrigation systems). See ALTA Survey for existing utility locations.	



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<input type="checkbox"/> pending	<input type="checkbox"/>	8.2: Location and size of water and sewer lines to which the service connections will be or are made.	
<input type="checkbox"/> pending	<input type="checkbox"/>	8.3: Location and size of water meters.	
<input type="checkbox"/> pending	<input type="checkbox"/>	8.4: Location and size of backflow prevention devices.	
<input type="checkbox"/> pending	<input type="checkbox"/>	8.5: Indication of how and where perimeter drain will drain, if one exists.	
<input type="checkbox"/> pending	<input type="checkbox"/>	8.6: Location of existing electrical lines and poles on or adjacent to the site.	See ALTA survey for existing OVU (overhead utility line) locations.
<input type="checkbox"/> pending	<input type="checkbox"/>	8.7: Location and size of proposed electrical service connection and meter location.	
<input type="checkbox"/> pending	<input type="checkbox"/>	8.8: Location of electric transformer and meter (must be at the front quarter closest to the transformer or hard box).	
<input type="checkbox"/> pending	<input type="checkbox"/>	8.9: Location of all existing and proposed fire hydrants and associated ISO fire flow calculations. If none exist on site, note distance and direction of the closest hydrant adjacent to the site within five hundred (500) feet.	Existing Fire Hydrant is located 250' to the northeast on north side of Evans, east of 3rd Ave. ISO fire flow calculation by licensed Engineer.
<input type="checkbox"/> pending	<input type="checkbox"/>	8.10: Location of proposed signs and lights.	No project sign in proposed.
<input type="checkbox"/> pending	<input type="checkbox"/>	8.11: Specifications for the signs and lights, including type, height and general conformance to this Code.	Site lighting will be engineered by Elec. Engineer.
<input type="checkbox"/> pending	<input type="checkbox"/>	9: EXISTING AND PROPOSED GRADING, STORMWATER MANAGEMENT AND SITE DRAINAGE (SHEET 4):	In process.
<input type="checkbox"/> pending	<input type="checkbox"/>	9.1: Existing and proposed one-foot contours. Existing one-foot contours shown on ALTA survey.	Applicant will contract with a licensed Civil Engineer to provide all the information requested in Item 8. Request review by Town Staff to coordinate completion of these application submittals.
<input type="checkbox"/> pending	<input type="checkbox"/>	9.2: Existing water ways on or adjacent to the site, with regulatory wetlands, floodway and 100-year floodplain delineated where present. Shown on ALTA survey.	
<input type="checkbox"/> pending	<input type="checkbox"/>	9.3: Location of detention/retention areas and storm sewer infrastructure with the required drainage easements.	
<input type="checkbox"/> pending	<input type="checkbox"/>	9.4: Existing and proposed drainage channels, stormwater management facilities and detention areas, including tributary areas, drainage facilities and erosion control devices, with nomographs and calculations.	
<input type="checkbox"/> pending	<input type="checkbox"/>	9.5: Critical spot elevations controlling flowlines for all curbs/gutters, swales and storm drains.	
<input type="checkbox"/> pending	<input type="checkbox"/>	9.6: On-site detention location, layout and typical design details and materials.	
<input type="checkbox"/> pending	<input type="checkbox"/>	9.7: Stormwater drainage systems for streets (curbs, gutters, cross-pans, with materials noted).	



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<input type="checkbox"/> pending	<input type="checkbox"/>	10: LANDSCAPE, BUFFERING AND LIGHTING (SHEET 5): Scale (not greater than 1"=50'), north arrow, site boundary. Provide Design intention of the proposed landscape improvements including how the proposed landscape enhances visual continuity protects existing vegetation and feature, provides shade for paved areas and gathering spaces, creates visual interest year-round, complements the architecture of the site, conserves water using xeriscape principles, and establishes spatial definition throughout the site.	In process. Applicant will contract with a Landscape Designer/Architect to provide all the information requested in Item 8. Request review by Town Staff to coordinate completion of these application submittals.
<input type="checkbox"/> pending	<input type="checkbox"/>	10.1: Existing and proposed streets, utilities and easements, and buildings	Shown on Sheets A101 and A102 and ALTA survey.
<input type="checkbox"/> pending	<input type="checkbox"/>	10.2: Table listing total amount of open space required, and amount provided, and total amount of trees and shrubs required, and amount provided.	
<input type="checkbox"/> pending	<input type="checkbox"/>	10.3: Location and character of existing and proposed landscaping, including types of surfaces ditches, drainageways, and ground covers to be used for specific areas. If protected, indicate how.	See sheet A102 for initial location of suggested landscaping areas.
<input type="checkbox"/> pending	<input type="checkbox"/>	10.4: Planting schedule with species, sizes and quantities of planting material and cost estimate.	
<input type="checkbox"/> pending	<input type="checkbox"/>	10.5: Location, character and species of all individual existing trees measuring eight (8) inches DBH and larger (with trees to be removed and trees to be retained noted).	See ALTA survey for existing tree locations. Species not noted. Determination of removal and retain pending.
<input type="checkbox"/> pending	<input type="checkbox"/>	10.6: Location, dimensions and materials to be used for outdoor seating and gathering areas for people, fences, walls, berms, screening and buffering (where applicable) and all retaining walls with height noted.	See Sheets A101 and A102 potential outdoor seating and gathering area for residents.
<input type="checkbox"/> pending	<input type="checkbox"/>	10.7: Location and dimensions of all buffer areas from zone district boundaries, wetlands and stream/river corridors.	Approx. 20' from property line to creek bank at worst condition.
<input type="checkbox"/> pending	<input type="checkbox"/>	10.8: Location, height and type of exterior lighting fixtures.	Site lighting to be completed by Elec. Engineer.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	11: FINAL OPEN SPACE AND ECOLOGICAL CHARACTERIZATION PLAN (Sheet 4) (submit __ - 24"x36" copies and __ - 11"x17" copies) combine with final landscape plan if possible. Scale (not greater than 1"=50'), north arrow, site boundary	Not applicable. Requested information shown on other sheets or N/A to project.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	11.1: Existing and proposed streets	Shown on ALTA survey.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	11.2: Existing and proposed utilities and easements	Shown on ALTA survey.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	11.3: USGS 2' contours	Shown on ALTA survey as 1' contours.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	11.4: Existing site features including ditches, drainageways and all vegetation and whether it will be removed, transplanted or protected. If protected, indicate how.	Existing mature trees to be retained or removed will be shown on pending Landscape Plan.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	11.5: Floodplains, wetlands, wildlife habitat, endangered species, archaeological/historic areas or other resources indicating how they will be preserved and integrated into the design of the development	Floodplain is shown on ALTA survey. Other conditions are N/A.



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<input type="checkbox"/>	<input checked="" type="checkbox"/>	11.6: Species of wildlife using the area, times/seasons area is to be used and the "value" the area provides for the species (Wildlife travel corridors, General ecological functions provided by the site and its features)	Not applicable.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	11.7: Bank, shoreline and high-water mark of any perennial stream or body of water on the site	Shown on ALTA survey.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	11.8: How and where topsoil will be preserved, stripped and stockpiled for site revegetation.	Minimal amount of soil moved will be addressed in landscape plan.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	11.9: Open space network and pedestrian circulation system - show how they will function within the proposed development	Not applicable.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	11.10: How the property will relate to the neighborhood parks and trails	Owner/applicant has expressed an interest in being involved in the DR-BOP property.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	11.11: Areas to be irrigated and method of irrigation	Will be addressed in landscape plan.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	11.12: Areas considered open space and if they will be public or private	Not applicable.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	11.13: Proposed public and private open space with information about how it will be maintained including erosion control, revegetation and weed management <input type="checkbox"/>	Not applicable.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	11.14: Describe the design intention and how the open space will function. Where applicable, conceptual design of neighborhood park	Not applicable.
<input type="checkbox"/> pending	<input type="checkbox"/>	12: PHOTOMETRIC PLAN (SHEET 6). For commercial and industrial uses, a photometric plan prepared by a qualified electrical or lighting engineer shall be submitted that depicts all lighting fixtures and the light spread (in foot-candles) of these fixtures across the site to all property boundaries.	In process. Applicant will contract with a licensed Electrical/Lighting eng. to provide all the information requested in Item 8. Request review by Town Staff to coordinate completion of these application submittals.
SUPPORTING INFORMATION Lyons Municipal Code 16-17-40			
INCLUDED	WAIVER REQUEST	REQUIREMENT	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	13: OTHER MISCELLANEOUS	Not Applicable (N/A)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	13.1: Location of existing and proposed oil and gas facilities and their required setbacks, including existing flow lines and proposed relocation of flow lines.	Not Applicable (N/A)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	13.2: Location of archaeologically significant or historic sites or structures that merit preservation.	Not Applicable (N/A)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	13.3: Project phasing plan (if any).	Not Applicable (N/A), no phasing.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	13.4: Preliminary condominium map (if any).	Not Applicable (N/A)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	13.5: Square footage of proposed the proposed building(s) and the footprint of the proposed building(s)	SF shown on Sheet A101.



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<input checked="" type="checkbox"/>	<input type="checkbox"/>	14: GENERAL DEVELOPMENT INFORMATION. Provide a written description of how the business will function (hours of operation, clientele, number of employees, etc.) and how the proposed development conforms to this Code (including all applicable guidelines, standards and provisions found in this Chapter, Chapter 17, all other applicable duly adopted Town regulations and the Comprehensive Plan). Include a detailed explanation of how the proposed use will comply with the review criteria. For commercial and industrial uses, note the type of activity and number of employees.	<p>Please see “General Development Information” document.</p> <p>Request for waiver. Small development project. 2 city lots. Civil will be providing</p>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	15: CERTIFIED DRAINAGE REPORT. A certified drainage report per Town standards, including an erosion control study and plan.	Item 9: Grading, Stormwater Management & Site Drainage Plan.
<input type="checkbox"/> pending	<input type="checkbox"/>	16: EXTERIOR ELEVATIONS OF PROPOSED STRUCTURES/VISUAL AIDS) Complete building elevations drawn to scale	This information is in progress and will be provided at a later date, potentially for PCDC meeting and/or BOT meeting.
<input type="checkbox"/> pending	<input type="checkbox"/>	16.1: Illustrations of all colors and identifying major materials to be used in the structures.	This information is in progress and will be provided at a later date, potentially for PCDC meeting and/or BOT meeting.
<input type="checkbox"/> pending	<input type="checkbox"/>	16.2: Conceptual building design illustrations for each principal building, showing building mass, schematic floor plans.	This information is in progress and will be provided at a later date, potentially for PCDC meeting and/or BOT meeting.
<input type="checkbox"/> pending	<input type="checkbox"/>	16.3: Natural grade, finished grade, building height above existing grade shall be noted on all elevations.	See Bonnavilla plans for Ames and Douglas models.
<input type="checkbox"/> pending	<input type="checkbox"/>	16.4: Building floor plans, sectional drawings, perspective drawings, models, and/or computer visualizations (if they are required by the Town)	See Bonnavilla plans for Ames and Douglas models.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	17: PROOF OF OWNERSHIP (e.g. title commitment). The proof of ownership (either an ownership and encumbrances report or a title commitment from your title company) must be current and dated no more than thirty (30) days from the date of site plan and/or development plan application submittal. This must include any encumbrances listed as Schedule B or B2 and include copies of those encumbrances.	See Title Commitment from other applications.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	18: TRAFFIC IMPACT ANALYSIS. This study shall be prepared by a professional traffic engineer and shall additionally address use impacts and necessary improvements to support use on-site and off-site.	Request for waiver. Small development project and amount of traffic increase is very limited compared to historic use.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	19: COST ESTIMATES. A stamped engineer cost estimate of proposed landscape improvements and costs estimates for any infrastructure to be dedicated to Town.	Not applicable. No landscape improvements or infrastructure is being dedicated to the Town.
<input type="checkbox"/> pending	<input type="checkbox"/>	20: LANDSCAPE MAINTENANCE PLAN. Proposed maintenance plan for landscaping improvements.	In progress. Landscape Architect/ Designer will provide as part of
<input type="checkbox"/> pending	<input type="checkbox"/>	20.1: Areas to be irrigated and method of irrigation	Item 10: Landscape Plan
<input type="checkbox"/> pending	<input type="checkbox"/>	20.2: Maintenance before and after landscape is established.	See Sheet A102 for areas to be irrigated.



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<input checked="" type="checkbox"/>	<input type="checkbox"/>	21: ELECTRONIC LEGAL DESCRIPTION. Provide an electronic file of the legal description in Microsoft Word (.doc) format.	See file from other applications
<input checked="" type="checkbox"/>	<input type="checkbox"/>	22: ELECTRONIC COPY OF APPLICATION PACKAGE. Provide an Adobe PDF file of the complete application package.	All Application materials provided on flash/thumb drive
<input type="checkbox"/> pending	<input type="checkbox"/>	23: SITE PLAN AND/OR DEVELOPMENT PLAN AGREEMENT. Town staff may require that the applicant execute a site plan and/or development plan agreement to guarantee the construction of on-site and off-site improvements as a condition of approval of the site plan and/or development plan. Guarantees in the site plan and/or development plan agreement may be secured by an irrevocable letter of credit, or by cash deposited in an escrow account in an amount determined appropriate by Town staff.	Owner/Applicant will wait to receive and execute an Agreement from the Town, if required.
SUPPLEMENTAL REGULATIONS MATERIALS Lyons Municipal Code 16-10			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	24: ENVIRONMENTAL IMPACT ANALYSIS (submit _ - 24"x36" copies and _ - 11"x17" copies) The intent of this Section is to ensure that any development minimizes environmental impacts, mitigates impacts to wildlife and wildlife habitat, and promotes building practices which benefit the environment and the socioeconomic well-being of current and future residents.	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	24.1: Air quality: a. Explain any other adverse impacts on air quality anticipated from the proposal. b. Describe the impacts and net effect that the activity would have on air quality during both construction and operation under both average and worst-case conditions.	No adverse impacts are anticipated. With modular construction, the build is shortened. Project is all electric, so no onsite emissions during operation.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	24.2: Significant environmentally sensitive factors: Identify potential natural hazards, public outdoor recreation and open space areas and unique areas of geological, historical and archaeological importance present in the proposed development or activity and its environs and detail the potential impact of the proposal upon each feature.	Not applicable.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	24.3: Terrestrial and aquatic animals and habitat: a. Describe terrestrial and aquatic animals, including the status and relative importance of game and non-game wildlife, livestock and other animals; include a description of stream flows and lake levels needed to protect the aquatic environment and a description of threatened or endangered animal species and their habitat. b. Describe critical wildlife habitat and livestock range to be affected by the activity, including migration routes, calving areas, summer and winter range and spawning beds. c. Describe the impacts and net effect that the activity would have on terrestrial and aquatic animals, habitat and food chain.	Not applicable.



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INCLUDED	WAIVER REQUEST	REQUIREMENT	SUBMISSION DOCUMENT AND PAGE #
<input type="checkbox"/>	<input checked="" type="checkbox"/>	24.4: Terrestrial and aquatic plant life: a. Describe terrestrial and aquatic plant life, including the type and density and threatened or endangered plant species and habitat. b. Describe the impacts and net effect that the activity would have on terrestrial and aquatic plant life.	Not applicable.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	24.5: Water resources: a. Identify any flood hazard area associated with the proposal with documentation of historical flooding activity on the parcel where the activity or development will be located and on other property affected by the activity or development; and describe potential, adverse impacts related to the associated flood hazard area. b. Describe all surface waters to be affected by the project and the immediate and long-term impact and net effects that the activity would have on the quantity and quality of surface water under both average and worst-case conditions. c. Describe the impacts and net effect of the activity on wetlands and riparian areas, including a description of the types of wetlands species composition and biomass, the source of water interacting with the surface systems to create each wetland and the impacts and net effect that the project will have on the wetlands and riparian areas.	All buildings in the Floodplain will be elevated above the Base Flood Elevation (BFE) by 2' to the Flood Protection Elevation (FPE). Crawl space under the buildings will have flood vents installed to provide for the release of floodwaters. The quality of the surface water should have little impact on the adjacent properties as we are using low-water and xeric approaches to the soft-scaping of the site. The only hardscaping above natural grade will be the porches and accessible ramp.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	24.6: Visual aesthetics and nuisance factors: a. Identify view sheds, scenic vistas, unique landscapes or land formations. b. Identify any significant deterioration of existing natural aesthetics and creation of visual blight, noise pollution or obnoxious odors which may stem from the proposal. c. Identify and describe any structures, excavations and embankments that will be visible because of this project.	No viewsheds will be lost and access to view the creek will be improved by paving the alley. Landscaping will be used to soften the property line edges and side, front and rear yard setbacks.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	24.7: Green building standards: a. Identify environmental standards for the construction and operation of all proposed buildings. b. The resource areas to be considered include water quality and quantity, energy quantity and type, life cycle impacts of building materials, solid waste construction and operation impacts, and health and safety.	The multifamily buildings are being fabricated off-site to maximize efficiencies of materials and reduce waste. Premium insulation meeting or exceeding code are being used to create a tight building envelope. The project is all-electric, with no natural gas used.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	25: FISCAL IMPACT ANALYSIS	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	25.1: Describe the potential costs to the Town for the proposed development (such as public improvements for roads and utilities), including a breakdown of immediate costs, costs at build-out and long-term costs.	Please see the "Fiscal Impact Analysis" document.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	25.2: Describe plans for mitigation of costs to the Town.	



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INCLUDED	WAIVER REQUEST	REQUIREMENT	SUBMISSION DOCUMENT AND PAGE #
<input checked="" type="checkbox"/>	<input type="checkbox"/>	25.3: Describe the potential revenues to the Town for the proposed development (such as sales tax generation and building fees), including a breakdown of immediate revenues, revenues at build-out and long-term revenues.	Please see the "Fiscal Impact Analysis" document.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	25.4: Describe the risk factor associated with the revenue generation estimates.	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	26: COMMERCIAL AND MIXED-USE DESIGN GUIDELINES (CMUDG) WAIVER REQUEST FORM (IF APPLICABLE)	Not applicable.

TOWN STAFF ACTION – SITE PLAN REVIEW	
REVIEWER(S):	DATE:
COMPLETENESS CHECK OR APPROVAL: <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Complete <input type="checkbox"/> Incomplete <input type="checkbox"/> Substantially Complete </div> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Conditionally Approved </div>	
COMMENTS:	
SIGNATURE OF AUTHORIZED STAFF REPRESENTATIVE:	

TOWN STAFF ACTION – DEVELOPMENT PLAN REVIEW	
REVIEWER(S):	DATE:
COMPLETENESS CHECK OR APPROVAL: <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Complete <input type="checkbox"/> Incomplete <input type="checkbox"/> Substantially Complete </div>	
COMMENTS:	
SIGNATURE OF AUTHORIZED STAFF REPRESENTATIVE:	



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WAIVER REQUEST FORM

INSTRUCTIONS:

- For each “Waiver Request” box checked above, explain why you are requesting a waiver below.
 - If you are seeking a waiver for an entire section (including all subpoints), make your explanation for the entire section.

*It is unlikely that you will receive a waiver without completing this step.

REQUIREMENT # FOR WAIVER REQUEST	REASON FOR REQUEST
<i>Example:</i> 25	A fiscal analysis is unnecessary for my project, a small addition to the rear of my house, because it will not result in any costs or revenues for the Town.
11	Not applicable. Requested information shown on other sheets or N/A to project.
13	Either not applicable. Requested information shown on other sheets.
15	Request for waiver. Small development project. 2 city lots. Civil will be providing Item 9: Grading, Stormwater Management & Site Drainage Plan.
18	Request for waiver. Small development project and amount of traffic increase is very limited compared to historic use.
19	Not applicable. No landscape improvements or infrastructure is being dedicated to the Town.
24	Not applicable. Requested information shown on other sheets or N/A to project. Applicant has responded when relevant to the project. Relevant response to Item 24.5 Water resources will be shown in Item 9 response and Floodplain Development Permit - pending.
26	Not applicable.