



Location and Extent Review Application Guide & Checklist

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

PURPOSE

The Location and Extent review process affords the City an opportunity to review projects proposed by public or quasi-public entities. This includes publicly or privately-owned utilities, charter and public schools, transportation districts, and special districts where funding is provided by taxpayers and considered to be political subdivisions of the state.

The purpose of the Location and Extent review is to evaluate the proposed project in relation to applicable goals and policies of the adopted Glenwood Springs Comprehensive Plan, and to discuss the City's reasonable expectations for land use and development within the city.

REVIEW PROCESS

All Location and Extent reviews require an application and public hearing before the Planning and Zoning Commission following the process outlined below. In reviewing your proposed project, the Planning Commission considers whether your project –

- a. Is consistent with the Comprehensive Plan and other City plans and policies;
- b. Is consistent with the general purpose and intent of this Code; and
- c. Minimizes adverse impacts to the health, safety, and welfare of the inhabitants of the surrounding areas and of the city.

1. Pre-application Conference. Contact one of the planners in the Community Development Department prior to submitting your Location and Extent application. We will discuss the review procedures, application requirements, application deadlines, and the City's goals, policies, and development standards as they relate to your proposed project.

At least 10 days prior to your scheduled conference, please submit one electronic copy of the following items:

- a. A completed Planning Application. The application is available [here](#), or on the City's website at www.cogs.us. It is in "Forms, Permits & Applications" on the Community Development Department page.
- b. A written description of the proposed project.
- c. Conceptual drawings showing the location, layout, and primary elements of the proposal.

d. Proposed uses, location of uses, and densities.

- 2. Prepare Your Application.** During the pre-application conference you will receive a checklist of information that we will need to process your request. This information constitutes your application and may include any, or all the information found on page 5 of this guide.

Please be aware that City staff and the Planning and Zoning Commission will evaluate your application based on how well it demonstrates compliance with the City's goals, policies, and plans. Additionally, staff will also evaluate your project for compliance with the City's Engineering Standards if your project involves grading/excavation or building construction.

You may review the Comprehensive Plan on the City's website by clicking [this link](#). The Engineering Standards are located [here](#), or on the Engineering home page at www.cogs.us. Other approved plans also can be found on the City's website under the individual department pages. Community Development staff will help guide you to plans and policies that may be applicable to your project.

- 3. Submit Your Application.** Submit an electronic copy of your completed application to the Community Development Department at least 8 weeks prior to the date that you want your item heard before the Planning and Zoning Commission. Within 5 business days of your submission, Community Development Department staff will review your application 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. You are encouraged to submit your application well in advance of the deadline to allow you time to supply any missing information. Submissions of missing information after the deadline may result in your application being delayed to a future Planning and Zoning Commission agenda.
- 4. Provide Additional Copies.** After Community Development Department staff deems it complete, you will be asked to supply a final, complete electronic set of your application materials as well as paper copies for distribution to the City's reviewing departments and outside agencies. The number of paper copies can vary depending upon the scope of your application. 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.
- 5. Complete Public Notices.** Your application requires that you formally notify the public of the time, date and purpose of your hearing before the Planning and Zoning Commission. You are required to post your property with a placard, submit a legal notice for publication in the local newspaper, and mail your notice to property owners within 300 feet of the outside boundary of your development parcel. Staff will review these requirements and will provide you with a packet of information that includes the deadlines for completing each form of public notice. This is a time-sensitive process. Deficient public noticing may delay your hearing.

- 6. Agency Referral and Review.** During the 8-week period between your application submittal and your hearing, staff will distribute copies of your application to our “reviewing agencies” 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. Community Development Department staff relies on these agencies to review your application and comment on any issues or concerns that they may have relating to your project. You will receive copies of agency comments and will have an opportunity to respond, if need be. In some instances, agency comments may cause you to revise your project. Staff will include these comments in the packet of information that is distributed to the Planning and Zoning Commission.
- 7. City Department/Applicant Development Review Committee Meeting.** Generally, three weeks prior to your public hearing you will meet with City Departments, and planning staff to review and discuss their preliminary comments about your project. Following this meeting, you may be required to revise your plans to respond to specific requests or suggestions made by staff. If significant, substantive changes are necessary you will be required to submit a new application in which case your hearing will be postponed.
- 8. Staff Review & Report.** Toward the end of the 8-week review of your application materials, Community Development Department staff will prepare a report for the Planning and Zoning Commission meeting that analyzes how your project meets the Municipal Code, the City’s goals, policies, and plans, and any other pertinent information. The report will include a staff recommendation of approval, denial, or continuance of your application. If staff recommends approval, usually there also will be a list of recommended conditions. Staff will complete the report no later than the Friday afternoon prior to the hearing. You will receive a copy, usually via email. Make sure that you read the report and review the listed conditions, if there are any. Staff will also distribute the report, a complete copy of your application, and agency comments to the Planning and Zoning Commission for its review.
- 9. Requesting a Continuance.** If, after reading the staff report, you wish to continue your application to the next month’s Planning and Zoning Commission meeting to correct deficiencies or clear up issues in the application, you will need to submit a letter to Community Development Department staff requesting continuance of your hearing. If you do this, you will not need to appear at the meeting or redo your public noticing, and no comments will be made by the City or public regarding your application at the hearing.
- 10. Planning and Zoning Commission Hearing.** Staff will provide you with a copy of the meeting agenda no later than the Friday before your hearing. Applications are scheduled on the agenda based on the order in which they are received. You or your representative are required to attend your public hearing.
- 11. Post-approval.** After you have satisfied any applicable conditions of your project’s approval, Community Development Department staff will work with the City’s Legal

Department to prepare a Development Agreement which memorializes your project approval. You will receive the draft Agreement for your review and signature after which your staff planner will collect the required city signatures. Once the document is fully executed, you will receive a copy for your records.

12. Post-approval Plan Modifications. Please make sure that your plans reflect how you intend to use or develop your property. After your application has been approved, if you want to make significant changes you may be required to formally amend your application which involves additional hearings before the Planning & Zoning Commission.

PUBLIC MEETING PROCEDURES

The public hearing format is as follows:

1. Staff Presentation. Staff will provide the Commission with a summary of your project and an analysis of how it meets or differs from the Municipal Code and other city plans and standards.
2. Questions of staff by the Planning and Zoning Commission.
3. Applicant Presentation. This is your opportunity to present any additional information about your project to the Commission. You can mention points where you disagree with staff, present anything important that you felt that planning staff left out, present any new information that you have, or present any other information directly pertinent to the application. Out of respect for the Commission and other applicants, please keep presentations very brief. If you have no additional important information to add to staff's presentation, you may state this.
4. Questions of the applicant by the Commission.
5. Public Comment. The Commission Chair will open the meeting to public comment.
6. Applicant response to public comment. After hearing from all members of the public, the Chair will close the public portion of the meeting and allow you the opportunity to refute or address any statements provided. At this time, the Commission may also ask staff for clarification of any points of fact.
7. Motion for action on the application, discussion among the Commissioners, and a decision.

Display of documents at the meeting. You may use the Council Chambers computer to display any documents or to provide the Commission and Council with a prepared presentation. We recommend that you bring your materials on a flash drive.



Location & Extent Review Application Checklist

For office use:
 Pre-application Meeting Date: _____ Planning File #: _____
 Applicant: _____ Lead Planner: _____

This checklist notes the materials that the City will need to process your location & extent application. This information constitutes your application. Failure to provide the required materials on or before the application deadline will delay your 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				√			
3	Public Noticing – signed and notarized affidavit proof of public notice including mineral estate owner notification					Refer to Public Noticing Packet		
5	Project Description – narrative describing the project and addressing how the application meets the Location & Extent approval criteria in 070.060.050(d)				√			
6	Site Improvement Survey			√	√			

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				
7	Complete Plan Set including:				√		
	Cover Sheet						
	Site Plan						
	Preliminary Grading Plan						
	Preliminary Utility Plan						
	Conceptual Architectural Plans						
	Preliminary Landscape Plan						
	Sample materials board						
	Lighting Plan						
8	Engineering Reports including:				√		
	Preliminary Traffic Impact Analysis or Letter – the level of documentation required depends on the location of the property and the type of development proposed						
	Preliminary Soils & Geotechnical Report						
	Drainage Letter or Study – level of information required depends on the project location, size and type of development. Refer to Engineering Standards						
9	Fee	\$ _____				Cash, check or credit card. Check payable to the City of Glenwood Springs	
10	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: Grading Plan

The Grading Plan must include the information listed below to be considered complete. Refer to the Engineering Standards for additional requirements. During the Pre-application Meeting, City Staff may request additional items.

Grading Plan				
Applicant			City Staff	
Yes	N/A		Yes	N/A
		Depict existing and proposed contours.		
		Include limits of disturbance.		
		Provide flow directions with arrows.		
		Include cut and fill slopes. Cut and fill slopes shall not exceed 2:1 unless otherwise specified by the geotechnical report.		
		Depict top and bottom of wall information for all retaining walls.		
		Provide finished floor elevations.		
		Provide and label all drainage easements for public storm drainage facilities located on private property.		



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Complete Plan Set: Preliminary Architectural Plans

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

Preliminary Architectural Plan																						
Applicant			City Staff																			
Yes	N/A		Yes	N/A																		
		Provide conceptual 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 conceptual 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.																				
		For each elevation, provide a chart which describes the type of materials and percentage of total surface area in square feet. Example shown below: <table border="1" style="margin: 10px auto;"> <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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Net* glazing	285 s.f.	10%																				
		If project will be completed in multiple phases, provide phasing plan.																				
		The following note shall be included on each sheet of the architectural elevations: "These elevations are conceptual in nature. Individual building elevations may vary but will be evaluated for compliance with design standards contained within Title 070 of the Glenwood Springs Municipal Code at the time of submitting a building permit application."																				



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Complete Plan Set: Preliminary Landscaping Plan

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

Preliminary 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 general types of plantings: trees, shrubs, grasses, perennials.		
		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.		