



**TOWN OF SUPERIOR, COLORADO
DEVELOPMENT APPLICATION FORM**

Note: Please print or type application and attach additional sheets as necessary. Only those items relating to each specific type of application(s) need be provided. Applications will not be processed until all required information is provided to the satisfaction of the Town of Superior.

Case Number _____

Date Submitted _____

Received by _____

Deposit _____

General Data:

Application For _____

Project Name _____

Applicant's Name _____

Street Address _____

City _____ State _____ Zip _____

Property Owner's Name _____

Street Address _____

City _____ State _____ Zip _____

Primary Contact Name _____

Street Address _____

City _____ State _____ Zip _____

Phone/Fax _____ Email _____

Location and Site Data:

General Location & Street Address of Property _____

Lot___ Block_____ Sect._____ Twnshp._____ Rnge._____

Subdivision/Planned Development Name _____

Existing Use _____

Current Zoning: Town_____ County_____

Proposed Use _____ Acreage _____

Submittal Requirements:

- Please see the Chapter 16, entitled “Land Use,” in the Superior Municipal Code for more details. Hard copies available at Town Hall. Code is also accessible on-line at <http://www.townofsuperior.com> .
- Submittals are to be packaged in “sets” in folder or file format. Electronic versions of the approved and signed Final Development Plans (FDP) are required by the Town and must be submitted in ESRI shape file format.
- A deposit is required per Section 16-10 of the Superior Municipal Code for all development review. Deposit amount will be determined on a per application basis. (Costs associated with development review will be deducted from the deposit through monthly invoices.)

Type of Request	# of Required Copies**	Required Supplemental Data (see numbered list below)
Sketch Site Dev. Plan	10	1, 6, 18e, 28
Site Dev. Plan (SDP)	20	1-5 and 9 a-e, 8, 10, 13, 19, 24, 26, 27, 28
Amended SDP	Minor – 10 Major – 20	Minor – Staff Review; Major – Resubmit as per SDP 23, 25, 28
Subdivision Sketch Plan	10	1, 5-6, 11a, 11b, 15, 18c, 18e, 28
Subdivision Prelim. Plan	20	1-5, 7, 9 a-d, 10a, 14, 17, 18e, 28
Subdivision Final Plat	15	1, 8, 9 a-c, 10 b, 14-17, 21, 22, 27, 28
Replat/ Resubdivide (minor)	10	1, 3-4, 6, 13, 28
Lot Line Adjustment	10	1, 4, 6, 13, 28
Minor Subdiv. Sketch	10	1, 3, 6, 16, 17, 22, 28
Final	20	1-6, 8, 9 a-c, e, 10, 11, 13, 14b, 16, 17, 22, 28
PD Sketch Plan	10	1, 3, 5, 6, 9b-c, 11a, 11b, 14a, 15, 18c, 18e, 19a, 28
PD Prelim. Plan	20	1-5, 7, 9 a-e, 10a, 11a, 11b, 12, 14a, 17a, 18e, 19b-d, 22, 28
PD Final Plan or FDP	20	1, 3, 8, 9a-e, 10b, 14b, 16, 17b, 19b, 19d, 21, 22, 24, 26, 27, 28

Amended PD or FDP***	5	Submit amendment; 23, 28, drawings, letter of request & other pertinent information
Special Use Permit	20	1-6, 8, 9a-e, 13, 18d, 22, 24, 28
Conditional Use Permit	10	1, 2, 4, 5, 8, 9, 28
Temporary Use Permit	10	1, 8, 16, 24, 28
Rezoning	20	1-5, 8, 18e, 22, 23, 28
Vacation	10	1, 2, 4, 5, 8, 13, 28
Variance	10	1-3, 13 (for bldg. encroachments), 18a, 18c, 28
Variance Appeal	10	1, 18b, 28
Annexation	10**	2, 3, 4, 5, 15, 20a-e, 22, 23, 28
Plot Plan Review/ Architectural Review (bldg. permits)	5	1, 4-5, 13, 18c, 19, 28
Sign Permit	5	25, 28
Grading Permit**	6	1, 4, 5, 8, 9b, e-f, 11a, b, 13, 28
Subdivision Exemption Plat	5	1, 3-4, 8, 13, 28

*Note: Where SDP and PD plans are the same, the review fee is charged only once.

**Unless otherwise noted.

*** The extent of the Amendment will determine the full process review of the Amendment or Administrative Amendment.

Certification:

I certify that the information and exhibits I have submitted are true and correct to the best of my knowledge and in filing the application I am acting with the knowledge and consent of those persons who are owners of the subject property or are parties to this application. I agree to pay all costs pursuant to Section 16-10 of the Superior Municipal Code, as it exists and as it may be amended. I am submitting a deposit with this application and understand that the deposit will be drawn on to pay the actual costs incurred by the Town in reviewing this application. I further agree that I will replenish the deposit as provided in Section 16-10. I agree that all materials required by the Town Code must be submitted before this application is considered submitted for review by the Town.

Signature

Date

Title*

Signature

Date

Title*

*If agent for owner, attach permission or other documents that certify agent's right to submit and process application.

Supplemental Data List:

(Note: This list is a summary only and may be expanded or reduced depending on the particular application.)

1. Narrative description of proposal and summary statement as required include total acreage broken out by land uses, density, etc.
2. Name/address (on preprinted labels) of adjacent property owners within 500 feet of project boundaries (6 copies)
3. Proof of ownership and written consent of owner if different than applicant (title report) (6 copies)
4. Legal description
5. Vicinity map (on site plat, sketch, prelim., or 8 ½” x 11”) showing location of the property at an appropriate scale
6. Site plan* or sketch plan map* 24” x 36” with 2-foot contours**; proposed general lot layout (scale 1” = 50 ft.)
7. Preliminary Plan Map* 24”x 36” – Site Plan/ Subdivision Plat
8. Final Plat or Site Plan Maps* 24” x 36” plus mylar(s) (mylars subsequent to approval)

	Sketch	Preliminary	Final
9. Engineering Plans (6 copies)	Plan	Plan	Plan
a. Street Construction plans and profiles		x	x
b. Drainage plan and report	Gen. Desc.	x	x
c. Utility plans and profiles	Gen. Desc.	x	x
d. Traffic Circulation Plan & Impact Study/Update		x	x
e. Overlot grading plans			x
f. Construction Phasing Schedule			x

10. Landscaping Plan & Design Guidelines

- a. Preliminary
- b. Final

11. Soils

- a. Report
- b. Map

12. Geology/Subsidence report

13. Certified lot survey, monumented with legal description; identify existing land features
14. Public Land Dedication
 - a. General location of dedication
 - b. Dedication agreement or cash in-lieu
15. Water Rights Conveyance Agreement or cash-in-lieu
16. Subdivision or Site Plan Improvements Agreement and Performance Guarantee
17. Homeowners or property owners private open space and facilities maintenance agreements, covenants, by-laws, and restrictions
 - a. Preliminary
 - b. Final
18. Written discussion explaining:
 - a. Statement of hardship
 - b. Statement of appeal
 - c. Existing Site Features of Property and Sketch Map of existing uses
 - d. Conformance with Special/Conditional Use Criteria
 - e. Street and circulation system contemplated and connections to off-site streets
19. Architecture
 - a. Identification of architectural theme for the development
 - b. Architectural elevations at 1/8" scale
 - c. Design guidelines for the developer implementing the architectural theme.
 - d. Sign program for the development – monument signs, wall signs, etc.
20. Annexation
 - a. Petition (15 copies) – petition to be signed the Property owner(s) – if it is an LLC only one person is required to sign, and the Circulator – this person must be different from the owner.
 - b. Application Form (6 copies)
 - c. Map 11" x 17" (20 copies) & 2 copies of the 24" x 36" approved annexation map (mylars)
 - d. Impact statement, if it is over 10 acres (15 copies)
 - e. General development concept plan describing the desired use of the property after annexation
 - f. Draft annexation agreement
 - g. Title commitment (6 copies)
21. State Highway cut permits as necessary
22. Certification for utility service from appropriate municipal, special district, or other public utilities, & fire district approval form

23. Specific posting signage required for properties seeking zoning, rezoning, major subdivision, planned development (PD) approvals or amendments, or annexation
Please see attached explanation of Ordinance 0-21, Series 2001.
24. Description of proposal, including discussion of hours of operation, potential noise impacts, parking plan, impacts on adjacent property, any associated signs or lighting, and provision for temporary utility services, as applicable.
25. Sign Permit (Use Building Department Application Form)
 - a. Elevation(s) on which the sign(s) is to be placed with either photo simulation (scaled with dimensions) or scaled drawings.
 - b. Narrative describing sign, method of illumination, construction, and other particulars related to the sign.
 - c. Site drawing showing location of building on which the sign is placed.
 - d. Consent of property owner for structure on which the sign is located.
26. Materials and color sample boards for buildings and monument signs. For materials and colors of walls, samples and colors need to be a minimum of twelve squares inches in size.
27. If desired by applicants a letter of request for Vested Rights (request sample of letter from Town Planner).
28. Any other materials as required by administrative staff.

*Contents based on specific requirements

**Use contours from available data for sketch plans

Posting Sign Requirements for Properties Seeking
Zoning, Rezoning, Major Subdivision, Planned
Development (PD) approvals or amendments, or
Annexation

Superior Municipal Code Section 16-62(3) & 16-
107(10)

The Town of Superior requires signs to be posted prominently on any property that is the subject of zoning, temporary use, special use, rezoning, major subdivision, planned development (PD), approvals or amendments, or annexation. Such signs shall be posted not less than 10 days prior to the public hearing on the property. The requirements for number and placement of signs will be determined by Town Staff and based on the position and size of the land being developed.

Signs must contain the Town logos, colors and elements described on the next page, all of which are available from Town Staff. Signs must be 24 inches by 30 inches in size and contained in a metal frame, similar to a real estate sign. For annexations, special use or rezoning applications please refer to Sec. 16-872(b) of the Superior Municipal Code for required wording on the sign.

Signs are also available at Fast Signs, 4800 Baseline Rd. Suite C108, Boulder, CO. 80303 (303) 543-7907; and King Sign, 1845 Range Street, Boulder, CO 80301, (303) 449-3975.



DEVELOPMENT or ZONING PROPOSAL
UNDER REVIEW FOR THIS PROPERTY

FOR MORE INFORMATION ON PUBLIC HEARING DATES AND TIMES,
CALL SUPERIOR TOWN HALL (303-499-3675)

OR VISIT WWW.TOWNOFSUPERIOR.COM