ADMINISTRATIVE SITE DEVELOPMENT PLAN (ASDP) OVERVIEW AND SUBMISSION MATERIALS

An Administrative Site Development Plan (ASDP) will be reviewed in accordance with the procedures and requirements as outlined in Chapter 16 (Zoning/Development Standards) of the Edgewater Municipal Code. Projects eligible for ASDP include:

- Construction of a new, added onto or altered single-family or two-family residential residence *(except not required for construction of or alteration to ground-level decks, patios, or similar outdoor spaces)*
- Construction of a new, added onto or altered accessory structure to a nonresidential use.

All ASDP applications are reviewed per the City of Edgewater's Municipal Code, Chapter 16 (Zoning Standards). URL: https://library.municode.com/co/edgewater/codes/municipal_code?nodeId=EDMUCO_CH16ZO. Note: Verification of height, bulk plan, and setbacks is required during Building Permit process.

ALL APPLICATIONS ARE ACCEPTED THROUGH EDGEWATER'S ONLINE PORTAL AT WWW.EDGEWATERCO.GOV/BUILDING

USE THE CHECKLIST BELOW AS A GUIDE FOR ELEMENTS TO INCLUDE IN AN

APPLICATION SITE DEVELOPMENT PLAN PLAN SET WITH ALL SHEETS SIZE 24" X 36"
- CAPITAL LETTER FONT
- TEXT NO SMALLER THAN 1/8 INCH
- NO COLOR TEXT, COLOR GRAPHICS OR SHADING
- TITLE BLOCK FORMAT CENTERED AT THE TOP OF EACH SHEET - ASDP; PROPERTY ADDRESS; LEGAL DESCRIPTION
- SHEET X OF X FORMAT IN LOWER RIGHT-HAND CORNER

☐ **Survey of Property** (an ILC is NOT acceptable)

    ☐ Include all elevation points to verify building height and determine Base Line Elevation to measure height and bulk plane.

    "Building Height means the vertical distance measured from the level of the curb adjacent to the center point of the front lot line to the highest point of the roof surface; provided, however, that, if the grade of the lot varies or exceeds a three-percent (3%) change in elevation between the front and rear lot lines, then the **building height** means the vertical distance measured from an average of the existing grade between the front and rear lot lines to the highest point of the roof surface. For accessory structures located entirely within the back (rear) yard, the baseline elevation from which the starting height is measured shall be the center point of the rear property line."

    ☐ List of all adjacent property owners – include the property address and owner mailing address.

    "*Adjacent properties* means properties that share a common lot line or any single point of their respective lot lines, as well as properties separated by a public street or alley, and properties situated diagonally from the subject property, even where separated by a street or alley, which would otherwise be adjacent to the subject property."

☐ **Site Plan that includes the following**

- ☐ Scale and north arrow
- ☐ Property lines
- ☐ Location and footprint of all existing *and* proposed structures, on the property, including the distance to all property/lot lines, building dimensions, and the specific use of each (primary home, detached garage, shed, etc.)
- ☐ Location(s) and dimension/distance of building projections, including roof eaves,
- ☐ Location of existing and proposed driveway(s) and parking spaces, including the distance to all lot lines, easements, corner clearance(s), dimensions, and material
- ☐ Identification of project site address, adjacent streets, right-of-way, alleys and alley easements
- ☐ Lot Coverage data and calculations (Note: eaves count toward lot coverage calculations)
- ☐ Identification of existing trees and proposed landscaping plan for property.
- ☐ Location of drainage ways and direction of flow of runoff water after final grading indicated by the use of arrows. Runoff must flow to the street or alley and cannot flow onto adjacent properties. Properties must have swales on each side of the structure sloped at 2% minimum to ensure water

  drains correctly to the alley or street
- ☐ Sewer service line location and material. If the line runs under any proposed structure(s) and is clay or found to be in disrepair it shall be replaced with 4" schedule 40 PVC including dual cleanouts.
- ☐ Location of water service lines. The city requires confirmation that water service lines are not lead. If lines are lead, they must be replaced. Water meters must be placed in pits outside the building.

☐ **Elevation Drawings**

- ☐ Labeled (North, South, East and West) elevation views of the structure(s) to be constructed or altered.
- ☐ Scale.
- ☐ Base line elevation lines from each property line. For accessory structures located entirely in the back (year) yard, the baseline elevation shall be the center point of the rear property line.
- ☐ Bulk Plan lines from each property line.
- ☐ Structure Height and Maximum Building Height
- ☐ Exterior building materials (T1-11 siding and similar types of plywood materials are not allowed).
- ☐ Identification of existing and proposed structures, including eaves, porches, chimney, etc.
- ☐ Setback dimensions; and
- ☐ Building and building projection (i.e. eave) dimensions

☐ **Construction stormwater (SWMP) Management Plan, on a separate sheet:**

- ☐ The boundary of the disturbed area.
- ☐ Scale.
- ☐ The location of erosion control logs (straw wattles) or other Mile High Flood District approved BMP measures along property lines that prevent off-site transport of sediment.

- ☐ Locations of proposed excavation stockpiles. Stockpiles shall have erosion control logs placed at the toe of the pile prior to work commencing each day
- ☐ Standard details for proposed BMPs are to be included in the plans.

☐ **Landscape Design Plan, on a separate sheet:**

- ☐ Project information sheet
- ☐ Landscape architect and/or contractor contact information (if applicable)
- ☐ A scaled plan including all major features of the property (e.g., property lines, city right of way, street names, existing and proposed structures)
- ☐ Plant material calculations
- ☐ Delineated and labeled hydrozones
- ☐ Proposed plants
- ☐ Location, type and depth of mulch and soil amendments
- ☐ Location and type of any water features, pools or hot tubs.
- ☐ Any existing trees or plants
- ☐ Any stormwater management areas (such as rain gardens, bioswales, or permeable pavers)
- ☐ Signature from a Colorado licensed landscape architect or certified/licensed landscape contractor (except for single-family and two-family properties)
- ☐ An irrigation plan (for Commercial, Multi-Family, Civic and Institutional properties)
  - ☐ A scaled plan including all major features of the property (e.g., property lines, city right of way, street names, existing and proposed structures)
  - ☐ Location and size of point of connection to water supply, meter locations, static water pressure at point of connection to the water supply, and dynamic pressure for proper system operation.
  - ☐ Location, type and size of all components of the irrigation system.
  - ☐ A legend identifying the irrigation components.
  - ☐ Flow rate, application rate, and operating pressure for each irrigation zone.
  - ☐ Installation details for all components.
  - ☐ Recommended irrigation and maintenance schedule.
  - ☐ Signature from a Colorado licensed landscape architect or certified/licensed landscape contractor

Please note: An Administrative Plat (Final Plat) application may be required to be submitted concurrently.
- . *For a new Single Family Home: A plat is required to be submitted as part of the SOP, to rep/at the property and eliminate any legal lot lines down the middle of the property, if applicable. For example many of Edgewater's residential properties contain 2 legal lots.*
- . *For a new Two-Unit Residential project: An administrative Plat is required to create the two units as legally independent for ownership by more than one owner. A separate Administrative Plat application, documentation and fees are required.*

This checklist is meant to assist applicants with land use review procedures, submittal requirements, and overall processes for evaluation. However, it is not a complete summary of the City of Edgewater's development codes nor is it intended to be.

Applicants are highly encouraged to familiarize themselves with the requirements of the City's development codes and all amendments hereto.

Contact City of Edgewater staff for further information and assistance with your application.