

Application for Site Plan Review



The Town of Granby requires the completion and approval of a Site Plan for projects prior to submitting a building permit, with the exception of certain projects outlined in the TOG Municipal Code (Section 16.125.180).

A non-refundable fee of seven-hundred fifty dollars (\$750.00) and a signed reimbursement agreement (and associated deposit) must be submitted, in addition to a plan in sufficient clarity to indicate the nature and extent of the anticipated project.

Applications must be made online and via email:

Online: <https://us.cloudpermit.com/gov/login>

+ Email: planning@townofgranby.com

Payments of fees can be submitted in three ways:

In-Person: Town Hall, Zero Jasper Street, Planning & Zoning

Online: <https://www.townofgranby.com/onlinepayments>

USPS: Town Hall, Planning & Zoning, PO Box 440, Granby, CO 80446-0440

Staff Use Only
Date Application Submitted: _____
Fee Paid: <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit Card
Receipt # _____

Applicant Information	
Applicant's Name:	Applicant's Mailing Address:
Phone Number:	Email:

Submittal Requirements Checklist (Section 16.125.180.020)

Site plans shall be required for any non-residential development, and all residential development greater than one acre in size. All site plans shall contain the following information and content:

- (1) A site plan application form, along with fees and a signed reimbursement agreement;
- (2) Name of the project located at the top center of the sheet. Below this should be the location of the development by streets adjacent to the zone lot, along with the section, range and township.
- (3) Legal description of zone lot.
- (4) North point – the top of the sheet will be north whenever possible.
- (5) A survey (see the code section for additional details)
- (6) Sheet size shall be 24 inches by 36 inches with a preferred scale of one inch equals 50 feet. The top, bottom, and sides of the sheet should have a one-inch-wide margin.
- (7) A general vicinity map drawn to an approximate scale of one inch equals 1,000 feet.
- (8) Signature box for the signature of the Town Manager. (see the code section for additional details)
- (9) Signature box for the signature of a representative of the HOA (if applicable)
- (10) Approval letter from the local fire authority indicating the approval of the local fire authority for all fire accessways, fire hydrants, fire water lines, fire suppression systems, and related fire equipment or fire-related features.
- (11) The existing and proposed finished grade contour lines of the project area shown in intervals not to exceed two feet.
- (12) The present zoning classifications of all abutting properties.
- (13) The required setbacks shown as dotted lines on the property.
- (14) The location, size and arrangement of proposed buildings and existing buildings which will remain, if any; the maximum height of buildings in stories and feet; the floor area ratio, total floor area and total square feet of ground area coverage; and, the number of dwelling units.
- (15) A minimum of front and side elevations of all buildings showing predominant architectural elements and extension treatments.
- (16) Location, dimensions and number of all vehicular and pedestrian circulation elements (see the code section for details).

- (17) Utility plans, indicating placement of water mains, sanitary sewers, and storm sewers, including surface and subsurface drainage.
- (18) Locations, design, height, size and orientation of all outdoor signs and illumination.
- (19) Location and height of all walls, fences, screens and planting areas.
- (20) Location, height and type of all outdoor lighting.
- (21) A tabulation of the following information with respect to the area included in the site plan:
 - a. Total project area (X acres)
 - b. Number of dwelling units by type:
 - i. Single-family detached (X units)
 - ii. Single-family attached or townhouses (X units)
 - iii. Multifamily (X units)
 - iv. Floor area ratio of commercial or industrial projects (X FAR)
 - v. Maximum height of buildings (X feet)
 - vi. Number of parking spaces required (X spaces)
 - vii. For commercial developments, indicate the area of planting beds adjacent to parking areas (X square feet)
 - viii. Total paved area within the project (X square feet)
- (22) Location of all outside facilities for solid waste disposal.
- (23) Show all existing and proposed fire hydrants, control facilities, standpipes, etc.
- (24) Show drainage ways, detention areas, and water pollution control devices with the volumes described in cubic feet.
- (25) Types of surfacing to be used at various locations.
- (26) All vehicular and pedestrian elements designed and constructed to Town specifications.
- (27) Approval of all fire accessways, fire hydrants, fire water lines and fire suppression systems, prior to submission of the site plan to the Town. The application shall include documentation of the review and approval of the site plan by the Fire Authority prior to submittal to the Town for review.
- (28) Narrative outlining how the site plan adheres to the applicable requirements of the zoning district standards of GMC 16.45-16.90 and the goals and policies of the Town of Granby Comprehensive Plan and addresses any pre-existing site deficiencies.
- (29) Generally depict the landscape plan for the site. (see the code section for details)
- (30) Proposed facilities and method for public transit boarding and unloading where appropriate.
- (31) To the extent the development requires installation or improvements to public infrastructure or any work within the public right of way, the applicant shall execute an improvements agreement acceptable to the Board of Trustees of the Town. Any work required pursuant to an improvements agreement must be completed before a certificate of occupancy will be issued for any building identified on the site plan.
- (32) The applicant shall provide a Property Improvement Plan (PIP) to address any pre-existing site features that do not adhere to the Town's standards as outlined in the Code. (see the code section for additional details)

Address or Parcel ID of Property:	Property Owners Name:
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Project Estimated Start Date:	Project Estimated Completion Date:
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Application Checklist
<input type="checkbox"/> Completed and signed application form <input type="checkbox"/> Non-refundable \$750 application fee <input type="checkbox"/> Signed reimbursement agreement <input type="checkbox"/> Project Site Plan and completed submittal package

Applicant Signature

Applicant accepts all terms and certifies that all information provided is true. Applicant also agrees to be bound by all provisions of the Town of Granby municipal code and to complete all work in accordance with applicable Federal, State and Local laws and regulations.

		Accepted By: _____	
Applicant Signature	Date	Title	Date