



ADMINISTRATIVE SITE PLAN APPLICATION FORM

The Planning Division is here to assist you with your Administrative Site Plan Application ("Application") pursuant to Site Plan (Sec. 5-E-1) in the Unified Development Code (UDC). Applications are administratively reviewed and approval is required. The Application will be reviewed in accordance with the procedures and requirements outlined in Sec. 5-E-1 in the UDC.

This publication outlines the Administrative Site Plan Application process and submittal requirements.

All submittal items shall be submitted in PDF format in accordance with the Site Development and Permit Decision File Naming Conventions to permits@wpgov.com. Ensure your application is complete by checking each of the required submittal (RS) boxes below. If you have questions about the required submittal items, contact the Planning Division to confirm which items are applicable to your project.

1 Required Items			
Plan Sheet(s)	RS*	Item #	Submittal Items
	☐	1.	Administrative Site Plan Application Form. Executed.
	☐	2.	Land Use Review Application Form. Executed.
	☐	3.	Driveway Permit Application Form. Executed.
	☐	4.	Single-Family/Two-Family Attached Dwelling Deposit Agreement Form. Executed.
	☐	5.	Title Commitment. Including Schedules A and B. The applicant shall provide a title insurance commitment proving the applicant's ownership of the land to be platted and that all land to be dedicated or conveyed to the Town is free and clear from all liens and encumbrances except as expressly agreed to by the Town.
	☐	6.	HOA Architectural Control Committee Approval Letter. If property is governed by HOA.
	☐	7.	Narrative. Shall include the following: A. Project name. B. Street address. C. Name, address, email and telephone number of owner, applicant, HOA, project manager, architect, engineer, surveyor, and land planner, as applicable. D. Legal description. E. Zoning district. F. Lot size (acreage and sq. ft.). G. All proposed uses. H. Number of dwelling units. I. Number of bedrooms per dwelling unit. J. Size of residential space (sq. ft.). K. Number of proposed off-street parking spaces. L. Construction schedule indicating major milestones for project.
	☐	8.	Project Drawings. Shall contain project name, legal description, date of preparation, north arrow, legend, vicinity map, and topography at two-foot (2') intervals. Shall be sized ARCH D (24"x36"). Shall be oriented so that north is up.
	☐	8A.	Topographic Survey.
	☐	8B.	Construction Plans. Shall have a minimum scale of 1"=20' and be in conformance with the

		Standards and Specifications for Design and Construction. All plans shall be at the same scale and shall align with one another. A. Grading and Drainage Plan. B. Revegetation, Erosion, and Sediment Control Plan.
	☐	8C. Site Plan. Shall have a minimum scale of 1"=20'. All elements listed below shall be dimensioned. A. Building coverage ratio table. Shall include area (sq. ft. and acreage) of the following: building footprint (including roof overhangs, decks, porches, balconies, and patios); drives, sidewalks, and parking areas; easements; areas to be designated open space; the site's total acreage; and percentage of building coverage to open space. B. Driveway. Slope, dimensions, and culvert locations, if any. C. Easements, proposed and existing, public and private. Type and location. If existing easements, provide reception numbers on file with the Grand County Clerk and Recorder's Office. D. Environmental features. Includes riparian buffers, floodplains, floodways, and floodway fringes, wetlands, forests and woodlands, slopes greater than twenty percent (20%), slopes greater than thirty percent (30%), and geologic hazard areas. E. Limit of disturbance. F. Other improvements. Retaining walls, berms, trash receptacles, trash enclosures, fencing, signage, fire features, water features, hot tubs, pools, affixed barbeque grills, outdoor kitchens, sculptures, etc. G. Parking areas for construction workers' vehicles. H. Parking spaces. Dimensioned and counted. I. Property lines. J. Protection notes. "No disturbance, grading, or removal of significant natural features and vegetation will occur beyond the "limit of disturbance" line, as shown on this plan." "The "limit of disturbance" line shall be delineated prior to construction with flags, roping, four foot (4') tall orange construction fencing, or other acceptable means." K. Setback distances as required by zoning district. From all property lines. L. Setback distances from all existing and proposed structures, including retaining walls. Draw a line to tie the structure to a point on the property line. M. Snow storage areas. N. Storage areas for soil, construction equipment, and other materials. O. Street addresses or unit numbers. P. Street ROW, proposed and existing, public and private. Type, location, and name. Q. Structures, proposed and existing. R. Top of foundation elevations. For main corners of each structure. S. Utilities, proposed and existing. For mains and service lines. T. Walkways and paths.
	☐	8D. Building Elevations. See Article 3.A, <i>Lot and Building Standards</i> . Shall have a minimum scale of 1/8"=1'. A. Profiles. B. Location where buildings intersect the existing and proposed grades for each profile. C. Building materials. Shall be annotated to correspond with Building Materials Board. D. Location of outdoor lighting fixtures.
	☐	8E. Floorplans. Shall have a minimum scale of 1/8"=1'. All plans shall be black and white, at the same scale, and shall align with one another. Shall include a roof plan.
	☐	8F. Landscaping Plan. See Article 3.I, <i>Landscaping, Defensible Space, and Screening</i> . Shall have

			a minimum scale of 1"=20'. Shall include the following (please see Article 3.I for more detailed information): A. Structure Ignition Zones 1-3. B. Required vs. Provided Landscape Units. C. Planting Locations. D. Front Yard Landscaping Allocation. E. Zone 1 Appendix C Compliance. F. Site Improvements. G. Easements and Utilities
	☐	8G.	Landscape Unit Compliance Worksheet. See "Worksheet" below.
	☐	8H.	Tree Removal and Protection Plan. See Article 3.G, <i>Tree Removal and Protection</i> . All trees proposed for protection greater than four inches (4") in caliper.
	☐	9.	Outdoor Lighting Board. See Article 3.K, <i>Outdoor Lighting</i> . Shall include cut sheets for all proposed outdoor lighting fixtures with International Dark Sky Association (IDA) Approval Symbol. Shall indicate mounting heights.
	☐	10.	Outdoor Lighting Tabulation. See "Outdoor Lighting Tabulation" below.
	☐	11.	Building Materials Board. Shall be annotated to correspond with Building Elevations. Shall include photographs of swatches demonstrating color and material composition for the following: A. Decks B. Doors (incl. garage and entry doors) C. Fascia D. Fencing E. Foundation F. Gates G. Railings H. Roofs I. Siding J. Soffits K. Window and door trim L. Window glass type
	☐	12.	Renderings. Shall be 3D, in color, and accurate in scale.
		13.	Construction Management Plan A. Construction Stormwater Management (wattles, silt fence, tracking pads, etc.) B. Revegetation notes or other final stabilization plans C. Construction fencing location D. Material & equipment staging locations E. Dumpster & portalet locations F. Vehicle parking locations & construction access location
	☐	14.	Floodplain Development Permit. (if applicable)
		15.	File Naming Conventions. All Administrative Site Plan Applications shall be submitted pursuant to the Site Development and Permit Decision File Naming Conventions.
Required Submittal (RS*) = ☐			

Landscape Unit Compliance Worksheet

STEP 1 – Landscape Unit Requirement

Calculation	Value
Limit of Disturbance (SF)	
Required Landscape Units (1 LU per 100 SF of Disturbance)	
Total Landscape Units Provided	

STEP 2 – Landscape Unit Calculation

Tabulate the total Landscape Units (LU) provided by existing vegetation to remain and proposed landscape improvements.

Plant Material	Existing LU	Proposed LU	Total LU
Evergreen Trees			
Deciduous Trees			
Large Shrubs			
Small Shrubs			
TOTAL LANDSCAPE UNITS PROVIDED			

STEP 3 – Landscape Unit Distribution

Landscape Units shall be distributed throughout Structure Ignition Zones 1–3, where appropriate, in accordance with Article 3-I. Zone 1 shall incorporate ignition-resistant plant species (only) identified in Appendix C and should not rely exclusively on hardscape.

Structure Ignition Zone	Landscape Units Provided
Zone 1 (0–5')	
Zone 2 (5–30')	
Zone 3 (>30')	
TOTAL LANDSCAPE UNITS	

Zone 1 Ignition-Resistant Plant Species:

Landscape Compliance Certification

I hereby certify that the accompanying Landscape and Defensible Space Plan has been prepared in accordance with Article 3-I of the Town of Winter Park Unified Development Code and, to the best of my knowledge, complies with the applicable landscape, defensible space, and planting requirements, including:

- ☐ Required Landscape Unit requirements
- ☐ Structure Ignition Zone (Zones 1–3) requirements
- ☐ Appendix C – Recommended Plant List, including ignition-resistant plant requirements within Zone 1

☐ Revegetation of disturbed areas in accordance with Article 3-I, where applicable

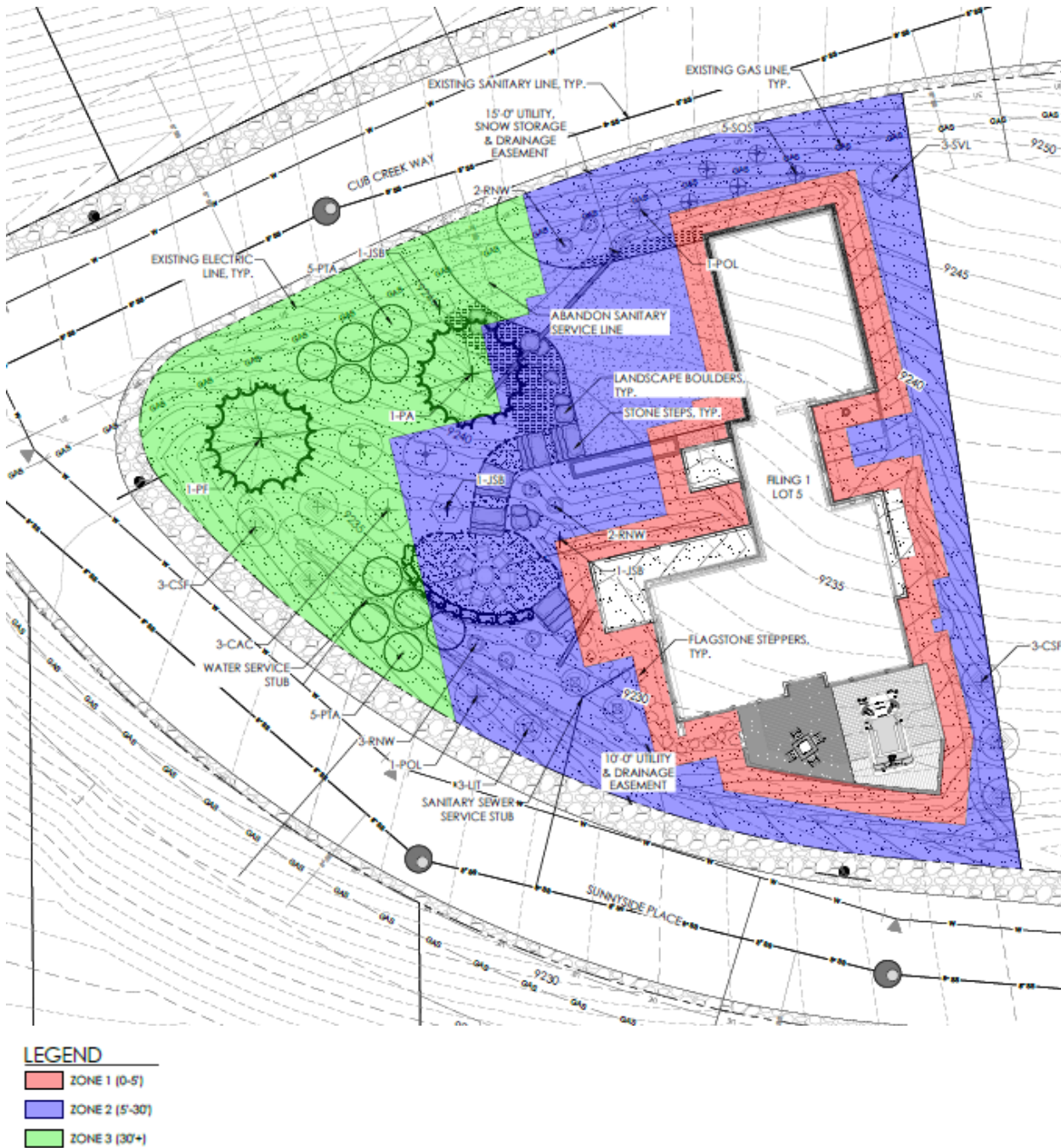
Prepared By (Applicant / Landscape Architect): _____

Signature: _____

Date: _____

Please refer to [Article 3.I](#) for a detailed guide on how to prepare your landscape plan.

Example:



Outdoor Lighting Tabulation

See Article 3.K, *Outdoor Lighting*, for requirements. Ensure each fixture's cut sheet contains the International Dark Sky Association (IDA) Approval Symbol.

Fixture Name	Proposed # of Fixtures	Proposed Lumens per Fixture	Proposed Correlated Color Temperature (in degrees Kelvin)

2 Process for Approval – See Sec. 5-E-1, *Site Plan*.**3 Fees – See Sec. 5-B-6, *Application Fees*. An invoice will be sent once the planning file has been created.**

- A. \$100.00 Minor Site Plan Application Review Fee.
- B. \$3,000.00 Deposit for Building Exterior, Driveway, and Landscaping (if applicable).
- C. \$50.00 Driveway Permit Application Fee (if applicable).

4 Applicant's Certification Statement

I, _____, as Applicant and duly representative of the owner, hereby certify that the information included upon the attached submittal items are true and accurate; and that the development of the site will occur in accordance with the submittal items.