



SHEET by SHEET PLAN SET SUBMITTAL CHECKLIST

PLAN SHEET FORMAT (APPLIES TO ALL PLAN SHEETS)

- Plan sheet size must be 24"x 36"
- Graphic bar scale (minimum scale is 1"=20')
- North arrow and project north (if different)
- Title block, project name, project address and legal description
- Name and address of preparer
- Dates of original plan preparation and all revision dates
- Sheet labels and numbers
- A border with a minimum left side margin of 1.5"

COVER SHEET (Sheet 1)

- Vicinity map showing the proposed site and zoning in relations to the street system within the immediate vicinity of the site. Use scale of 1"=1,000' or larger.
- Property address and legal description.
- Sheet Index
- Names and Addresses of: property-owner, developer, engineer, architect, and landscape architect.
- Zoning Requirements Table (Required vs. Provided)
 - a. Lot Sized in square feet and acres
 - b. Lot Frontage
 - c. Setbacks (Front, Side, Rear)
 - d. Building Height in feet and stories
 - e. Number of dwelling units
 - f. Gross Floor Area (non-residential only)
 - g. Site coverage by all primary and accessory structures
 - h. Site coverage by all parking
 - i. Site coverage by all landscaping
 - j. Parking spaces, separated out by enclosed/unenclosed and standard/handicapped
 - k. Land area per dwelling unit
 - l. Open space per dwelling
 - m. Landscaped open space per dwelling unit
 - n. Number of bicycle parking spaces

EXISTING CONDITIONS PLAN (Sheet 2)

Topographic Survey

- Wet stamp and signature of a licensed surveyor
- Date of survey
- Right-of-way and property lines; including bearings, distances and curve information.
- Labeled ties to existing benchmark, either USGS landmark or sewer invert.
- Property boundaries to the nearest one one-hundredth of a foot (.01) accuracy. Distances and bearings and a basis of bearing must be shown. Show existing pins or monuments found and their relationship to the established corner.
- All existing easements recorded with Eagle County Clerk and Recorder. Include bearings and distances.
- Spot Elevations at the edge of asphalt, along the street frontage of the property at twenty-five foot intervals (25'), and a minimum of one spot elevation on either side of the lot.
- Existing Building and Structures



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- Topographic conditions at two foot contour intervals.
- Existing trees or groups of trees having trunks with diameters of 4" or more
- Rock outcroppings and other significant natural features
- All utility meter locations, including any pedestals on site or in the right-of-way adjacent to the site. Show exact location of existing utility sources and proposed service lines from their source to the structure. Include: cable TV, sewer, gas, telephone, water, electric, size and type of drainage culverts, swales, etc.
- Adjacent roadways labeled and edge of asphalt for both sides of the roadway shown.
- Adjacent sidewalks and trails.
- Environmental Hazards (i.e. rock fall, debris flow, avalanche, wetlands, floodplain, soils).
- Wetland delineation.
- Watercourse setbacks, if applicable (show centerline and edge of stream or creek in addition to the required stream or creek setback).

GRADING and UTILITY PLAN (Sheet 3)

Utilities

- Existing and Proposed Structures and Roads
- Existing and proposed utilities and service lines, including water, sanitary sewer, storm sewer, gas, electricity, telephone and, cable television.
- Existing and proposed fire hydrants (indicate distance to nearest fire hydrant).
- Reference to the Book and Page numbers or the reception numbers of recorded easements together with the county and date of recording (any required easements must be recorded and referenced on the plan prior to approval of the plan).
- All relevant dimensions relation to the location of existing and proposed utilities, service lines, and easements.
- Any Cross-Access Agreements.

Grading

- Existing and Proposed Drainage Channels and Facilities, and Area Subject to a 100-year Floodplain.
- Existing and proposed contour lines of the subject area shown in intervals not to exceed two (2) feet. Provide finished floor elevations for ground floor of existing and proposed building.
- Existing and proposed retaining walls with the top of wall and the bottom of wall elevations noted.
- Provide detailed cross-section and elevation drawing of each wall. **Stamped engineering drawings are required for walls above 4' feet in height.**
- If less than one half acre is to be disturbed, proper erosion control devices need to be shown. If more than one half acre is to be disturbed, then an Erosion Control Plan must be submitted.
- Location of limits of disturbance fencing.
- Location of all geologic/environmental hazard areas

SITE PLAN (Sheet 4)

- Property line location and dimensions.
- Label abutting streets.
- Existing and proposed easements.
- Existing and proposed buildings and other structures. Include decks, patios, and balconies. Indicate building foundation with a dashed line and the roof edge with a solid line.
- All roof ridge lines with ridge elevations. Indicate existing (natural grade prior to construction of structure) and proposed grades shown underneath all roof lines. This will be used to calculate building height.
- Site Access
- Curb cuts
- Driveways. Indicate finished surface, heated or unheated, grade, percent slope, dimensions, turning radii,



site distance, and spot elevations at the property line, garage slab and as necessary along the centerline of the driveway to accurately reflect grade.

- Identify any slopes greater than 15%, and fills or cuts greater than 4ft.
- Existing and proposed retaining walls (including materials)
- Existing and proposed fences (including materials)
- Snow storage area
- Trash facilities and detail of enclosure (elevations and materials)
- Landscaped areas
- All surface finishes
- Sidewalks and walkways
- Lighting
- Phasing Plan, if applicable.

LANDSCAPE PLAN (Sheet 5)

- Property line location and dimensions.
- Label abutting streets.
- Existing and proposed easements.
- Existing and proposed buildings and other structures. Include decks, patios, and balconies. Indicate building foundation with a dashed line and the roof edge with a solid line.
- Existing and proposed contour lines.
- Site Access, Curb cuts, Driveways, Walkways and Sidewalks.
- Delineate Landscaping Areas proposed plant materials, and hydrozones with code references.
- Identify existing plant material to be retained or removed.
- Delineate Buffer Areas (if applicable).
- Detailed Plant Schedule or Legend.
- Delineate critical root zones for existing trees in close proximity to site grading and construction.
- Label all landscaping features (ponds, fountains, retaining walls, hardscape, pools, etc).
- Proposed irrigation.
- Verify site distances at entrances.
- General specifications describing proposed work.

IRRIGATION PLAN (Sheet 6)

- demonstrating the location of the following:
- Backflow prevention devices.
- Manual shut-off valves water supply connection.
- Master shut-off valves and flow meters integrated with the automatic irrigation; or individually controlled sprinklers.
- Dedicated landscape water meters or sub meters for all non-residential irrigated landscapes five thousand (5,000) sq. ft. or more.
- For all nonresidential properties, smart irrigation controllers. If a flow meter is used, then the controller shall be able to use inputs from the flow meter/sensor to control irrigation if flows are abnormal.
- Sensors that suspend or alter irrigation operation during unfavorable weather conditions or when sufficient soil moisture is present.
- The table below shall be provided on all irrigation plans:

Landscape Area Provided:	% of Lot/ Square Footage:
Total irrigated area:	% of landscaped area/ square footage:
Spray area:	% of irrigated area/ square footage:



ARCHITECTURAL ELEVATIONS (Sheet 7)

- All elevations, existing and proposed, drawn to scale and fully dimensioned. The elevation drawings must show both existing and finished grades.
- Show the finished elevation of floors and roofs on all levels. Finished floor elevation shall be referenced to the proposed contour lines.
- Specify all exterior materials and colors on the elevations.
- Show graphically and fully dimensioned: fascia, trim, railings, chimney caps, meter locations, meter screening methods and window details.
- Exterior lighting fixtures attached to the building.
- Roof and building drainage system (i.e. gutters and downspouts).
- Rooftop mechanical systems and all other roof structures, if applicable.
- Illustrate proposed building height elevation on roof lines and ridges. These elevations should coordinate with the finished floor elevations and the datum used for the survey.

FLOOR PLANS (Sheet 8)

- All floor plans, existing and proposed, of the proposed development shall be drawn to scale and fully dimensioned.
- Clearly indicate the inside face and outside face of the sheathing of the exterior structural walls of the building.
- Label floor plans to indicate use (i.e. bedroom, kitchen, etc.).
- Provide dimensions of all roof eaves and overhangs.
- Provide “solar ready” area on roofs of new construction

LIGHTING PLAN (Sheet 9)

- Indicate type, location and number of all exterior fixtures (including parking areas, pedestrian paths, building facades, etc).
- Indicate mounting height of fixture.
- Cut sheets. A detailed drawing and description shall be provided for each type light fixture proposed.
- Fixture Schedule that indicates the number, height, colors and materials for each type of fixture.
- Pole Detail for each type of pole light included in the submittal. This detail shall include, at a minimum: mounting height of the luminaire(s) as measured from the fixture lens to the finished grade, the fixture type mounted on the pole, the colors and finishes of the luminaire and pole, and the finish of the base.

COLOR AND MATERIAL BOARD

- A material and color sample board of not less than 24" x 36" in dimension for public presentation must be provided to the Community Development Department at the time of application, and 1 photograph of the board for the file.
- Identify board with project address, architect's name, address and telephone/fax/email address, and date.
- Include samples of all proposed exterior materials and paint colors, including materials for exterior window, siding, trim, roofing, flashing colors and other exterior materials.
- Identify all samples with manufacturer's name and item specification number (including catalog cut sheet or photograph of an existing installation may be accepted in place of product literature).

STEEP SLOPE PLAN (Sheet 10)

- Classifies slopes

STORMWATER MANAGEMENT PLAN (Sheet 11)

- Topography (2ft contours)
- Existing drainage conditions
- Proposed drainage and stormwater conditions
- Drainages conveyance system (piping)