



# CITY OF ARVADA

## **Site Development Permit: Summary of Requirements**

The City of Arvada requires all construction sites disturbing 10,000 square feet of land (calculation must include stockpiles and staging areas) to obtain a Site Development Permit (SDP). For the most part, the SDP mirrors the stormwater permits obtained from the State of Colorado for construction sites disturbing one acre of land or more. In general, the following requirements must be met:

- All sites disturbing 10,000 square feet or more of land must obtain a SDP.
- Erosion and sediment control plans/maps and a narrative Stormwater Management Plan (SWMP) must be reviewed and approved.
- A Permit fee must be paid, which is between \$50 and \$125, depending on the size of the site.
- A cash escrow or letter of credit (\$2,000 plus \$200 per acre) must be on file with the City prior to obtaining a SDP. Existing collateral may be used for this requirement.
- Best Management Practices consistent with the site plans and SWMP must be installed and the City must inspect these improvements prior to land disturbing activities being conducted.
- Land disturbance that has not been stabilized is limited to 60 acres at any one time.

### **SITE DEVELOPMENT PERMIT PACKAGE REVIEW AND APPROVAL**

1. The Site Development Permit Application form must be completed and submitted.
2. Erosion and sediment control plans, which are typically maps of the site showing the best management practices (BMPs) proposed, for example silt fence or inlet protection, and any installation details of those BMPs, must be submitted for review and approval.<sup>1</sup>

If the site is 5 acres or more, the following erosion and sediment control plans/maps must be submitted to the City for review and approval:

- Phase I: Erosion and Sediment Control Plan/Map for grading,
- Phase II: Erosion and Sediment Control Plan/Map for Infrastructure and Building

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<sup>1</sup> Installation details of each erosion and sediment control practice to be utilized on-site must be in accordance with the specifications found in the most recent version of Urban Storm Drainage Criteria Manual, Volume 3--- Best Management Practices, published by the Urban Drainage and Flood Control District, or other detail as approved by the City.

- Phase III: Erosion and Sediment Control Plan/Map for Final Stabilization, and

If the site is less than five (5) acres, then all phases of construction may be shown on one erosion and sediment control plan/map.

3. Plan notes, which can be found in Arvada's Engineering Standards and Specifications, or obtained from the City's website or upon request, must be included on the plans/maps.
4. The narrative SWMP must be submitted for review and should use the City's template, which can be obtained from the City's website or upon request.

### **APPROVAL OF THE SITE DEVELOPMENT PERMIT**

Once the plans and SWMP have been approved, the Site Development Permit Application will be complete and will be issued when the following is provided:

1. Permit Fee. A permit fee and any resubmittal fee must be paid.<sup>2</sup>
2. The appropriate cash escrow or letter of credit: If the development already has a cash escrow or letter of credit filed with the City, a copy of that document is required.
3. State Stormwater Permit Certification (if needed): If the site is greater than one (1) acre, a copy of the State Stormwater Permit certification must be submitted.
4. Site Map: 8 1/2" by 11" map indicating the area of the project must be included.

### **NOTIFICATION REQUIREMENTS**

The Stormwater Program must be notified by calling 720-898-7807 at least 48 hours prior to beginning land disturbance activities, and when the following activities have been completed: site clearing, final grading, temporary stabilization post construction, and final landscaping.

### **SALE OR TRANSFER OF PORTIONS OF THE DEVELOPMENT**

A new Site Development Permit must be issued to any person who has been conveyed any part of a development, unless the transfer is for land on which all approved structures have been built. If a lot is sold from a development that has a SDP and the structure(s) have not been built upon it, a Permit must be obtained by the new owner. If the lot that is sold is less than 10,000 square feet but is part of the larger development, a SDP will be awarded to the new owner at no cost under the conditions specified in the Site Development Permit Ordinance.

### **TERMINATION OF THE SITE DEVELOPMENT PERMIT**

Once the site is stabilized, construction is complete, and temporary BMPs have been removed, the SDP may be terminated and any remaining cash escrow or letter of credit will be returned to the developer, as long as all warranties are completed.

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<sup>2</sup> If the plans for a site needed to be significantly revised and resubmitted for review, then a resubmittal fee of 50% of the application fee will be charged.