



2026 SITE PLAN REVIEW SUBMITTAL REQUIREMENTS
CITY OF WOODLAND PARK
 (Revised 1/1/2026)

The site plan and application shall contain and include the following criteria and information (please check completed boxes). This completed form **MUST** be submitted with the application:

Applicant Check	City Check	Submittal Requirement
		Complete Application. A completed application for site plan review upon forms supplied by the Planning Department
		Application Fee. See fee sheet available in City Planning & Building Department or on City website (www.woodlandpark.gov) under Planning & Building Department/Development Fees.
		Adjoiners List. A complete list of names and mailing addresses of all adjacent property owners within 150' of the subject property.
		Warranty Deed or Title Policy. Documents proving ownership of subject property.
		Plans. One (1) set of 24" x 36" sheet(s)
		One (1) set of 11" x 17" sheet(s)
		Adobe Portable Document Format (.pdf) formatted for printing on 24"x36" sheet(s). May be submitted on compact flash drive.
Supplemental Materials. Supplemental materials to be included with all applications are as follows:		
		Architectural drawings, renderings, or other graphic illustrations of structures, landscaping, and accessory infrastructure
		Drainage plan (3 copies)
		Grading plan
		Landscape plan
		Traffic report/study (3 copies)
Site Plan. A site plan containing and including the following criteria and information:		
		Prepared by a qualified individual with appropriate signature, date and seal affixed;
		Indicate the name of the proposed development, submittal phase, and the words "Site Plan";

Applicant Check	City Check	Submittal Requirement
<p>Site Plan, continued. A site plan containing and including the following criteria and information:</p>		
		Be drawn at a scale to clearly show the entire project and site characteristics [one inch equals thirty feet (1" = 30') is preferred];
		A vicinity map indicating the location of the site;
		Date of preparation, scale, and north arrow (designated as true north);
		The location, exterior horizontal dimensions and height of all existing and/or proposed structures and/or uses with reference to property lines;
		Property lines, dimensions, and known monuments;
		Location, dimensions and names of on-site and adjacent streets, trails, public rights-of-way and sidewalks;
		Location, dimensions and intent of existing and proposed easements;
		Location, number, and dimensions of all parking areas, driveways, driving lanes, loading areas and parking formula used;
		Locations of existing and proposed utilities, including: water, sewer, drainage, fire, electricity, gas, phone, and cable television infrastructure;
		General direction of off-site topography;
		Location and extent of streams, watercourses, and floodplains or other hazards;
		Landscaped areas;
		Location of existing and proposed signs;
		Areas for solid waste disposal containers and typical enclosure detail, if applicable;
		Zoning district, special district and city boundaries;
		Area and extent of snow storage areas;
		Adjacent existing and proposed uses;
		On-site topography at two-foot (2') contour intervals referenced to U.S. Geological Survey datum;
		Location and extent of all traffic control devices and signs;
		Location and extent of exterior lighting fixtures and a typical detail diagram;
		Location and extent of fences and buffer areas, if applicable. For purposes of this section, a buffer area shall be defined as a strip of land or appropriate method to separate one type of land use from another use which may be incompatible;
		Location and extent of areas in excess of thirty percent (30%) slope;

Applicant Check	City Check	Submittal Requirement
		<p>Site Plan, continued. A site plan containing and including the following criteria and information:</p>
		Indicate any lands or areas to be retained as open space and/or future expansion;
		Additional reasonable site plan information requested by the Planning Department to aid in the review and evaluation of the development;
		Minimum four by four inch (4" x 4") box for listing of approval conditions and restrictions;
		Indicate the total square footage of new impervious surface area and existing impervious surface area.
		<p>The following certifications shall be shown and executed on site plans through the <u>public hearing</u> process:</p> <p><i>(I, we) hereby certify that (I am, we are) the owners of this property and that (I, we) shall abide by the provisions as specified upon this site plan, as presented, and any conditions and requirements that are specified by the City of Woodland Park in rendering its approval.</i></p> <p>_____</p> <p><i>Date</i> <i>Owner(s)</i></p> <p><i>I hereby certify that I am the City Planner for the City of Woodland Park, Colorado, and that I attest that this site plan was approved, subject to conditions, as contained herein, City of Woodland Park, Planning Department, by the City of Woodland Park Planning Commission on _____20____, after a properly conducted Public Hearing by the City Council held on _____, 20____.</i></p> <p>_____</p> <p><i>Date</i> <i>City Planner</i> <i>City of Woodland Park</i></p>
		<p>The following certifications shall be shown and executed on the permitted use site plans through the administrative review process:</p> <p><i>(I, we) hereby certify that (I am, we are) the owners of this property and that (I, we) shall abide by the provisions as specified upon this site plan, as presented, and any conditions and requirements that are specified by the City of Woodland Park in rendering its approval.</i></p> <p>_____</p> <p><i>Date</i> <i>Owner(s)</i></p> <p><i>I hereby certify that I am the City Planner for the City of Woodland Park, Colorado, and that I attest that this site plan was approved after a properly conducted administrative review, subject to conditions, as contained herein.</i></p> <p>_____</p> <p><i>Date</i> <i>City Planner</i> <i>City of Woodland Park</i></p>
		<p>Waivers or Modifications. The above stated criteria and standards may be amended, waived or modified upon a written request with a recommendation by the planning commission to city council resulting in a the favorable vote of the majority of the members present of the city council.</p>