



CITY OF LONE TREE

Site Improvement Plan Process

Planning Division

9220 Kimmer Drive, Lone Tree, Colorado 80124
303.708.1818 www.cityoflonetree.com

Who should use this packet?

- A Site Improvement Plan (SIP) is required for the development of new buildings and related site improvements and for exterior modifications to existing buildings and site improvements, as determined by the Director. SIPs are required for all single-family attached, multi-family and nonresidential development.

What is contained in a SIP? An SIP is a set of plans and associated information containing at a minimum the following:

- Cover sheet
- Site plan
- Landscape plan
- Irrigation plan
- Grading plan
- Site furnishings plan
- Lighting plan
- Building elevations – including color elevations and perspectives/drawings
- Drainage report and plan
- Erosion control study and plan
- Materials/color sample board

Helpful links to get started:

- [Zoning Code/SIP Standards](#)
- [Lone Tree Maps](#)
- [Design Guidelines](#)
- [Copy of Planned Development Map – if applicable](#)
- [City of Lone Tree Comprehensive Plan](#)
- [Douglas County Geographic Information Systems](#)

Who does Lone Tree send referrals to?

- Lone Tree staff sends development referrals to neighboring jurisdictions, agencies, utility providers, HOAs, and interested citizens. Typically, projects are sent on referral for 21 calendar days. Responses are forwarded to applicants, and applicants are required to respond in writing to referral comments.
- Please contact the following separately for their requirements:

Entity	Phone Number	Email
Lone Tree Public Works Department	303.662.8112	gweeks@ttgcorp.com
South Metro Fire Rescue Authority	720.989.2244	jeff.sceili@southmetro.org
Southgate Water Sanitation Districts	303.713.7742	dirish@southgatedistricts.org

Typical Referral Agency List

May be adjusted depending on location and nature of application

Agency	
AT&T	Rampart Range Metro District
Cherry Creek Basin Water Quality Authority	Southgate Water and Sanitation Districts
Comcast	Southeast Public Improvement District
Douglas County Assessor	South Suburban Parks and Recreation
Douglas County	South Metro Fire Rescue Authority
Douglas County School District	Tri-County Health Department
Lone Tree Library	Urban Drainage & Flood Control District
Park Meadows Metro District	US Post Office
Qwest/CenturyLink	Xcel Energy

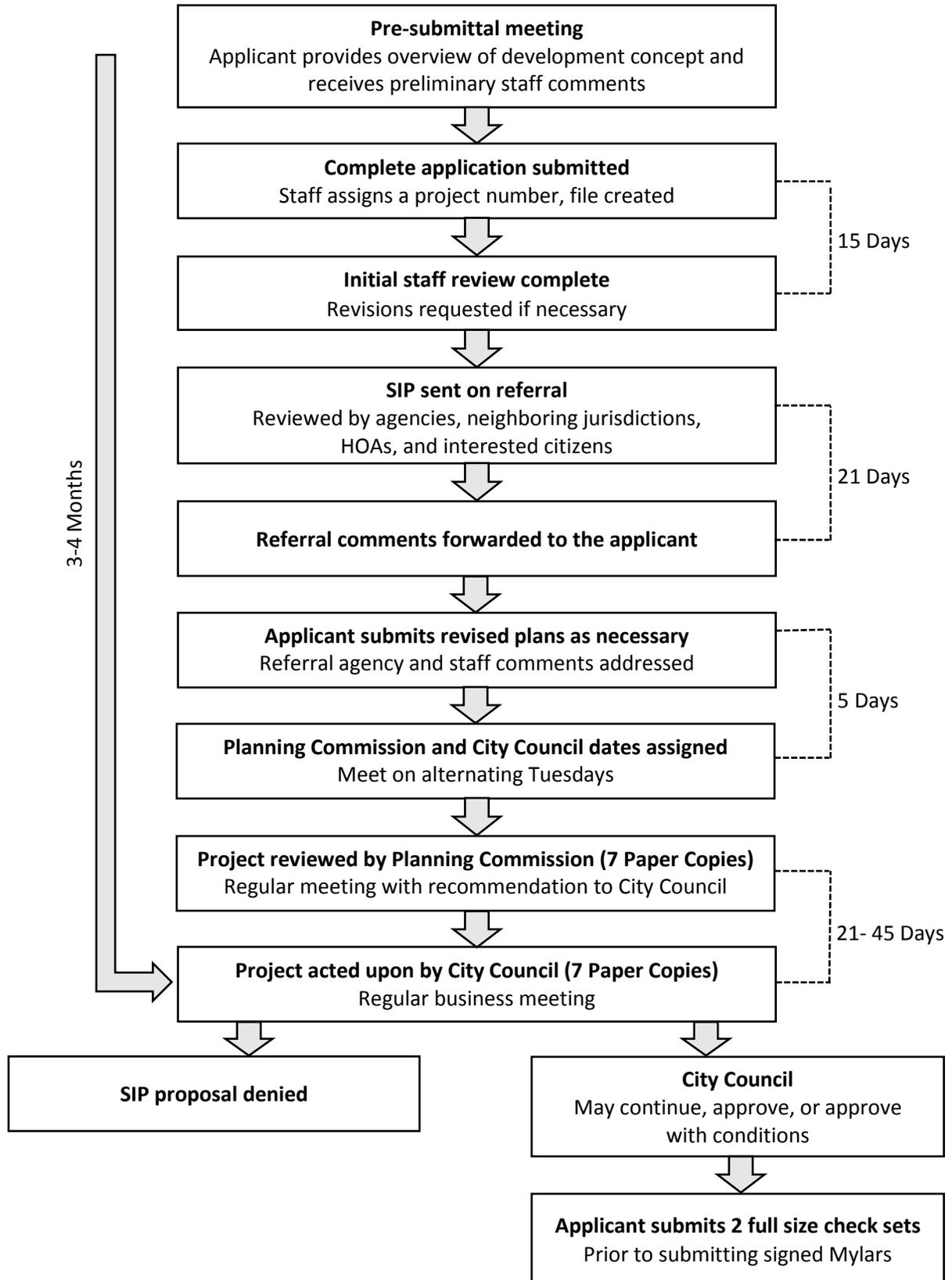
How does the building permit relate to the SIP?

- A building permit may be submitted for review prior to approval of the SIP at the applicant’s risk. Building permits will not be issued until the SIP has been approved and any conditions of approval have been satisfactorily addressed.

How long does it take to get an SIP through the process? SIP review timeline is typically 3-4 months.

- Note: The timeline depicts the approximate process time for City staff only. The total process time is dependent upon the time it takes the applicant to address the City’s concerns. Efficient and timely responses and resubmittals by the applicant will help minimize the total time.

SIP Review Timeline



Community Development Department SIP Submittal Checklist

The following information must be provided at the time of the initial submittal, unless otherwise determined by the City – please note that we require electronic PDF copies of the entire submittal:

✓	ITEM	COMMENTS
	Development application form	To be completed and signed by applicant or authorized representative
	Application fee	
	Project narrative and Statement of Design Intent	There is a downloadable Word.docx template on our Developer Information
	Letter of authorization	A notarized letter from the landowner when the owner is not the applicant
	Final plat of property – available from Douglas County Clerk and Recorder	If unplatted, subdivision process may commence concurrently with SIP, upon approval by the Director
	Site Improvement Plan including items listed below (2 paper copies at 24" x 36")	All SIP submittals and re-submittals must be bound, stapled, and folded
	Landscape Plan and Irrigation Plan	
	Grading Plan	
	Lighting/photometric study plan and fixture cut sheets	
	Drainage report and plan	
	Exterior building elevations	Include elevations
	Color elevations (perspectives recommended for presentations; 1 paper copy at 11" x 17")	Colored perspective drawings to show landscaping per the landscape plan
	Materials/color sample board	Submitted prior to Planning Commission meeting
	Construction drawings, submit to City Engineer	Contact City Engineer at 303-662-8112 for specific Engineering fees and submittal requirements

Post-Approval Process and Guidance

The following information must be provided post approval, please note that we require electronic PDF copies of the entire submittal:

✓	ITEM	COMMENTS
	2 full size sets of paper check sets and electronic PDF copy	These are reviewed for consistency with the approved SIP by Planning and Public Works
	IMPORTANT: Construction Plans submitted to the Building Division must be consistent with the approved SIP	Any deviation between construction plans and approved SIP that impacts the exterior the building, landscaping, and/or site design must be submitted back to Planning for review as an SIP amendment. Planning will determine whether the changes are eligible for administrative, Planning Commission, or City Council approval.
	Certificate of Occupancy	Planning will retain the materials/color sample board sample board and inspect the constructed building, landscaping, and site for consistency with the approved SIP. Please do not schedule Planning's inspection the day before a scheduled grand opening.
	Surety	Surety may be required for any landscape work not completed prior to C/O. It is the expectation that the building, site, its landscaping, and elements will be complete prior to issuance of a C/O.

Questions: Contact City of Lone Tree Planning Division

Phone: 303.708.1818

Web: http://www.cityoflonetree.com/government/departments_and_divisions/planning/
www.cityoflonetree.com

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