

## 3.0 Submittal Forms and Checklists

### 3.6 North Park Design Review Committee DRC Construction Document Review Checklist

Project Name: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

- Submittals must be received eight calendar days prior to review meeting.
- Check off or initial each box under the “Included by Applicant” column to ensure required items have been provided.

Submittal Items Required Each drawing sheet must include the project title, scale, north arrow, and date of preparation	Included by Applicant	Check In (For DRC Staff Only)
Included in the Complete Submittal Packet:		
Submittal Cover Sheet		
Contact Information Form		
Construction Document Review Checklist (this form)		
Site Data Form		
<b>Response Letter:</b> A letter of response to any DRC comments that were given during the Design Development Review		
One (1) half size set of the completed building permit application submittal as required by the City and County of Broomfield		
Six (6) sets of the drawings measuring 11x17.		
One (1) set of landscape drawings (24”x36” or full-size sheet format) at a scale of one (1”) inch equals fifty (50’) feet or one (1”) inch equals thirty (30’) feet.		
One (1) set of lighting illuminance plan drawings (24”x36” or full-size sheet format) at a scale of one (1”) inch equals fifty (50’) feet or one (1”) inch equals thirty (30’) feet.		
One (1) flash drive containing an electronic copy of the entire submittal (unless previously emailed to DRC Staff)		
Included in the Drawings		
Architectural Plans		
Civil Engineering Plans		
Landscape Plans		
Exterior Building and Site Lighting Plans		
Exterior Building and Site Signage Plans		
Included in the Site Logistics Plan		
Provide the following (refer to the Construction Site Guidelines on page 31 for more detailed information):		

## 3.0 Submittal Forms and Checklists

### 3.6 North Park Design Review Committee DRC Construction Document Review Checklist (Continued)

Included in the Site Logistics Plan (continued)		
<ul style="list-style-type: none"> <li>• Proposed temporary entrances, routes or roadways for access and details of apron driveways</li> <li>• Field office compound, material and equipment staging location(s)</li> <li>• Show temporary utilities and existing utilities</li> <li>• Trades parking</li> <li>• Erosion control and soil stabilization</li> <li>• Construction schedule</li> <li>• Recycling/trash sorting areas</li> <li>• Location map and detailed plans for any project ID or address signs</li> </ul>		
Included in Construction Waste and Recycling: DRC applicants must either complete the Contractor's Construction Waste Diversion and Recycling Plan, or contract with Waste-Not Recycling to adhere to the Construction and Demolition Waste Diversion Specifications. Check the box below to indicate which option you are choosing.		
Provide the completed Contractor's Construction Waste Diversion and Recycling Plan		
Provide the completed Waste-Not Recycling Enrollment Form		

**By signing below, I acknowledge that the above information is accurate and have therefore provided a complete submittal to the North Park DRC for review.**

\_\_\_\_\_  
Signature of DRC Applicant

\_\_\_\_\_  
Printed Name of DRC Applicant