

## Use-By-Right Checklist



Please read the following checklist and ensure that you have submitted all required items.

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- Use-By-Right and Civil Plans: Please upload use-by-right and civil plans that meet the technical requirements of the City of Brighton.
    - Document Name: Use-By-Right and Civil Plans

**I verify that I have reviewed the City of Brighton's technical requirements for Use-By-Right and Civil Plans submittals and that my plans meet said requirements.**

Copies of the requirements for the City of Brighton concerning Use-By-Right and Civil Plans can be found here:

- Use-By-Right Template Instructions
- Civil Plan Cover Sheet Template (22" x 34")
- Civil Plan Cover Sheet Template (11" x 17")

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- Proof of Ownership: Please upload the title, deed or other legal instrument which provides evidence of the ownership consent. Property reports from County agencies will not be accepted as proof of ownership. The entity listed as the owner of the property should match with the owner's signature on the first page of the application.
    - Document Name: Proof of Ownership

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- Legal Description: Please upload as a word document a description of land recognized by law, based on surveys, spelling out the exact boundaries of the entire parcel of land. It should so thoroughly identify a parcel of land that it cannot be confused with any other.
    - Document Name: Legal Description

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- Soils & Geologic Report: Please see Section 500 (City Street Construction) of the City of Brighton, Public Works Department Standards and Specifications Manual, Current Edition for requirements.
    - Document Name: Soils Report

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- Drainage Plan & Report: Required if new, repaired, or replacement of drainage facilities are needed for the development of the property. Please see Section 800 (Storm Drainage Facilities) and Section 300 (Sitework and Earthwork) of the City of Brighton, Public Works Department Standards and Specifications Manual, Current Edition for requirements.
    - Document Name: Drainage Plan & Report

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- Improvement Location Certificate (ILC): Please provide an ILC is prepared and certified by a Professional Land Surveyor (PLS) registered in the State of Colorado, which demonstrates the location and size of all existing structures on the property (house, deck, shed, etc.). This is a document typically required by a lender or insurance company prior to any property ownership transfer. This will be included in the Civil Plan set.
    - Improvement Location Certificate
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- Traffic Impact Study: Please see Section 162.02.02 of the City of Brighton, Public Works Department Standards and Specifications Manual, Current Edition for requirements. If a Traffic Impact Study was already approved through Final Plat or other entitlement process, please include a letter, sealed by an engineer that states the Use-By-Right Plan is in compliance with the Traffic Impact Study.
  - Document Name: Traffic Impact Study or Traffic Impact Study Compliance Letter

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- Addressing Map: All address maps should include a scaled map of the entire project showing all lots, blocks, tracts, and street names, on one sheet if possible. The plan shall have a maximum scale of 1"=200'. Each lot and/or unit shall be labeled with an address number.
  - Document Name: Addressing Map

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- Color and Materials Board: If new structures are being built, please supply a color and materials board for the new structure with your application for review.

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- I understand that if I do not submit all electronic files, required hard copy documents, and the application fee to the City of Brighton Community Development Department by 5:00 PM (MT) on Tuesday, my application will have missed the required deadline and will be officially accepted by the City of Brighton the following Tuesday.**



## Use-By-Right and Civil Plans Instructions

### General Template

Each sheet in the plan set shall contain the following in the bottom right corner:

1. Name of Project "Use-By-Right and Civil Plans" (i.e. Widgets, Inc. Use-By-Right and Civil Plans)
2. An abbreviated legal description
3. The date of preparation
4. The page number (i.e. 1 of X)
5. A scale and a north arrow pointed to the top of the page

### Individual Sheet Requirements

Unless specified below, the individual sheet requirements can be found in the City of Brighton's Public Work Standards and Specifications. If you have any question as to what these requirements are, please contact the Community Development Engineering Department at 303-655-2059.

1. Cover Sheet
  - a. Plan Title
    - i. Location – Top Center of Page
    - ii. Title – "*Name of Project* Use-By-Right and Civil Plans"
    - iii. Subtitle – Abbreviated legal description
  - b. Vicinity Map
  - c. Full legal description
  - d. Index of plan sheets
    - i. Location – Right side of page
  - e. Signature blocks and/or Approval Stamp Templates (provided by the City)
    - i. DRC Stamp
  - f. Names and addresses of the owner and designer
2. General Notes
  - a. City of Brighton Standard Notes
  - b. General Project Notes
3. Use-By-Right Plan Sheet X of Y (if more than one sheet)
  - a. Names of abutting, existing subdivisions
  - b. Location and description of existing
    - i. Property Lines
    - ii. Rights-of-way
    - iii. Including but not limited to, streets, alleys, bike lanes, and public trails
    - iv. Easements
    - v. Water Courses that will remain
    - vi. Other important features within and adjacent to the subject area
  - c. Location and description of proposed
    - i. Structures
    - ii. Private Rights-of-way
      1. Including but not limited to drive aisles, sidewalks, trails
    - iii. Water Courses
    - iv. Other important proposed features within the subject area
5. Erosion Control Notes
6. Typical Street Sections
7. Existing Conditions and Demolition Plan
8. Grading and Erosion Control Plan



9. Utilities Plan – Overall
10. Utilities Plan and Profiles
11. Transportation Plan – Overall
12. Roadway Plan and Profiles
  - a. Roadway Cross Section per City standard
13. Trail Plan and Profiles
  - a. Trail cross section per City standard
14. Transportation Cross Sections
  - a. Cross Sections with grading
15. Signage and Striping Plan
16. Architectural Elevations
  - a. Chart of materials used with percentage of surface covered total and per building face.
  - b. Color and Materials Board (to be submitted with your hardcopies of plans)
17. Final Landscape Plan
  - a. Overall placement of plants along all transportation facilities, tracts, and other public areas
  - b. Plant schedule with:
    - i. Quantity
    - ii. Symbol
    - iii. Common/Scientific Name
    - iv. Planting Size
    - v. Mature Height & Width
18. Final Irrigation Plan
  - a. Overall irrigation plan
  - b. Irrigation details
19. Lighting Plan
  - a. Photometric Plan of all common and private area lighting

#### Hard Copy Requirements

1. Two (2) bound sets of the Use-By-Right and Civil Plans Set
2. One (1) bound copy of each technical report

Delivered to: One Stop, City of Brighton  
500 S. 4<sup>th</sup> Avenue  
Brighton, CO 80601