



TOWN OF EAGLE
COMMUNITY DEVELOPMENT
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File Number: _____

**MINOR/MAJOR DEVELOPMENT PERMIT
SUBMITTAL CHECKLIST**

(Pursuant to Section 4.17.080.C of the Land Use and Development Code)

The following checklist of items is required for all Minor and Major Development Permits in the Town of Eagle. A checked box (☒) means the item is required for the application. Per Section 4.17.030.B.2, the applicant bears the burden of demonstrating compliance with application requirements. The Town requests one electronic copy, and hard copies as needed, of all submittal items.

☒ Land Use Application and Applicable Fees

☒ Project Narrative: A description of the proposed development, signed by the applicant, which includes the following as applicable:

☒ Overview of the project including total number of units, total square footage, description of uses and other elements of the project.

☒ A statement of compatibility with the Town's goals and policies, with specific reference to those affected.

☒ Any request for administrative adjustment or zoning action, including special use permit, with supporting evidence that the variance will be in conformance with the Town's goals and policies. N/A

☒ Overview of utility service plan including evidence of adequate water supply and other services and facilities needed to serve the development.

☒ Parking management plan overview if proposing shared parking scenarios with various uses. N/A

☒ If applicable pursuant to Section 4.15.060, a proposal for municipal or park land dedication or fee, or documentation that such dedication or fee has been previously made. N/A

☒ If applicable, for any PUD, a list of any Zone District regulations and/or design requirements, as set forth in Chapters 4.02, 4.08 and 4.09, which the applicant proposes to vary, with the proposed variations and supporting evidence that the variations will produce a public benefit and are in conformance with Section 4.08.030. N/A

☒ Subdivision Plat: Copy of recorded subdivision plat(s) covering the subject lot(s) where the proposal is for development on previously subdivided lot(s).

Development Plan Set:

- ☒ A Site Plan, at a scale of 1" = 50' or larger, on a minimum sheet size of 8.5" x 14", with Title, Date, North Arrow and Scale that depicts the area within the boundaries of the subject lot(s) and including at minimum the following:
 - Location of existing and proposed land uses, and the square footage of building space devoted to each use.
 - Location and dimensions, including building heights, of all existing and proposed buildings or structures and setbacks from lot lines, or building envelopes where exact dimensions are not available.
 - Parking Plan including parking spaces and vehicular use area.
 - Utility distribution systems and utility easements.
 - Drainage improvements and drainage easements.
 - Grading Plan and Erosion Control Plan
 - Roads, alleys, curbs, curb cuts, and other access improvements.
 - Calculation of impervious surface coverage of the lot

- Any other improvements.
- Any proposed reservations or dedications of public right-of-way, easements, or other public lands.
- Existing topography and any proposed changes in topography, using five-foot (5') contour intervals, or smaller intervals as deemed appropriate by the Town Planner.

- ☒ Lighting Plan – photometric plan delineating foot candles, fixture types, and wattage/lumens of fixtures.
- ☒ Landscape Plan Set – including landscape plan, plant schedule, irrigation plan, square footage of temporary and permanent irrigated area, and square footage of pervious and impervious surface.
- ☒ Architectural Plan Set – including elevations of all sides of structures, floorplans, schematic renderings including materials and color palette.

☒ **Phasing Plan:** A schedule of phasing of development including a narrative of the proposed phasing plan and supporting diagrams that illustrate the narrative. N/A

☒ **Cost Estimate:** Engineer's estimate of costs for all on-site and off-site public improvements to be constructed as required by the project. If the project has multiple buildings, all private improvements shall be included in the cost estimate. N/A

☒ **Water Demand Study:** Estimates of water consumption in gallons per person per peak day. Proposed service line sizing and any additional water demand considerations.

☒ **Geologic Hazards Study:** Initial evaluation of the site by a geologist or geotechnical engineer for potential geologic hazards concerns related to development activities

☒ **Traffic Study:** Circulation and transportation conditions, such as volumes, and traffic flow patterns, transit service needs, and potential changes or impacts, both on-and-off site.

☒ **Development Impact Checklist (attached):** If applicant selects “will” or “could possibly” on the checklist, a separate narrative shall be provided explaining the impact and the proposed mitigation of such impacts by the project.

☒ **Public Facilities Information Report (PFIR):** Pursuant to Section 4.17.150, a PFIR is required for residential projects of 10 units or more, commercial projects of 12 EQRs or more, or a combination thereof. The PFIR shall include a summary of impacts on all Public Facilities, including but not limited to, water, wastewater, public schools, fire protection services, emergency medical services, parks, and transportation facilities. N/A

☒ **LERP Plan:** If applicable, a plan for compliance with the town's Local Employee Residency Plan requirements as set forth in Section 4.02.050. N/A

☒ **Surrounding Property Owners:** Names and addresses of property owners within 250 feet of subject property (excluding rights of way), printed on mailing labels or in an excel file and identified on a vicinity map.

☒ **Other Items:** Any other information that the Town Planner determines is necessary to determine whether the proposed development will comply with the Town's regulations, goals and policies, including but not limited to any information set forth in Section 4.17.100.D.3 for Preliminary Subdivision Plan. N/A

FREQUENTLY ASKED QUESTIONS (FAQ)

1. What is considered a major development permit and what is a minor development permit?
 - a. All developments listed below are considered Major Development Permits:
 - i. Mobile Home Parks
 - ii. Planned Unit Developments (PUD)
 - iii. Any development which includes an extension of public utilities as outlined in Section 4.17.080.C.3.b.i.
 - iv. Any development which includes a land dedication to the town including public lands or public rights-of-way
 - v. Any development where a Development Impact Report is requested
2. Where can I find the town's goals, policies, and plans?
 - a. Elevate Eagle Comprehensive Plan
 - b. Eagle River Corridor Plan
 - c. West Eagle SubArea Plan
 - d. Brush Creek Management Plan
 - e. Downtown Parking Study
 - f. Eagle Area Open Lands Conservation Plan
 - g. Eagle Area Trails Plan

TYPICAL APPLICATION PROCESS (MAY VARY DEPENDING ON PROJECT)



DEVELOPMENT IMPACT CHECKLIST

Pursuant to Section 4.17.030.C, each applicant for Development Review is required to fill out the following checklist to ensure that complete information is available to the Planning & Zoning Commission and Town Council on potential environmental, socioeconomic, and utility impacts of the proposed development. For each potential impact, as listed below, the applicant must check one column stating that the project “will,” “could possibly,” or “will not” affect the environment either during construction or on a continuing basis.

W = Will CP = Could Possibly WN = Will Not

| W | CP | WN | |
|---|----|----|--|
| | | X | 1. By altering an ecological unit or land form, such as a ridgeline, saddle, draw, ravine, hillside, cliff, slope, creek, marsh, watercourse, or other natural land form feature; |
| | | X | 2. By directly or indirectly affecting a wildlife habitat, feeding, or nesting ground; |
| | | X | 3. By substantially altering or removing native grasses, trees, shrubs, or other vegetative cover; |
| | | X | 4. By affecting the appearance or character of a significant scenic area or resource, or involving buildings or other structures that are of a size, bulk, or scale that would be in marked contrast to natural or existing cultural features; |
| | | X | 5. By potentially resulting in avalanche, landslide, siltation, settlement, flood, or other land-form change of hazard to health and safety; |
| | | X | 6. By discharging toxic or thermally abnormal substance or involving use of herbicides or pesticides, or emitting smoke, gas, steam, dust, or other particulate matter; |
| | | x | 7. By involving any process which results in odor that may be objectionable or damaging; |
| | | X | 8. By requiring any waste treatment, cooling, or settlement pond, or requiring transportation of solid or liquid wastes to a treatment or disposal site; |
| | | x | 9. By discharging significant volumes of solid or liquid wastes; |
| | | X | 10. By increasing the demand on existing or planned sewage disposal, storm drainage, water distribution system, streets, or other utility systems to a level which is likely to cause an adverse impact on the environment; |
| | | x | 11. By involving any process which generates noise that may be offensive or damaging; |
| | | X | 12. By either displacing significant numbers of people or resulting in a significant increase in population; |
| | | x | 13. By pre-empting a site which is desirable for recreational uses or planned open space; |
| | | | 14. By altering local traffic patterns or causing an increase in traffic volume or transit service need; |
| | | x | 15. By substantially affecting the revenues or expenditures of the Town government; |
| | | X | 16. By being a part of a larger project which, at any future stage, may involve any of the impacts listed above. |

I certify that the above information is correct and accurate to the best of my knowledge.

Jessica Jo Melathum

11/26/25

Applicant Signature

Date

*For any item that is checked “Will” or “Could Possibly”, the Town Planner can request a Development Impact Report addressing those areas. This report may need to include additional information from the applicant or additional studies to be conducted by third party experts at the cost of the applicant.