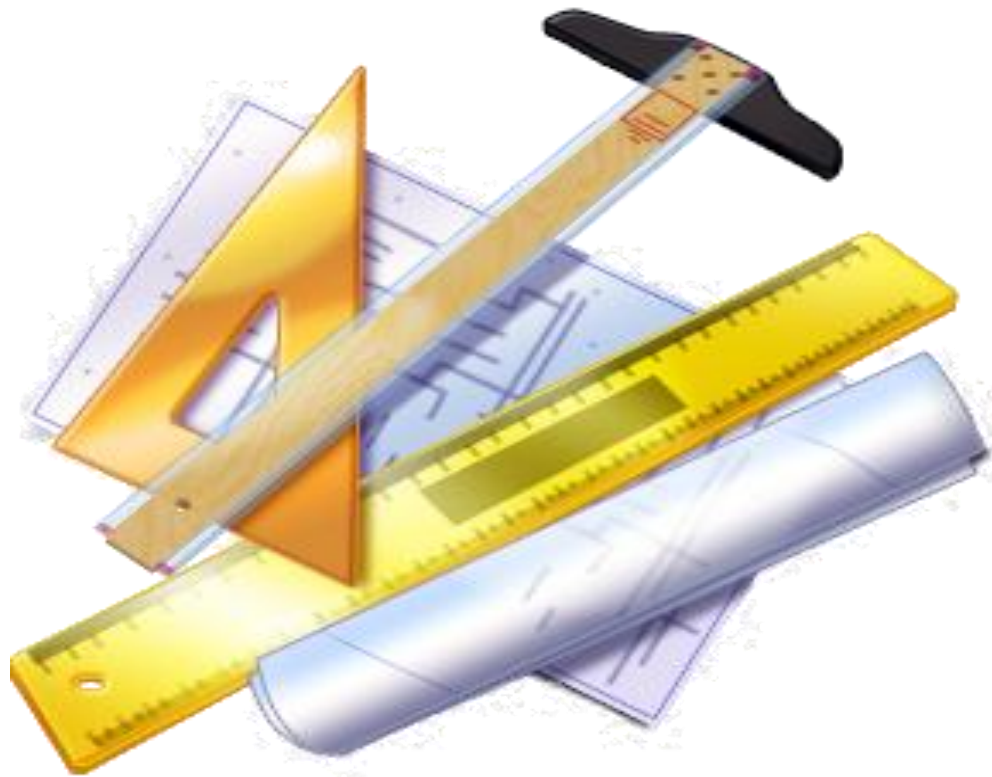




**COMMERCIAL DEVELOPMENT  
GUIDELINES FOR UTILITIES AND  
LANDSCAPING  
APPLICATION PROCEDURE AND FEES**



# HIGHLANDS RANCH METROPOLITAN DISTRICT CENTENNIAL WATER & SANITATION DISTRICT

## **ARE YOU BUILDING IN HIGHLANDS RANCH? (COMMERCIAL STAND ALONE OR TENANT FINISH BUILDINGS)**

For your convenience, we now offer **Online**:

- Commercial Development Guideline books (Stand Alone Building and Tenant Finish)
- Standard Details book (Water and Sewer Specifications).

You can find it at our website: [www.highlandsranch.org](http://www.highlandsranch.org)

To get to the Commercial section, click on:

- **Public Works**
- **Utilities Design – Commercial Development** (this section is separated into 5 sub-sections):
  1. New Construction of Stand Alone Buildings
  2. New Construction Submittal Forms
  3. Tenant Finish of Existing Buildings
  4. Tenant Finish Submittal Forms
  5. Standard Details (Water & Sewer Specification books)

The “**New Construction of Stand Alone Buildings**” book refers to a separate commercial building that is going to be built.

The “**Tenant Finish of Existing Buildings**” book refers to all commercial tenant finishes, with the existing building already there and the customer wants to fill a space within the building.

The “**Standard Details**” book refers to any plumbing and water concerns, and offers diagrams to help you.

Please use this as a quick and convenient way to review our rules and regulations for **Commercial Review**, and to **print out the “Submittal Forms”**, that are required for all Commercial “Tenant Finish” and “Stand Alone” reviews.

Metro Districts  
Highlands Ranch  
Commercial Development Guidelines

Highlands Ranch Metro Districts  
62 West Plaza Drive  
Highlands Ranch Co 80129  
Phone: 303-791-0430  
Fax: 303-791-0437  
[E-mail: Jcrump@highlandsranch.org](mailto:Jcrump@highlandsranch.org)

Marcy Gulch Wastewater Treatment Plant  
8700 S. Santa Fe  
Highlands Ranch, Co 80126  
Phone: 303-791 7182  
Fax: 303-791-8395 or 303-791-6549  
[E-mail: Abaker@cwsdhrmd.org](mailto:Abaker@cwsdhrmd.org)  
For Industrial Waste Questionnaire information

Metro Parks Service Center  
3280 Redstone Park Circle  
Highlands Ranch, CO 80129  
Phone: 303-791-2710  
Fax: 303-791-3047  
[E-mail: Jhunter@highlandsranch.org](mailto:Jhunter@highlandsranch.org)

Revised: June 2011

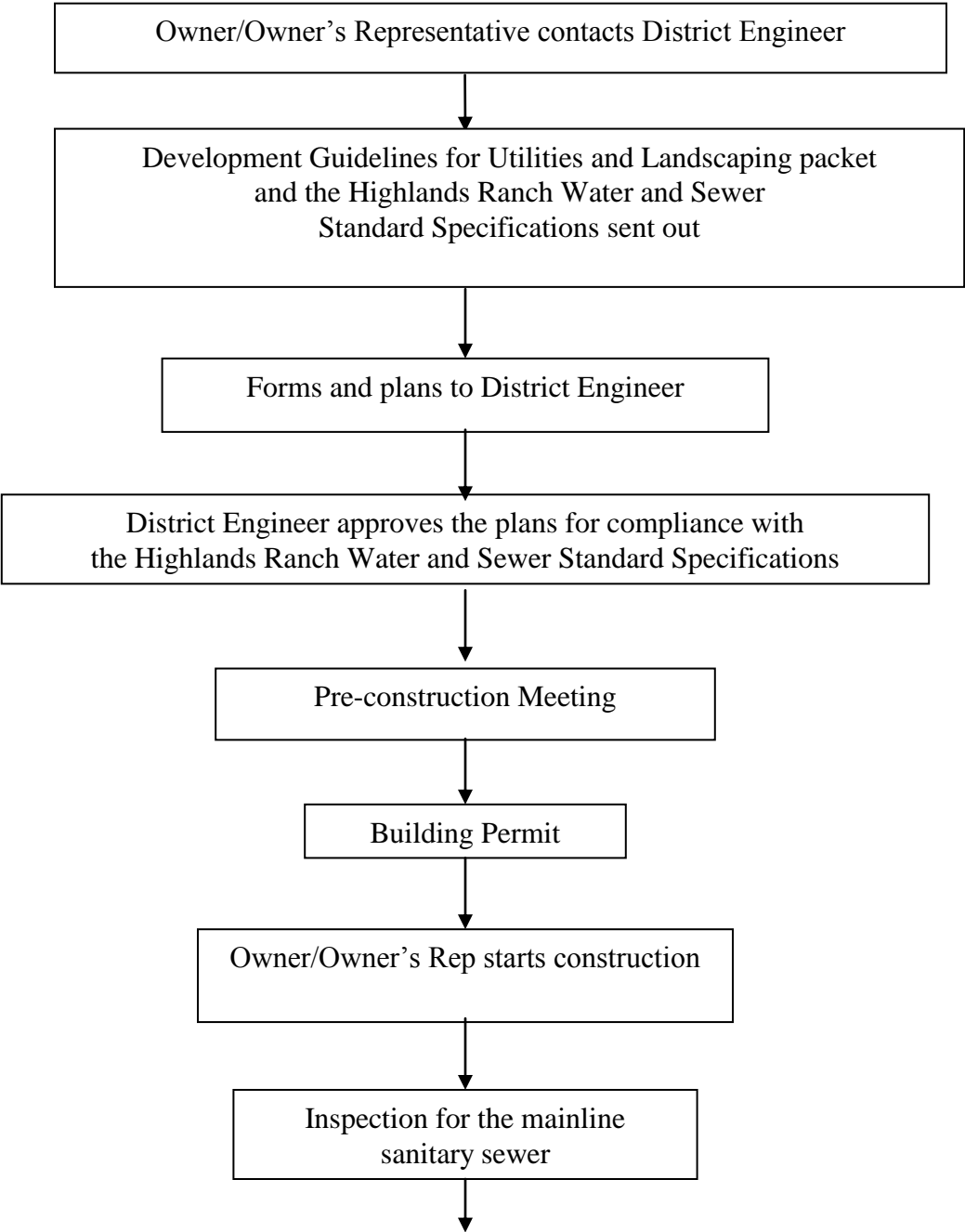
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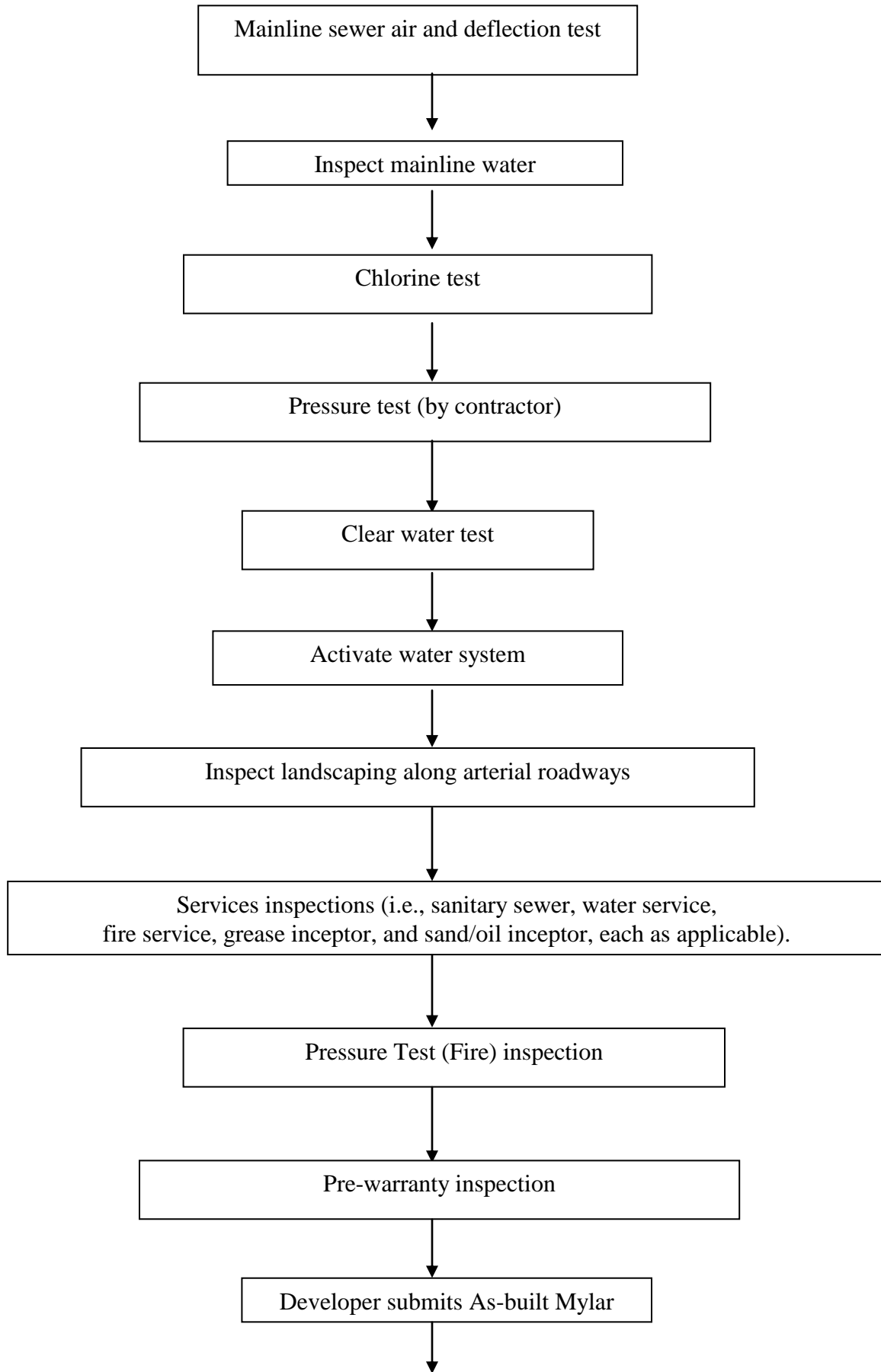
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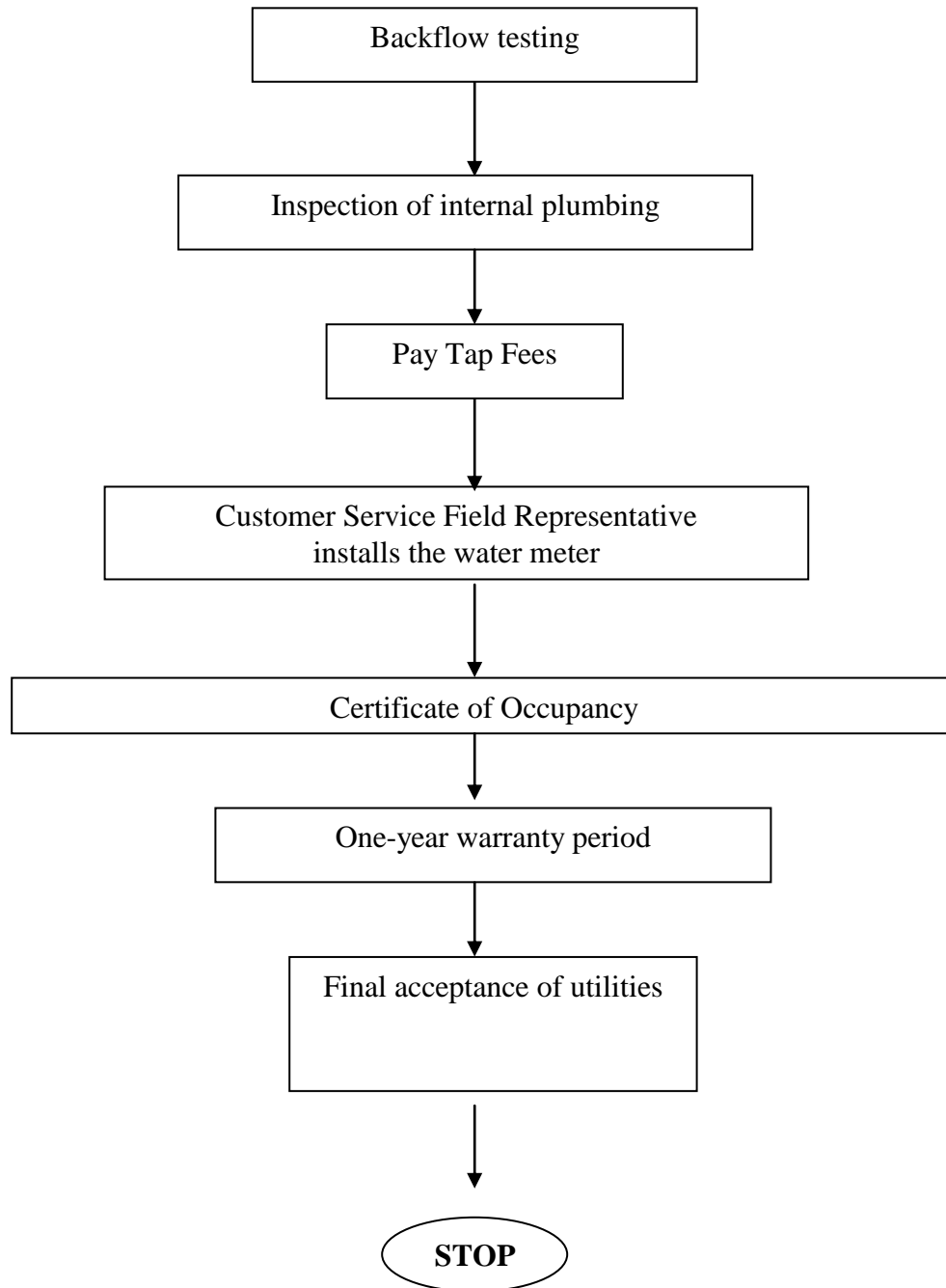
# I. INTRODUCTION

The information in this packet is provided to assist you in developing your project. Some of the information is not applicable to every project, however the majority of the items included will need to be completed in order to receive approvals from the Metro District for the installation of water and sanitation facilities. We are one of the review agencies that are required for the issuance of a building permit and the Certificate of Occupancy that will eventually be issued by Douglas County Building Department. In addition to design, plan approval, construction and inspection, several legal documents may be required as described in Chapter IV.

The following is an overview of the process.







## II. PLAN PROCEDURE/DESIGN AND APPROVAL

### **PROCEDURE:**

- Owner/Owner Representative contacts District Engineer regarding the District's plan review process.
- District Engineering Assistant will send the Owner/Owner Representative Commercial Development Guidelines for Utilities and Landscaping packet and the Highlands Ranch Water and Sewer Standard Specifications.
- Owner/Owner Representative must acknowledge the receipt of the Commercial Development Guidelines packet (by returning Mail or Fax). A copy of the acknowledgement letter is in Chapter VI (Attachments) in this packet. Failure to do so will delay the process.
- All applicable forms, a complete set of architectural drawings and civil drawings with executable easement documents, are to be submitted by Owner/Owner Representative to the District Engineer for review. Landscaping and irrigation drawings are required for projects that will have a separate irrigation system, or if the irrigation water is coming off of the domestic tap. For arterial landscaping see Chapter V.
- The Districts Engineer reviews all submittals and comments are sent to Owner/Owner Representative.
- When the plans have been determined to be in compliance with the district standards, and all required legal documents have been submitted, (*several legal documents may be required as described in section IV-D of commercial guidelines and paragraph 3 of the Districts standard specifications*) the District Engineer will approve the plans. In addition to design, plan approval, construction, inspection, electronic file and as-built mylar drawings shall be submitted before water meter will be installed. (*See chapter 3, page 7, section 3.10-B in the Highlands Ranch Water & Sewer Standard Specifications.*)
- The Engineering Assistant will contact Owner/Owner Representative to notify them that their plans have been approved and that the Owner/Owner Representative needs to schedule a pre-construction meeting with the Utility Inspector. The appropriate building card and inspection requirements will be issued, along with approved plans at the pre-construction meeting.
- *Tenant Finish Projects Only* - the Customer Field Representative will deliver plans and building cards to job site.
- A letter is sent to Douglas County releasing the building permit.



Submittals shall include:

A. Plans

- Architectural plans
- Utility plans
- Landscape and Irrigation Plans
- Legal documents (if applicable)

B. Forms

- Commercial Review Submittal Form & Fee's
- Plan Checklist
- Plan Submittal Requirements for Commercial Development
- Highlands Ranch Waste Questionnaire (*Fill out and sign forms for all type uses*)
- Silver Mercury Discharge Questionnaire (*For dental and medical office's x-ray equipment and Photo Labs*)
- Water Service Line Sizing Calculations
- Application for Water & Sewer Services
- Commercial Irrigators Landscape Schedule

All submittals must be accompanied by Commercial Review Submittal Form.

Normal plan review time is twenty-one (21) calendar days, for the first submittal.

Additional submittals may take up to fourteen (14) calendar days.

Tenant finish drawings plan review time is (14) calendar days.

# DESIGN REQUIREMENTS FOR COMMERCIAL DEVELOPMENT

The following information is required on plans that are submitted for District approval.

## Architectural Plans

- A complete set of architectural drawings.
- Show location of required **containment** backflow preventers, including the brand name and model number of the device on all drawings, **to scale on the architectural, plumbing, mechanical and electrical drawings**. (Domestic and fire suppression devices are required to be inside of the structure.)
- Show the location of any additional **isolation** backflow prevention devices on drawings, **to scale on the architectural, plumbing, mechanical and electrical drawings**.
- Show the location of the water meter if it is to be installed inside the building, including the applicable detail drawings. (*See standard details*)
- Complete plumbing plan showing all fixtures and water and sewer lines.
- Isometric drawing of the water and sanitary sewer line, including the meter and backflow preventer.
- Plan view showing location of meter/backflow preventer(s) (*To Scale*)
- Elevation view of area where meter/backflow preventer(s) is to be installed. (*See standard details*)

## Utility Plan

- Show all existing and proposed water mains, sewer mains, electrical lines, telephone etc., including all easements on or immediately adjacent to this site.
- Show the location, size, and type of materials being used for the proposed water and sanitary sewer service lines.
- Provide profiles for the water and sanitary sewer service lines.
- A sampling manhole is required on the sanitary sewer service line on the owner's property.
- Show the location of the water meter if it is to be installed outside of the building, including the applicable detail drawings.
- Include stationing, bearings and distances on the plan sheets and plan and profile drawings.
- Show location and size of grease and or sand/oil interceptor on the drawing. (if applicable)

All drawings need to be on a minimum of 24" X 36" sheets. (*Addenda's are not acceptable.*)

All drawings are to be wet stamped and signed by a licensed engineer or architect at time of final submittal. (*See checklist for submittal requirements*)

***The normal plan review time is twenty-one (21) calendar days, for the first review.***

***Additional submittals may take up to fourteen (14) calendar days.***

***Tenant finish drawing review time is fourteen (14) calendar days.***

### Highlands Ranch Waste Questionnaire

- Fill out completely and sign the forms from chapter VI (*for all type of use*)

### Highlands Ranch Silver Mercury Discharge Questionnaire

- Fill out completely and sign the forms from Chapter VI. (*Use only if plans are for medical/dental office x-ray equipment or photo labs*)

### Water Service Line Sizing Calculations

- All calculations must be in accordance with the American Water Works Association Manual 22, **as modified**. (Forms are included in Chapter VI, use only the forms provided)
- Do not include the water service sizing calculations on the drawings.
- Provide “cut sheets” for proposed equipment that may be connected to the domestic water system such as x-ray equipment, photo processors, etc.

### Landscape and Irrigation System Plans (For Utility Review Only)

- Show all proposed and existing utilities and easements on the drawings.
- Provide irrigation demand on all zones.

The above list is the minimum information required on the drawings. However, depending on the type of facility, additional information may be required.

- Backflow Prevention Devices

The District requires the installation of an approved reduce pressure principal device backflow preventer on the incoming domestic waterline for the purpose of containment from the Districts water system. We however will require additional isolation devices depending on the type of use.

The following is a list of the potential other uses that will require an additional isolation devices:

Soda dispensers (approved R.P.P.D. is required)

Dental facilities

Food preparation

Medical facilities

Veterinary facilities

Beauty shops/barber shop

Photo processing facilities

Nail Salons

**ALL BACKFLOW PREVENTION DEVICES SHALL MEET THE MINIMUM STANDARDS OF AN APPROVED REDUCED PRESSURE PRINCIPLE DEVICE.**

**NOTE: All of the items listed need to be submitted with the submittal form in a complete package. Failure to do so will delay the review and approval of these plans.**

### III. Fee Schedule

#### New Development

The general fee schedule for new development in Highlands Ranch is shown below. For quotes on specific properties please contact our Financial Analyst at 303-791-0430.

**All fees** must be paid prior to installation of any meter.

**Tap Fee** includes water and wastewater services.

**Meter Fee** includes the cost of the meter, installation, inspection, and construction water. The current range is \$526 - \$3,157 depending on meter size. Meter fee will be adjusted periodically based on current cost of meter.

**System Development Fee** is a form of impact fee levied on all new development in Highlands Ranch. The System Development Fee is calculated as follows:

- The total cost of the facilities identified in the Facilities Plan (both completed and future projects) are reduced by other sources of funding less any System Development Fees collected to date. This net amount is then divided by the remaining developable acres
- A copy of the District’s Facilities Plan can be found on our website [www.highlandsranch.org](http://www.highlandsranch.org).

<b>DEVELOPMENT FEE SCHEDULE</b>				
	Residential		Non Residential	
	Single Family	Multi-Family	Domestic	Irrigation**
<b>System Development Fee</b> (per acre) <i>For Residential properties fee is based on density (units/acre) see Table 1</i>	\$ 36,056	\$36,056	\$ 32,051	N/A
<b>Tap Fees</b> – size verified by our engineer				
3/4” (single family equivalent)	\$ 7,690	\$ 5,510*	\$11,380	\$7,680
1”			\$22,760	\$15,360
1-1/2”			\$45,520	\$30,720
2”			\$91,040	\$61,440
3” or larger - Determined by negotiation with minimum of			\$ 204,840	\$ 138,240
<b>Meter Fee -please call for current quote</b>				

\*Multi-Family tap fee is per unit

\*\*Non-residential irrigation meters must submit a **Non-Residential Irrigators Water Budget Application** form.

Renovation of Non Residential Properties

For any renovation project the owner must submit plans to our office for review.

All changes or renovations to existing non-residential properties will require a plan review fee based on the established categories. The fee is due upon submittal of plans for review.

<b>Category</b>	<b>Fee</b>
Basic Non-residential Remodel	\$150
Remodel Requiring Revised Plumbing	\$300
Remodel Requiring External Improvements	\$500

If a tap upsizing is required the cost will be calculated as follows:

$$\text{Current Tap Fee for required Tap} - \text{Current tap Fee for existing Tap Size} + \text{Meter Fee}$$

For example a facility upsizing from a 1” to a 2” meter the tap and meter fee would be:

$$\$91,040 \quad - \quad 22,760 \quad + \quad 1,409 \quad = \quad \$68,280.00$$

**TABLE 1**  
**CALCULATION OF SYSTEMS DEVELOPMENT FEES**  
**BASED ON FEE PER ACRE OF** **\$ 36,056**

AVERAGE DENSITY	FEE PER RDU	AVERAGE DENSITY	FEE PER RDU	AVERAGE DENSITY	FEE PER RDU	AVERAGE DENSITY	FEE PER RDU
1.00	\$ 36,056	4.50	\$ 8,012	8.00	\$ 4,507	11.50	\$ 3,135
1.10	32,778	4.60	7,838	8.10	4,451	11.60	3,108
1.20	30,047	4.70	7,671	8.20	4,397	11.70	3,082
1.30	27,735	4.80	7,512	8.30	4,344	11.80	3,056
1.40	25,754	4.90	7,358	8.40	4,292	11.90	3,030
1.50	24,037	5.00	7,211	8.50	4,242	12.00	3,005
1.60	22,535	5.10	7,070	8.60	4,193	12.10	2,980
1.70	21,209	5.20	6,934	8.70	4,144	12.20	2,955
1.80	20,031	5.30	6,803	8.80	4,097	12.30	2,931
1.90	18,977	5.40	6,677	8.90	4,051	12.40	2,908
2.00	18,028	5.50	6,556	9.00	4,006	12.50	2,884
2.10	17,170	5.60	6,439	9.10	3,962	12.60	2,862
2.20	16,389	5.70	6,326	9.20	3,919	12.70	2,839
2.30	15,677	5.80	6,217	9.30	3,877	12.80	2,817
2.40	15,023	5.90	6,111	9.40	3,836	12.90	2,795
2.50	14,422	6.00	6,009	9.50	3,795	13.00	2,774
2.60	13,868	6.10	5,911	9.60	3,756	13.10	2,752
2.70	13,354	6.20	5,815	9.70	3,717	13.20	2,732
2.80	12,877	6.30	5,723	9.80	3,679	13.30	2,711
2.90	12,433	6.40	5,634	9.90	3,642	13.40	2,691
3.00	12,019	6.50	5,547	10.00	3,606	13.50	2,671
3.10	11,631	6.60	5,463	10.10	3,570	13.60	2,651
3.20	11,268	6.70	5,381	10.20	3,535	13.70	2,632
3.30	10,926	6.80	5,302	10.30	3,501	13.80	2,613
3.40	10,605	6.90	5,226	10.40	3,467	13.90	2,594
3.50	10,302	7.00	5,151	10.50	3,434	14.00	2,575
3.60	10,016	7.10	5,078	10.60	3,402	14.10	2,557
3.70	9,745	7.20	5,008	10.70	3,370	14.20	2,539
3.80	9,488	7.30	4,939	10.80	3,339	14.30	2,521
3.90	9,245	7.40	4,872	10.90	3,308	14.40	2,504
4.00	9,014	7.50	4,807	11.00	3,278	14.50	2,487
4.10	8,794	7.60	4,744	11.10	3,248	14.60	2,470
4.20	8,585	7.70	4,683	11.20	3,219	14.70	2,453
4.25	8,484						
4.30	8,385	7.80	4,623	11.30	3,191	14.80	2,436
4.40	8,195	7.90	4,564	11.40	3,163	14.9 and >	2,420

## IV. LEGAL DOCUMENTS

As a part of the plan approval process, the District Engineer will review the documents that have been submitted to determine whether or not they are acceptable. *Legal documents listed below are available at the District office upon request.*

### A. Utility Easement Documents

The Easement Agreement with metes and bounds legal description, exhibits and title policy shall be completed and executed by Owner for any water lines and sanitary sewer lines to be maintained by the Highlands Metro Districts. These documents shall be submitted to the District prior to approval of the utility construction plans.

### B. Landscape Easement Documents

A Landscape Easement is required if the Owner installs landscaping improvements that are to be maintained by Highlands Ranch Metro Districts. These documents shall be completed and executed by the Owner for any landscape improvements.

### C. License Agreements

The construction of permanent signage, monuments or other appurtenances on Highlands Ranch Metro District property or easements will require a License Agreement.

### D. Grant of Utilities Agreement

A Grant of Utilities Agreement shall be completed and executed by the Owner when the water and sanitary sewer lines are to be granted to the District for ownership and maintenance. This document shall be submitted to the District with the easement documents prior to approval of the construction plans.

### E. Initial Acceptance of Utilities

Upon completion of construction and successful completion of any punch list items the District will initiate the preparation of the acceptance of utilities agreements provided the following information is received by the District:

- As-Built Record Drawings
- Easements documents
- Electronic construction drawing files
- A signed Grant and Acceptance of Utilities Agreement.

### F. Final Acceptance of Utilities

Upon completion of the one-year warranty and successful completion of any punch list items the District will finalize the acceptance of utilities agreements and mail copies to the property owner.

## V. ARTERIAL LANDSCAPE

### LANDSCAPING FOR COMMERCIAL PROPERTIES

**Plans for the installation of arterial landscaping need to be reviewed and approved by the Metropolitan District Parks and Open Space Park Planning Manager. They can be contacted at (303) 791-2710.**

#### Construction

The District may construct or reimburse the owner for the construction of the landscape and irrigation for (20) twenty feet that is adjacent to arterial roadways in front of commercial properties. The District may construct or reimburse the Owner for a (5) five-foot wide sidewalk in conjunction with the landscaping and irrigation (with the exception of County Line Road). The tap fee for any landscape improvements that are to be reimbursed or maintained by the Metro Districts shall be paid by the owner prior to Certificate of Occupancy is granted. The tap fee will be eligible for reimbursement after all requirements for construction, maintenance and warranty has been approved by the District. The cost for the tap, manholes, meter valves, etc. is not part of the tap fee reimbursement. However, this cost is considered as part of the landscape and irrigation reimbursement. (Please refer to Fee Schedule Section of this Guideline booklet.)

#### Maintenance

The Developer shall be responsible for maintaining the landscaping through a one-year warranty period, which will continue until April 15<sup>th</sup> of the year following the one-year warranty period. (For example, if a project were completed in August of 1998, the warranty period would continue until August 1999, and the maintenance responsibility would continue until April 15<sup>th</sup> 2000).

The District may maintain up to an average of (40) forty feet of landscaping located on arterial roadways adjacent to commercial properties. Provided the area is irrigated via the Districts system and installed per District Specifications and approved plans.

Upon request from the owner, the District may provide maintenance on additional landscape area beyond (40) forty feet under the following terms:

- The additional landscaping must be immediately adjacent to the area maintained by the District.
- The owner of any property that is to be maintained by the District shall dedicate a Landscape Easement in an executable form that is acceptable to the District, including a meets and bounds survey with legal description. The owner shall pay for these documents.
- The property owner must request, in writing, that the District perform the maintenance and agree to reimburse the District at the rates set by the Board of Directors. These rates will be amended from time to time.
- If the property is to be maintained by the District, the irrigation system must be designed so that it is part of the District's system. Isolation valves must be installed (on the irrigation system) for the area beyond (40) forty feet. The District prior to the installation and final acceptance for maintenance must approve all landscape and irrigation plans and improvements for areas that will be maintained by the District.



- The cost for the maintenance will be added to the water bill for the property. This will be collected in the same manner as the other rates, tolls, fees and charges of the District, including, but not limited to the termination of water service for failure to pay the amounts due.

### Plan Approval

Design and construction shall be in accordance with the District's most current landscape irrigation technical specification and details, which are available from the Metro District at 3280 Redstone Park Circle, Highlands Ranch CO 80129. Upon completion of a satisfactory review by the District, final approval shall be given to construction documents. Developer shall submit 2 sets for review. Please call (303) 791-2710 to schedule a plan review meeting.

Upon notice of plan approval, the developer or landscape architect shall submit (4) four sets of blueprints to the District for signature. Upon completion of construction and preparation of Record Drawings, The Developer shall submit a complete set of "as-built" Mylar's and electronic (CAD) file on disk to the District.

Once approval has been obtained for construction documents, the District Representative must approve any revisions or modifications. The District Representative may require any such revision to be submitted in writing and approval may require an appropriate notation on the construction drawings. Prior to any construction activities, a pre-construction conference shall be conducted with the District Representative in attendance.

In addition to approval and permits by the District, the Developer shall be responsible for obtaining the necessary approvals from Douglas County for improvements within public right of way. Developer shall also be responsible for obtaining and payment of all fees including those for License Agreements, Permits, etc.

### Landscape and Irrigation plans

Construction documents shall be submitted consisting of the following:

- All plans shall be prepared on standard size sheets (24"X36") or (30"X42"). Originals shall be on double matte Mylar. Scale shall be 1" = 20' or 1" = 30'.

- Construction documents shall include the following:

- Title sheet with location map
- Layout plan
- Grading plan
- Planting plan and details
- Irrigation plan and details
- Hardscape plan and details
- Construction specification (District standards to be used)

No work shall commence on any improvements until the District Representative approves the plans and specification in writing.

### Reimbursement

In January of the year that the landscape is eligible to be turned over to the District for maintenance, the developer shall contact the District to begin the reimbursement procedure.

Reimbursement is contingent on the following items being complete:

- Provide the Districts standard landscape easement document including a meets and bounds survey with legal description.
- As built drawings including mylar and electronic cad files.
- Contact the Metro District to schedule a walk through to inspect the landscape improvements to be maintained by the District. Any correction required will be documented at this time.
- All System Development Fees must be paid on any lots adjacent to landscaping that the developer wishes to be reimbursed for.
- Reimbursement calculations are as follows:

The District has established a policy of reimbursing developers of commercial projects for landscaping on their project that is adjacent to arterial roadways. The general policy is that reimbursement for commercial landscaping is limited to the lesser of actual costs incurred by the developer or the following calculation:

- The lesser of 1) the actual frontage times 20 feet or 2) the actual landscape installed along the roadway frontage; multiplied by the rate per square foot established in the Facility Plan
- **plus**
- the actual frontage time the rate per lineal foot for sidewalks established in the Facility Plan
- **less**
- 15% for inspection and administration costs incurred by the District

For both of the above rates, the Facility Plan to be used is the one that was used to calculate the SDF for the first properties that were served by the landscaping.

- Invoice for reimbursement with documentation of costs.
- Request for reimbursements must be submitted to the District within three (3) years of the completion of the project.