



CHECKLIST FOR CONFORMANCE LETTER

City of Greenwood Village
 6060 S Quebec Street
 Greenwood Village, CO 80111
 (303) 486-5783

Project/Permit No. _____ Address: _____
 Review Dates: _____

I. COVER SHEET

Yes	No	N/A	Letter Requirements
			A. Name of Project
			B. Address/Location of Property/Project
			C. Owner/Developer Certification
			D. Engineer Certification
			E. Submittal Date and Revision Dates as Applicable

II. PROJECT DESCRIPTION

Yes	No	N/A	Letter Requirements
			A. General Project Description, Proposed Land Use
			B. Summarize the Construction Activities
			C. Discuss the purpose of the conformance letter as it relates to the proposed project and its impact on the drainage

III. GENERAL LOCATION AND DESCRIPTION OF PROPERTY

Yes	No	N/A	Letter Requirements
			A. Property Location
			1. Township, Range, Section and ¼ Section
			2. Roadways, highways and trails adjacent to the development,
			3. Access to the property
			4. Names of surrounding or adjacent developments including land use or zoning information
			B. Site Description of Property
			1. Area in acres
			2. Existing impervious area and comparison to 1998 impervious area
			3. Ground cover and vegetation
			4. Site topography and slopes
			5. Existing drainage facilities on or near the site and the condition of the facilities (are the facilities functioning as designed)
			6. Irrigation canals or ditches
			7. Summarize NRCS Soils Classification, add report to appendix
			8. Significant geologic features
			9. Wetlands on site and or near the property



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			10. Groundwater investigations
			11. Drainage patterns that influence the site including:
			a. Existing drainage patterns
			b. Offsite drainage flowing onto the project
			c. Drainage system downstream of the project
			12. Floodplains delineated by UDFCD FHAD Studies or on FEMA FIRM Maps

IV. PREVIOUS DRAINAGE REPORTS

Yes	No	N/A	Letter Requirements
			A. Major Drainage Basins
			1. Reference all drainageway planning or flood hazard area delineation studies that affect the project such as UDFCD FHAD Studies, Outfall System Planning Studies
			2. Discuss the effects of these studies on the proposed project, including existing conditions, need for improvements and impact on proposed development.
			B. Project Drainage
			1. Reference previous site-specific drainage studies
			2. Discuss impact of previous studies impact on the project and offsite runoff flowing to the project

V. DRAINAGE DESIGN

Yes	No	N/A	Letter Requirements
			A. Proposed Drainage Plan
			1. Tier Classification Assessment in accordance with Table 1-1 of the Greenwood Village Drainage Criteria Manual
			2. Square feet of increased or decrease impervious area for the project area of disturbance
			3. Area of disturbance
			4. Wetland requirements
			5. Floodplain requirements
			6. Water quality requirements outside and/or inside the Cherry Creek Reservoir Basin
			7. Discuss the application of the Four Step Process (Section 15.3.1 of the DCM) as needed.
			8. Discuss the approach to stormwater quality and quantity management including; runoff reduction, onsite treatment, regional/sub-regional treatment (Section 15.3.2 of the DCM) as needed.
			9. Discuss the base design standards selected for the project (Section 15.3.3 of the DCM) as needed.



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VI. CONCLUSIONS

Yes	No	N/A	Letter Requirements
			A. Compliance with Standards
			1. Greenwood Village
			2. UDFCD Criteria
			3. Master Plans and UDFCD Outfall Systems Planning Study
			4. Floodplain regulations
			5. Cherry Creek Basin Control Regulation No. 72
			B. Drainage Concepts
			1. Overall effectiveness of the existing stormwater management design to convey, store and treat stormwater

VII. REFERENCES

Yes	No	N/A	Letter Requirements
			A. Reference all criteria, master plans, reports, or other technical information used in development of the letter

VIII. APPENDICES

Yes	No	N/A	Letter Requirements
			A. Maps
			1. Vicinity Map
			2. Soil Survey Information
			3. Floodplain Map
			B. Hydrologic Calculations (as needed)
			1. Land use assumptions both on and off site
			2. Runoff coefficients and time concentration
			3. Peak flow rate calculations for the minor and major storms
			4. Rainfall information
			5. Floodplain hydrology information
			C. Hydraulic Computations (as needed)
			1. Street, inlet storm sewer capacities and hydraulic grade lines with loss coefficients
			2. Open channel or swale capacities
			3. Low flow and trickle channels
			4. Stabilization and grade control structures
			5. Water surface profiles
			6. State-storage-discharge calculations for flood attenuation and water quality
			7. Pond routing calculations
			8. Emergency spillway sizing calculations



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			9. Downstream/outfall capacity to drainageway
			10. Energy dissipation for outfalls
			11. Floodplain modeling
			12. Water quality enhancement, design and sizing
			D. Referenced Information
			1. Pertinent portions of all referenced materials or drainage reports

CHECKLIST FOR DRAINAGE PLAN

I. DRAINAGE PLAN

Yes	No	N/A	Letter Requirements
			A. 24" x 36" in size, 22" x 34" also acceptable when half size sets will be produced
			B. Title block and legend
			C. Show boundaries of entire development or project
			D. Existing streets, roadways, or highways
			E. Show limits of all major basins, including off-site basins where feasible
			F. Proposed project area, contours and drainage
			G. Drainage basin and sub basin boundaries
			H. General drainage patterns and flow paths, including those entering and leaving the site
			I. Existing topographic contours with a 2' maximum contour interval. Contours must extend a minimum of 100' beyond the property line
			J. Identify existing stormwater management facilities, upstream, downstream, or within the site, which provides stormwater management function for the site

GREENWOOD VILLAGE STAFF USE ONLY	
Reviewer Name	
Date	
Approve/Disapprove	
Yes/No	
Copy of Checklist provided to Village Stormwater Manager	