

## MINOR DEVELOPMENT PERMIT SUBMITTAL REQUIREMENTS ARTIFICIAL TURF

*Applications must contain the following information in the format described. Applications will not be accepted if required items are missing or incomplete. Any submittal may require additional items.*

1. **Application Form** – must be signed by Property Owner
2. **Application Fee** – refer to checkboxes on application form
3. **Letter of Intent** – written letter detailing proposed work.
4. **Site Plan** – drawn to scale, 8 ½" x 11" minimum
5. **Samples/Illustrations of all Colors and Materials** – sample of artificial turf or accurate color photos of artificial turf to be used.
6. **HOA Architectural Review approval letter** – if applicable

This is a general list of requirements. Some projects may require more or less information. The attached examples may not include each element of the list. However, each element should be reviewed for inclusion on a submittal.

Typical processing time is 3.5 weeks after the application is accepted as complete. The application and all submitted graphics will be reviewed.

These review requirements are designed to maximize staff efficiency. Deviation may increase review and processing times.

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**The permit application shall include a site plan showing that all buffering and location requirements are met, a letter stating/showing that other applicable turf material, slope requirements, and installation methods are met, and a sample of the turf to be used. More information may be required based on the site. The requirements for artificial turf are found below.**

### **SITE PLAN SHOULD INCLUDE:**

- Current structures on the property
- property lines
- building setbacks (dimensions from the building, including cantilevers and decks, to all four property lines)
- dimensions between structures
- driveway location
- existing easements
- artificial turf location
- any required three foot buffers between artificial turf and impervious surfaces
- slopes on the property
- north arrow
- written and graphic scale

## ARTIFICIAL TURF INFORMATION

Artificial turf is allowed in specific locations in Thornton and must meet all applicable regulations. The full regulations for artificial turf are found in [Section 18-542](#). The design and installation of all artificial turf areas shall comply with the front, side, and rear yard landscaping requirements for single-family detached and single-family attached dwellings.

**Some residential artificial turf projects qualify for a rebate through [Thornton Water](#). Please note that the application for a rebate must be submitted before starting the project. For additional information on rebates, please visit [Thorntonwater.com](#)**

- **What:** Artificial turf is a man-made substitute for organic turf, lawn, or sod which effectively simulates the appearance of a well-maintained lawn and meets all of the quality, materials and installation standards required by Thornton. The design and installation of all artificial turf areas shall comply with the front, side, and rear yard landscaping requirements for single-family detached and single-family attached dwellings.
- **Where:**
  - Allowed in the Single Family Detached and Single Family Attached zoning districts
  - Prohibited in all nonresidential zoning districts and in the multi-family district, manufactured home district, and Eastlake residential district.
  - Neighborhoods with the Planned Development Zoning District may have different guidelines. Contact [City Development](#) if the zoning is Planned Development for these regulations. You can check what the zoning is for a property by looking at the [Thornton Property and Zoning Information](#) map.

Front Yard	Side Yards	Rear Yards
Artificial turf <b>not</b> allowed.	Side yards that are not visible from the public right-of-way: artificial turf is allowed.  Side yards that are visible from the public right-of-way: artificial turf is <b>not</b> allowed.	Artificial turf allowed.

- **Type/Materials:**
  - Artificial turf shall be of a type known as cut pile infill and shall be manufactured from polypropylene, polyethylene, or a blend of polypropylene and polyethylene fibers stitched onto a polypropylene or polyurethane meshed or hole-punched backing.
  - Hole-punched backings shall have holes spaced in a uniform grid pattern with spacing not to exceed four inches by six inches on center.
  - The use of indoor or outdoor carpeting in lieu of artificial turf, mulch or other plant material is not permitted.

- **Buffering:** There shall be a buffer of a minimum of three feet between the edge of the artificial turf and any impervious surface.
  - This buffer shall be organic landscape, planted with any combination of trees, shrubs, vines, groundcover, perennial or annual flowers, natural grass sod, and/or natural native grasses.
  - The landscaped buffer may be located on the property with the artificial turf or on existing adjacent landscaped HOA common area or city property, or in some combination thereof.
- **Installation:** Artificial turf shall be installed in accordance with the manufacturer's specifications and maintained in a manner to mimic healthy living turf, including the following:
  - Sod or existing groundcover shall be removed prior to installation of any artificial turf.
  - Artificial turf shall be installed over a compacted and porous road base material that is a minimum of two inches deep.
  - Artificial turf shall be anchored at all edges and seams.
  - All artificial turf seams shall be glued and not sewn.
  - An infill medium consisting of ground rubber, ground coal slag, clean washed sand and/or ground rubber, or other approved mixture shall be brushed into the fibers to ensure that the fibers remain in an upright position and to provide ballast that will help hold the turf in place and provide a cushioning effect.
- **Slope Restrictions:** Artificial turf shall not be installed on slopes greater than six percent unless approved during the permitting process.
- **General appearance:** Artificial turf shall be installed and maintained to effectively simulate the appearance of a well-maintained lawn. The department shall maintain and make available for public inspection a sample of various artificial turf products that meet this standard of appearance.
  - Artificial turf products shall have a minimum eight-year warranty against fading.
  - Artificial turf must be a green color, similar to natural grass.
- **Maintenance:** General maintenance requirements are specified in [Section 18-556](#) of the Code. In addition, the following maintenance activities are required for artificial turf:
  - Cleaning, sanitizing, brushing, and removal of debris. Cleaning shall be done with biodegradable products.
  - Hand raking of worn turf areas on an as needed basis.
  - Repairing of depressions to maintain an even visual surface.
  - Brushing back any loose infill that has been washed or moved off the turf.
  - Regular maintenance to eliminate any odors, flat or matted areas, weeds, looseness at edges, seams, or elsewhere.
  - Replacement of the artificial turf when maintenance or repair is unable to simulate a healthy living turf.
- **Permits:** A [Minor Development Permit](#) is required prior to the installation of artificial turf.

**APPLICATION FORM – CHECK TYPE OF REQUEST BELOW:**

**Zoning (Z)**

- ☐ Rezoning/Zoning Amendments \$695  
☐ Planned Development Zoning \$695, plus \$15/acre  
 (round up to the next whole acre)  
☐ PD Zoning Amendment (Administrative) \$695

**Appeal**

- ☐ Staff/DPAB Decision \$90

**Variance (V)**

- ☐ Variance Request \$115

**Conceptual Site Plan (CSP)**

- ☐ Conceptual Site Plan \$695

**Comprehensive Plan Amendment (SPCD)**

- ☐ Comp Plan Amendment \$350

**Development Permit (DP)**

- ☐ Development Permit \$580  
☐ Specific Use Permit (D.P. Required) \$115  
☐ DP Amendment (DPAB\*\*) \$290  
☐ DP (Amendment (Administrative) \$250

**Subdivision Plat (SUB)**

- ☐ Subdivision Plat \$230, plus \$15/acre  
 (round up to the next whole acre)  
☐ Subdivision Plat Amendment (SUBA) \$250

**Engineering**

- ☐ Construction Drawings (CDs) (No Fee)  
☐ Floodplain Development Permit \$600  
 (Additional Application Required [here](#))  
☐ Pond Certificates (No Fee)  
☐ Grading and Erosion Control (No Fee)

**Other**

- ☐ Minor Development Permit (MDP) \$100  
☐ Limited Use Permit  
☐ Temporary Use Permit (TUP) \$90  
☐ Vacation of Right-of-Way \$250  
☐ Oil and Gas Permit \$695, plus \$15/acre

**ONE APPLICATION FORM PER EACH REQUEST OTHER THAN SPECIFIC USE PERMITS**

**Application Date:** \_\_\_\_\_

**Project Description/Reason for Application:** \_\_\_\_\_

**Property Address** (provide Cross Streets if unknown): \_\_\_\_\_

**Adams County Parcel #(s):** \_\_\_\_\_

**Gross Area** (Acres): \_\_\_\_\_ (Square Feet): \_\_\_\_\_ **Current Zoning:** \_\_\_\_\_ **Proposed Zoning:** \_\_\_\_\_

**Existing Land Use(s) & Structures:** \_\_\_\_\_

**Proposed Land Use(s) & Structures:** \_\_\_\_\_

**Do prairie dogs currently exist on the property?** Yes: ☐ No: ☐

**Applicant:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Address of Applicant:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**\*Applicant Signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_

**Land Owner:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

*(if the same as applicant- put "same")*

**Address of Land Owner:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**\*Land Owner Signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_

**Land Owner:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

*(if the same as applicant- put "same")*

**Address of Land Owner:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Land Owner Signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_

**NOTE – If there are more than two owners, a letter/letters containing their signatures must be attached to the application authorizing the applicant to act on behalf of the identified owner(s).**

**\*Signatures from the Applicant and the Land Owner are required. Signatory may be duly authorized agent of the record owner. All communications will be sent to the applicant. The signature of the property owner acknowledges their awareness of the request being made on their behalf and authorizes the identified applicant to represent the owner in the request being made to the City of Thornton.**

# Development Submittal Instructions

City of Thornton land use applications may now be submitted electronically or in person. Please follow the steps below to assist you in submitting your proposal or for resubmitting documents.

## By Email or File Transfer Site:

- If your attachments are less than 7MB: Email your application and supporting PDF documentation to [developmentsubmittals@thorntonco.gov](mailto:developmentsubmittals@thorntonco.gov)
  - 1) Please state in your email if you wish to pay by credit card over the phone, mail in a check, or hand deliver payment. Case processing will not begin until the fee is paid.
  - 2) You will be contacted by city staff once the documents have been received, accepted as complete and to confirm payment for new and applicable submittals.
- If your attachments are larger than 7MB: Upload your submittals through Google Drive using the following instructions:
  - 1) If you do not have one already, please create a Gmail Account. They have directions on creating an email account here: <https://support.google.com/mail/answer/56256?hl=en>
  - 2) Use the link [here](#) or copy/type the URL Below into your browser:  
**<https://drive.google.com/open?id=1szCf8FVIGO76naq-xwQvFggt61otfAhi>**
  - 2) Email [developmentsubmittals@thorntonco.gov](mailto:developmentsubmittals@thorntonco.gov) when you have completed your upload indicating your application has been submitted.
  - 3) Please state in your email if you wish to pay by credit card over the phone, mail in a check, or hand deliver payment. Case processing will not begin until the fee is paid.
  - 4) You will be contacted by city staff once the documents have been received and to confirm payment.

## Notice to All Applicants

- A check-in meeting with staff is required as part of every application submittal.
- If paying with a credit card, please submit the application materials by 4:00 p.m. so we can process the card the day of the submittal.
- Applicants will be given a written summary and verbal explanation of any deficiencies that need to be corrected.
- If you have any questions, contact City Development at 303-538-7295.

**City of Thornton**

City Development  
9500 Civic Center Dr.  
Thornton, CO 80229

303-538-7295