



Preliminary Planned Unit Development (PUD)

The purpose of this guide is to provide general information about the Preliminary PUD process. This guide is not intended to be all inclusive. Additional information may be requested during the application process.

FEES:

\$2500 + \$10/lot

TIMELINE:

2-3 weeks per review cycle*

*Typical development review process takes 3-4 months

A Planned Unit Development (PUD) is a development that is planned, designed and constructed with specific standards as an integral unit and which typically consists of a combination of land uses and provides for a higher than typical level of standards. The intent of the PUD is to provide for innovated design which is equal to or better than what would occur under standard zoning and can provide for exceptions to base standards only through improved design elements (ie. more open space for higher density, etc.).

The PUD process requires a two-step application. The first step rezones the property to PUD and contains a Preliminary PUD Plan. The Preliminary PUD Plan specifies the range of land uses and general layout of improvements, landscaping and buffering, circulation, setbacks, open space and height and massing of buildings and structures proposed for the site. The second step requires the approval of a more detailed Final PUD Plan. This application packet applies only to the Preliminary PUD process.

Preliminary PUD Plan applications must comply with the standards and follow the processes contained in the Development Code. Planning staff evaluates the application using the criteria also provided in the Development Code. The Planning Commission reviews the request and staff's evaluation, holds a public hearing and makes a recommendation to City Council. The City Council will hold a public hearing during the first reading of the Preliminary PUD ordinance. The Council may either approve, approve with conditions or deny the proposed PUD. The following is a summary of the criteria that is used to evaluate Preliminary PUD requests. Please refer to (***Chapter 18.32 Planned Unit Development of the Development Code for the complete criteria and standards.***)

1. The area of a proposed PUD shall be of substantial size to permit its design and development as a cohesive unit. The minimum size of a PUD to be considered for establishment shall be two (2) acres, except as provided for in Section 18.32.040.

2. A PUD proposal shall be found to be consistent with all applicable elements of the City's adopted Comprehensive Plan.
3. Has the area changed, or is it changing to such a degree that it is in the public interest to rezone the subject property to encourage development or redevelopment of the area?
4. Has the existing zoning been in place for at least fifteen (15) years without substantial development resulting, and does the existing zoning appear to be obsolete, given development trends?
5. Are there clerical or technical errors to correct?
6. Are there detrimental environmental conditions, such as flood plains, presence of irrigation ditches, inadequate drainage, slopes, unstable soils, etc., that may affect future development of this site and which may not have been considered during the original zoning of the property?
7. Is the proposed rezoning necessary in order to provide land for a community-related use which was not anticipated at the time of adoption of the City's Comprehensive Plan; or have the policies of the City changed to the extent that a rezoning is warranted?
8. What is the potential impact of the proposed rezoning upon the immediate neighborhood and the city as a whole (including potential noise and environmental impacts, visual impacts, the provision of City services such as police, fire, water, sewer, streets and pedestrian systems and parks and recreational facilities)?
9. Is there clear and convincing evidence that the proposed rezoning will be consistent with the policies and goals of the City's Comprehensive Plan and comply with the applicable zoning overlay requirements?
10. What is the potential impact of the proposed rezoning upon an approved Zoning Suitability Plan for the property?

**PRELIMINARY PUD SUBMITTAL CHECKLIST
AND PROCEDURAL FLOWCHART**

NOTE: Electronic submittals of applications are accepted. For instructions on how to submit documents electronically, please contact Mike Garrott, Planning Manager, at 970-350-9784.

SUBMITTED

REQUIREMENTS

- | | | | |
|--------------------------|--|-------------|----------------|
| <input type="checkbox"/> | Pre-application Conference | _____ | _____ |
| | | Date | Planner |
|
 | | | |
| <input type="checkbox"/> | Application Form* (Attached) | | |
|
 | | | |
| <input type="checkbox"/> | Required Fees | | |
|
 | | | |
| <input type="checkbox"/> | Preliminary Site Plan. (Number of copies determined by pre-application conference). Copies of the preliminary site plan and applicable number of copies of required supporting data and documents. The information required as part of the Preliminary Plan submittal shall be shown graphically or by note on plans and may comprise several sheets showing various elements of required data. All mapped data for the Preliminary Plan shall be drawn at the same engineering scale, said scale being legible and having not more than one hundred (100) feet to one (1) inch and shall be provided on pages measuring 24" x 36". <u>(All preliminary site plan submittals shall contain the information specified in Chapter 18.16, Submittal Requirements.)</u> Chapter 18.16 of the Development Code can be found at www.colocode.com/greeley/greeley_18.pdf . | | |
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| <input type="checkbox"/> | Project Narrative. (Number of copies determined by pre-application conference.) Copies of a detailed written description addressing the rezoning criteria/justification, proposed PUD plan referencing all applicable areas of this Code and including a written statement for any variance and/or waiver request, referencing applicable sections of this Chapter and information supporting such request. | | |
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| <input type="checkbox"/> | Preliminary Engineering Plans. (Number of copies determined by pre-application conference.) Copies prepared by a Professional Engineer registered in the State of Colorado, containing:
(a) Alignment and dimensions of all proposed roadways and sidewalks;
and
(b) Maximum and minimum grades for all proposed roadways and sidewalks. | | |

- ❑ **Preliminary Utility Plans.** (Number of copies determined by pre-application conference.) Copies prepared by a Professional Engineer registered in the State of Colorado, containing:
 - (a) Alignment of all existing and proposed utility lines;
 - (b) Existing and proposed easements;
 - (c) Size of existing and proposed water and sewer lines;
 - (d) Location of existing and proposed fire hydrants; and
 - (e) Location of all proposed improvements within the public right-of-way

- ❑ **Preliminary Drainage Plan and Report. Three (3) copies,** prepared by a Professional Engineer registered in the State of Colorado, containing:
 - (a) Designation of any area subject to inundation;
 - (b) Location of existing watercourses, floodway and flood fringe locations and applicable permits;
 - (c) Details of proposed over lot grading, including significant features, such as retaining walls and grades matching adjacent properties;
 - (d) Direction of storm water flow;
 - (e) Points of diversion; and
 - (f) Types and locations of existing and proposed storm drainage structures and storm water detention facilities.

- ❑ **Soils Report. Three (3) copies** containing:
 - (a) Description of soils existing on the site, accompanied by analysis as to the suitability of such soils for the intended construction;
 - (b) Description of the hydrologic conditions of the site with analysis of water table fluctuation and a statement of site suitability for the intended construction; and
 - (c) Location and extent of recoverable gravel areas, if applicable.

- ❑ **Contour Map. Three (3) copies** showing existing and proposed two (2) foot contour elevation.

- ❑ **Traffic Impact Study. Three (3) copies,** unless waived by the Public Works Director, prepared by a Traffic Engineer, containing:
 - (a) Projected traffic generated as a result of the proposed development;
 - (b) Review of existing traffic volumes in the area of the proposed developments; and
 - (c) Analysis of affected roadways to accommodate both the existing and projected traffic.

- ❑ **Preliminary Landscape Plan.** (Number of copies determined by pre-application conference.) Copies addressing the requirements of Chapter 18.32 including required buffering and the preliminary perimeter treatment for those developments which border arterial or major collector streets.

- Preliminary Architectural Elevations.** (Number of copies determined by pre-application conference.) Copies in sufficient detail to show the architectural intent of proposed buildings and structures.
- Master Plan.** If required, **three (3) copies**, as provided in Section 18.32.080.A.1.
- Perspectives and/or Cross Sections.** (Number of copies determined by pre-application conference.) Copies may be required to demonstrate compatibility.
- Land Uses and Design Deviations.** A detailed listing of land use/site design deviations from code requirements and compensating off-sets or trade-offs (i.e., more open space for higher density).
- Reductions.** **One (1)** 11” x 17” reduction of the preliminary site plan, architectural elevation, landscape plan, perspectives and/or cross sections and master plan, if applicable.
- Mailing List.** Mailing list of property owners of surrounding properties placed on mailing labels. Area is determined by Community Development Staff (typically a 500 foot radius around the property). The source of the list must be the records of the Weld County Assessor’s Office or an ownership update from a title company or abstract company. The list must be compiled within thirty (30) days prior to submittal.
- Evidence of Ownership.** Copies of deed(s) and/or title insurance policies for all properties within the PUD.
- Legal Description.** Typed legal description (8½” x 11”) of the property area including the identification of the person responsible for preparing it.
- Additional Information.** Such additional information as may be required by the Community Development Director in order to ensure a complete and comprehensive review of the proposed preliminary plan.

***Application Note: Incomplete applications will delay the review process.**

- CHAPTER 18.16 -
SUBMITTAL REQUIREMENTS

18.16.030 Site plan requirements.

(a) The following information and data may be required depending upon the specific type of land use application made and, where required, shall be shown graphically or by note on site plans and may comprise several sheets showing various elements of required data, drawn at an engineering scale having not more than one hundred (100) feet to one (1) inch and shall be provided on drawings measuring twenty-four (24) by thirty-six (36) inches. Applicants should verify the exact information required for the land use proposed prior to submitting a formal application.

(1) Title by which development is to be referred and name, address and telephone number of site plan designer.

(2) Scale, north arrow and date of preparation.

(3) Location of municipal boundaries at or near the development.

(4) Parcel size in gross acres and square feet.

(5) Total number, type and density per type of dwelling units.

(6) Total bedrooms per dwelling unit type.

(7) Residential density, both gross and net.

(8) Estimated total floor area and estimated ratio of floor area to lot size, with a breakdown by land use.

(9) Proposed coverage of buildings and structures, including the following:

a. Percentage and square footage of building coverage.

b. Percentage and square footage of driveways and parking.

c. Percentage and square footage of public street rights-of-way.

d. Percentage and square footage of open space and/or landscaped area.

e. Percentage and square footage of usable open space area.

f. Percentage and square footage of patios, sidewalks and other hard surfaced areas.

(10) Number and location of off-street parking, including guest, disabled, bicycle and motorcycle parking and including typical dimensions of each, as well as any areas proposed for shared or reduced parking and related narrative information.

(11) Topographic contours at two-foot intervals, identification of areas on the site containing slopes in excess of fifteen percent (15%) and the proposed area of disturbance on the site.

(12) Watercourses, water bodies and irrigation ditches and all identified flood plains.

(13) Unique natural features, high- and moderate-impact areas from the Areas of Ecological Significance Map and vegetative cover, including existing trees having a diameter greater than two and one-half (2½) inches and shrubs over five (5) gallons in size.

- (14) Identification of all setback lines, including setback performance options.
- (15) Tentative location and floor area of existing and proposed buildings.
- (16) Boundary and square footage of each area designated as usable open space and other open space areas.
- (17) Location and acreage of all public and semi-public land uses including public parks, recreation areas, school sites and similar uses.
- (18) Location of existing and proposed pedestrian and bicycle circulation system, including its interrelationships with the vehicular circulation system and indicating the proposed treatment of points of conflict.
- (19) Maximum building height of all structures, including height performance options.
- (20) The existing and proposed circulation system of arterial, collector and local streets, including street width performance options, off-street parking areas, service areas, loading zones and major points of access to public rights-of-way including major points of ingress and egress to the development. Notations of proposed street ownership, public or private, should be included where appropriate.
- (21) Existing and proposed zoning.
- (22) Proposed signage, including location, height, dimensions, lighting and colors of all signage.
- (23) Listing of specific land uses being proposed and general location of each use.
- (24) Area shown on the site plan shall extend beyond the property lines of the proposal to include the area and uses within one hundred (150) feet of the proposal, exclusive of public right-of-way, at the same scale as the proposal and including the following:
 - a. Land uses and location of principal structures.
 - b. Densities of residential uses.
 - c. Existing trees with a diameter of greater than two and one-half (2½) inches and major features of landscape.
 - d. Topographic contours at two-foot intervals.
 - e. Traffic circulation system.
 - f. Oil and gas production facilities, including well heads, flow lines, transmission lines, gathering lines, tank batteries and access roads within one thousand (1,000) feet of the subject property for determining high density for oil and gas purposes.
- (25) Vicinity map of the area surrounding the site within a distance of at least one-half (½) mile, showing:
 - a. Zoning districts.
 - b. Location of existing municipal boundary lines.
 - c. Traffic circulation systems.
 - d. Major public facilities (schools, parks, etc.).

(26) Lighting information, including location, type, style and height of lighting fixtures, wattage of lights, average foot-candles across the site and other properties of lights (i.e., cut-off, wall pack, etc.).

(27) Statement of all variances to City design standards and criteria.

(28) Location, dimensions and setbacks of all known oil and gas production facilities on site, including well heads, flow lines, transmission lines, gathering lines and tank batteries, as well as access roads to the site.

(29) Clear vision or sight distance triangles on all affected lots or areas.

(30) Location and dimensions of all easements, including but not limited to easements for utilities, access, parking, trails, landscaping and drainage.

(31) Owner's certification of acceptance of conditions and restrictions as set forth on the site plan.

(32) Lot lines, easements and public rights-of-way, as per final subdivision plat.

(33) Measured location of all buildings and structures dimensioned on at least two (2) sides to the nearest platted property lines.

(34) Existing and proposed streets with names and locations of private roads to be dedicated as public utility and/or access easements.

(35) Location of temporary model homes, sales office and/or construction facilities, including temporary signs and parking lots.

(36) Other information as the Community Development Director may require to ensure a complete and comprehensive review of the proposed plan.

(b) In addition to the site plan, the following items, as may be determined applicable by Planning Department staff, shall be provided for a complete submittal:

(1) Application form and any fees associated with the review of the project.

(2) Current written evidence of ownership or interest in ownership, including, but not limited to a warranty deed, contract or property tax notice of the subject property.

(3) Certification that written notice was mailed to mineral rights owners and lessees at last known address of record and that a legal notice was placed in a local newspaper by the applicant regarding the proposal.

(4) Written project narrative, describing the nature and characteristics of the project, including City land use policies achieved by the plan and how the plan meets all applicable performance standards, including the selection of Performance Options being requested.

(5) Mailing list of affected properties as provided in Chapter 18.18, Notice, in a form acceptable to the Community Development Department.

(6) For infill sites, information on building height and wall length and width of existing principal residential structures on the block face and addressing all applicable Design Review Performance Standards from Chapter 18.46.

(7) One (1) 8½" x 11" reduction of the preliminary site plan.

(8) One (1) copy of the legal description. (Ord. 65, 2002 §1; Ord. 46, 1999 §1; Ord. 27, 1998 §1)

18.16.040 Landscape plan requirements.

(a) The following information and data shall be shown graphically or by note on landscape plans and may comprise several sheets showing various elements of required data, drawn at the same scale as the site plan and shall be provided on drawings measuring twenty-four (24) inches by thirty-six (36) inches. Site and landscape plans may be combined as long as all required information is legible. The tree and shrub lists in Appendix D should be used for selecting plants.

(1) Location, type and size of all existing vegetation to be preserved, as well as notes describing measures proposed to protect existing trees during construction.

(2) Location of all structures, freestanding signs, lights, parking areas, drives, vehicular use areas, drainage and storm water detention areas and other improvements to remain or proposed for installation on the property.

(3) Location of overhead power lines, property lines, curb lines, utility boxes and structures and adjacent rights-of-way.

(4) Location, type, size and quantity of all proposed landscape materials, including materials between the property line and pavement edge, proposed phasing of installation, if applicable, shown at ten (10) years' maturity and in appropriate relation to scale. Identification and treatment of all required buffer yards. If used for screening or buffering purposes, landscape materials shall be shown at three (3) years' maturity.

(5) Flower and shrub beds drawn to scale with dimensions.

(6) Plant list, including quantity of all proposed landscape materials and botanical and common names meeting the minimum sizes as provided as follows, unless otherwise required by the Community Development Director:

Minimum Plant Size	
Plant Type	Minimum Plant Size
Deciduous trees	2" caliper, measured 1 foot above ground
Ornamental trees	1½" caliper, measured 1 foot above ground
Evergreen trees	6 feet in height
Shrubs	5 gallon

(7) Proposed treatment of all ground surfaces clearly indicated (paving, turf, gravel, grading, etc.).

(8) General notes, including mulching requirements, soil amendments, fertilization and installation details and such other information as needed.

(9) Planting details as needed.

(10) Clear vision sight distance triangle.

(11) Tabulations which show relevant information necessary to evaluate compliance with provisions of Chapter 18.44, Landscaping and Buffering Performance Standards, including, but not limited to, required buffers, interior parking lot landscaping and screening, foundation plantings and any such other information as needed.

(12) Written narrative describing the type, location and proposed treatment of all required buffer yards, including buffer yard width, plant materials and any other proposed features such as berms, walls or fences.

(13) One (1) 8½" x 11" reduction of the landscape plan.

(14) Other information as the Community Development Director may require to ensure a complete and comprehensive review of the proposed plan.

(b) An approved landscape plan in need of minor revisions to plant materials due to seasonal planting problems or lack of plant availability may be revised and approved by the City, as long as the original intent of the approved landscape plan and the following criteria are met:

(1) There is no reduction in the total quantities of plant materials.

(2) There is no significant change in size or location of plant materials, except that it shall be acceptable to substitute two (2) ornamental trees for one (1) shade or evergreen tree. Substitutions for parking lot landscaping shall be as provided in Section 18.44.070(b).

(3) Proposed plant materials fall within the same general functional category of plants and have the same general design characteristics as the materials being replaced.

(4) The proposed plant materials are considered appropriate with respect to elements necessary for good survival and continued growth.

(c) An irrigation plan shall be required in conjunction with a landscape plan. The irrigation plan shall indicate use of a low-volume irrigation system designed specifically for the proposed landscape installation and which delineates planting zones and illustrates compliance with the requirements herein.

(d) Chapter 18.44, Landscaping and Buffering Performance Standards, provides additional information. (Ord. 65, 2002 §1; Ord. 27, 1998 §1)

18.16.050 Architectural elevations.

(a) The following information and data shall be shown graphically or by note on architectural elevations and may comprise several sheets drawn at an architectural scale and shall be provided on drawings measuring twenty-four (24) inches by thirty-six (36) inches.

(1) Sufficient detail to convey the architectural intent for all proposed buildings and structures including:

- a. Building and structure height.
- b. Pitch of roof.
- c. All proposed building materials.
- d. Primary architectural elements such as roof, windows and doors.
- e. Proposed color schemes.

(2) One (1) 8½" x 11" reduction of the architectural elevations.

(3) Samples of building materials and colors.

(b) For infill areas, a written narrative describing how the proposed architectural treatment addresses compatibility with existing buildings and structures shall be provided. Refer to Chapter 18.46, Design Review Performance Standards for further information on compatibility. (Ord. 65, 2002 §1; Ord. 27, 1998 §1)

City Review Team Contact Information

Every project is assigned to a planner and an engineer, who will contact you after the project has been assigned. If you have general questions in the meantime, please contact the Administrative Assistant at 970-350-9780 who will connect you to the appropriate person.

You may also wish to contact individuals from other agencies or utilities who are invited to contribute to the meeting. They include:

Atmos Energy	Jerry Adams	970-304-2075
Colorado Department of Transportation	Gloria Hice-Idler	970-350-2148
Xcel Energy	Terry Stencil	970-395-1207
Poudre Valley REA	Terry Willis	970-282-6432
Weld School District #6	Wayne Eads	970-348-6405
Century Link	Carson Ortega	970-392-4837
Comcast Cable	Bill Blair	720-490-3891

- Chapter 18.32 -

Planned Unit Developments

18.32.010 Purpose and intent.

The purpose of this Chapter is to designate areas for the achievement of site design which provides a development of mixed land uses, or for uses and site designs which cannot otherwise be accommodated without PUD approval, through flexibility and creativity and to produce planned unit developments which are in keeping with the overall goals and objectives of the City's Comprehensive Plan. The intent is to permit such flexibility and provide performance criteria which:

- (1) Allow a diversity of uses, structures, facilities, housing types, open space and buffers in a manner compatible with existing and planned uses on adjacent properties;
- (2) Encourage and allow for greater innovative designs that promote more efficient and environmentally sensitive use of the land than generally achievable through conventional zoning and development regulations;
- (3) Protect the environment by affording opportunities and incentives for the preservation of environmentally sensitive and important natural or historic areas;
- (4) Promote the meaningful integration of common open area networks and developed recreation areas;
- (5) Promote further creativity in development layout, design and construction;
- (6) Encourage development to occur in accordance with the coordinated and planned extension of existing and programmed community facilities and infrastructure; and
- (7) While the PUD may permit development of land in a way which might not be permitted under traditional zoning regulations, the PUD is not intended to modify or in any way alter or reduce the requirements of any building and/or zoning code requirements, unless commensurate benefits to the community are provided as part of the PUD plan and alternative protections are provided. (Ord. 65, 2002 §1; Ord. 27, 1998 §1)

18.32.020 Definitions.

The following words, terms and phrases shall have the meanings defined as follows:

Planned unit development (PUD) shall mean a development planned, designed and constructed with specific standards as an integral unit and which typically consists of a combination of uses on land within a PUD district and provides for a higher level of standards.

Planned unit development, final plan shall mean a site specific development plan which describes all details for a specific site and which shall require detailed engineering and design approval as provided in this Chapter.

Planned unit development, master plan shall mean a plan required for properties which are intended to be developed over time and which shall include general information on street pattern, school sites, parks or other public areas or facilities and land uses and utility systems within the area surrounding a proposed PUD.

Planned unit development, preliminary plan shall mean a plan that specifies the range of land uses and general layout of improvements, landscaping and buffering, circulation, setbacks, open space and height and massing of buildings and structures proposed for the site.

Usable open space shall mean area which is unoccupied by principal or accessory buildings and which is available to all occupants of the building or development for use for recreational and other leisure activities normally carried on outdoors. The area shall be unobstructed to the sky and shall have a minimum dimension of fifty (50) feet and a minimum area of six thousand (6,000) square feet, excluding setbacks adjacent to rights-of-way. The requirement for usable open space may be met by providing one (1) recreational amenity, not otherwise required, per one thousand (1,000) square feet of required usable open space, based on the following:

a. Playgrounds with commercial grade equipment, picnic/barbeque areas with commercial grade equipment, or court games (tennis, volleyball or basketball) at least one thousand (1,000) square feet in size shall each count as one (1) recreational amenity.

b. Individual balconies, decks or patio areas that are not intended or designed to be enclosed. Providing balconies, decks or patio areas for all dwelling units shall count as one-half (½) recreational amenity.

c. A system of pedestrian trails shall count as one-half (½) recreational amenity.

d. Plazas, or atria within a building, excluding hallways, which cover at least one thousand (1,000) square feet in size shall each count as one (1) recreational amenity.

e. In-the-ground swimming pools at least twenty (20) feet by forty (40) feet and community buildings at least two thousand (2,000) square feet in size shall each count as two (2) recreational amenities.

f. Seventy-five percent (75%) of human-made detention/retention pond area shall be counted as usable open space. If a landscape plan to be installed by the developer is approved by the Community Development Director, one hundred percent (100%) credit shall be given for human-made detention/retention ponds. One hundred percent (100%) of natural pond area shall be counted as usable open space.

g. Site characteristics of natural significance which may offer aesthetic or ecological value may qualify, as approved by the City.

h. Active garden plots in common areas may be counted toward meeting usable open space or recreational amenity requirements as determined by the Community Development Director, based on a review of the extent and location of garden plots, desirability for future residents and variety of amenities proposed. (Ord. 65, 2002 §1; Ord. 46, 1999 §1; Ord. 27, 1998 §1)

18.32.030 Application.

Land areas shall be eligible for Planned Unit Developments (PUD) only if the area has been zoned as a Planned Unit Development. Application for rezoning of a site as a Planned Unit Development requires the submission of a Preliminary PUD Plan, which meets all applicable provisions of this Chapter, for consideration along with the rezoning request. (Ord. 65, 2002 §1; Ord. 27, 1998 §1)

18.32.040 Standards for PUD establishment.

(a) Land area shall be zoned as a Planned Unit Development only upon the application of all landowners of the area and only if the City Council, after considering Planning Commission recommendations, has concluded on the basis of a Preliminary Plan submitted by the landowner that the area will be suitable for development pursuant to a PUD Plan.

(b) In reaching recommendations and decisions as to rezoning land to the PUD district, the Planning Commission and the City Council shall apply the following standards in addition to the standards and procedures of Section 18.30.050 applicable to the rezoning of land:

(1) Area requirements. The area of a proposed PUD shall be of substantial size to permit its design and development as a cohesive unit fulfilling the stated purpose of these regulations and to establish the PUD as a meaningful part of the larger community. Each proposed PUD shall therefore be evaluated as to its adequacy in size with respect to both the nature and character of its internal design and to its specific location within the City. The minimum size of a PUD to be considered for establishment shall be two (2) acres, except as provided for in Subsection (c) below.

(2) Consistency with the Land Use Chapter of the Comprehensive Plan. A PUD proposal shall be found to be consistent with all applicable elements of the Land Use Chapter of the City's adopted Comprehensive Plan with respect to its proposed internal design and use and its relationship to adjacent areas and the City as a whole before it may be zoned as a PUD.

(3) Upon the specific request of the landowner or upon the recommendation of the Planning Commission or City Council, the two-acre requirement in Subsection (1) above may be waived if, after considering the proposed development requested, the City Council finds that such waiver would be beneficial to the City and foster the objectives of this Code and the Land Use Chapter of the City's Comprehensive Plan.

(c) The City Council may authorize, by its approval of a Preliminary Planned Unit Development Plan, a mix of land uses, as well as variations in density, setback, height, lot size, lot coverage, open space, street width, parking and landscaping. Any such variations granted by the City Council shall be based upon the findings by the Council that the PUD plan:

(1) Provides an innovative design which would be equal to or better than development which would occur under base standard zoning district requirements;

(2) Accomplishes specific goals and objectives of the Land Use Chapter of the City's Comprehensive Plan;

(3) Includes land uses which are required to be in a PUD;

(4) Meets the overall intent of this Code; or

(5) Provides equivalent site design trade-offs for the exceptions granted (i.e., more open space for higher density, etc.).

(d) The General Performance Standards in Chapter 18.40 and Design Review Performance Standards in Chapter 18.46, as well as other applicable provisions of this Code, including Overlay Districts in Chapter 18.34, Areas of Ecological Significance in Chapter 18.48, Hillside Development Standards in Chapter 18.50 and Signs in Chapter 18.54 shall be considered in the planning and design of a PUD and shall be the point from which negotiation between the City and the applicant begins.

(e) The PUD shall, at all times, be under the unified control or ownership of an individual, a legal entity or a legally established association or organization, such as a property owner's association, responsible for the ownership and maintenance of all required improvements and common facilities,

infrastructure, amenities, elements and areas. All documents establishing said association or organization shall be reviewed and approved by the City Attorney's office prior to any approval of a final PUD plan and shall be recorded as part of the PUD approval documents.

(f) Strict conformance with an approved PUD plan and all related approval documents shall be required, except as may be permitted under Section 18.32.160. Nonconformance with approved plans and documents shall constitute a zoning violation and shall be subject to all penalties as described in Chapter 1.32 of this Code.

(g) A filing plat shall be submitted concurrently with any final PUD on a previously unsubdivided site, tract or parcel of land and/or in order to create parcels, dedicate and vacate easements and/or rights-of-way.

(h) No more than one (1) PUD plan shall be approved for any specific parcel of property at any given time. The most recently approved PUD plan shall constitute the valid PUD plan unless rendered invalid in accordance with law, and any prior approved PUD plan shall automatically terminate upon the final approval of a subsequent PUD plan. (Ord. 65, 2002 §1; Ord. 48, 2000 §1; Ord. 27, 1998 §1)

18.32.050 Uses permitted.

(a) Single-family dwellings on individually owned lots shall not be permitted as PUDs except as part of a mixed-use development with common control and elements.

(b) The only uses permitted in the Planned Unit Development shall be as specified on the PUD plan and as approved by the City Council. The Council may authorize a mix of land uses in approving a PUD plan.

(c) The type, general location and extent of all proposed uses shall be clearly designated as part of the preliminary plan, as applicable. The PUD plan shall not be intended to allow land uses which are otherwise prohibited in the City.

(d) PUD plans which include residential land uses shall contain a minimum average gross density of ten (10) dwelling units per acre for the residential portion of the PUD. If the proposed PUD has a mix of residential and nonresidential land uses, then gross residential density shall be calculated on the amount of land area or floor area that is devoted exclusively to residential land uses.

(e) Any proposed change of approved land uses shall require a new hearing and approval action in accordance with the review and approval procedures described herein. Minor refinements in size, configuration or location of buildings, landscaping and other similar site improvements may be approved by the Community Development Director as long as no greater impact is deemed to occur to adjacent properties as a result of the site design modification.

(f) Accessory uses normally associated with uses permitted as part of the approval action on a specific PUD proposal shall be permitted at those locations and in an intensity as normally provided for within similar zoning districts of the City, unless such accessory uses are expressly prohibited within the Council approval action or are otherwise regulated by the action approving the PUD. (Ord. 65, 2002 §1; Ord. 46, 1999 §1; Ord. 27, 1998 §1)

18.32.060 Open space requirements.

(a) A minimum of thirty percent (30%) of the gross land area included in residential PUDs shall be maintained in open space or other common facilities as defined in Section 18.32.020. PUDs containing a combination of residential and nonresidential land uses shall also provide a minimum of thirty percent (30%) of the gross land area of that portion of the development planned for residential use in usable open

space or other common facilities. Of the required thirty-percent open space, at least twenty-five percent (25%) shall be usable open space or recreational amenity.

(b) Usable open space or recreational facilities shall be proportionately distributed throughout the development where practicable and when related to a particular phase of development and when possible, shall be designed to link with existing or planned community or regional trail systems. The required open space or other recreational facilities shall be accessible to and maintained for the enjoyment of the property owners and residents of the PUD and shall be designated on the PUD plans and plat as outlots.

(c) The developer shall provide for and establish a mechanism such as a homeowners' association, for the ownership and maintenance of usable open space or other recreational facilities contained within a PUD as provided for in Section 18.32.040(e). (Ord. 65, 2002 §1; Ord. 27, 1998 §1)

18.32.070 Phasing.

Final Planned Unit Development plans may be phased and phasing shall be shown on all final PUD Plans as provided herein. Phasing shall be arranged and designed in such a manner that at any point in a project's development, the initial phase or any successive group of phases shall be able to "stand alone" meeting all applicable standards set forth and referenced in this Chapter and as approved by the City. (Ord. 65, 2002 §1; Ord. 27, 1998 §1)

18.32.080 PUD procedures.

A PUD plan shall be processed in two (2) stages: preliminary plan and final plan. (See the illustrations at Sections 18.32.100 and 18.32.140.)

(1) As provided in Section 18.32.030, a Preliminary PUD Plan shall be required for rezoning to the PUD district. A Preliminary Plan shall specify the range of land uses and general layout of improvements, landscaping and buffering, circulation, setbacks, open space and height and massing of buildings and structures proposed for the site. A pre-application conference with City staff on the Preliminary Plan is recommended. A Master Plan shall be required as part of the Preliminary Plan submittal for properties which are intended to be developed over time and shall demonstrate the relationship to adjacent properties within one-fourth ($\frac{1}{4}$) mile, including the following:

- a. General street pattern with particular attention to collector streets and future circulation throughout the area.
- b. General location and size of existing and proposed school sites, parks or other public areas or facilities.
- c. Location of existing land uses, zones and utility systems.

(2) The Final PUD Plan is the site specific development plan which describes all details for a specific site and shall require detailed engineering and design approval as provided in Section 18.32.130. (Ord. 65, 2002 §1; Ord. 27, 1998 §1)

18.32.090 Preliminary Plan submittal and required information.

(a) Eight (8) copies of the preliminary site plan and applicable number of copies of required supporting data and documents, prepared in accordance with requirements as set forth in Subsection (c) below, shall be filed with the Community Development Department staff, along with related application fees. All submittal materials shall be collated into sets by the applicant. Additional copies of the preliminary site plan and supporting data may be requested by staff and, upon request, shall be provided by the applicant.

(b) The information required as part of the Preliminary Plan submittal shall be shown graphically or by note on plans and may comprise several sheets showing various elements of required data. All mapped data for the Preliminary Plan shall be drawn at the same engineering scale, said scale being legible and having not more than one hundred (100) feet to one (1) inch and shall be provided on pages measuring twenty-four (24) inches by thirty-six (36) inches. All preliminary site plan submittals shall contain the information specified in Chapter 18.16, Submittal Requirements.

(c) In addition to the preliminary site plan, the following supporting documents and data shall be submitted:

(1) Project narrative (one [1] copy), consisting of a written description of the rezoning criteria/justification, proposed PUD plan referencing all applicable areas of this Code and including a written statement for any variance and/or waiver request, referencing applicable sections of this Chapter and information supporting such request.

(2) All applicable preliminary plans and reports as required in Section 18.04.430(b) of this Title, as follows:

a. Preliminary engineering plans (eight [8] copies) prepared by a Professional Engineer registered in the State of Colorado, containing:

1. Alignment and dimensions of all proposed roadways and sidewalks; and
2. Maximum and minimum grades for all proposed roadways and sidewalks.

b. Preliminary utility plans (eight [8] copies), prepared by a Professional Engineer registered in the State of Colorado, containing:

1. Alignment of all existing and proposed utility lines;
2. Existing and proposed easements;
3. Size of existing and proposed water and sewer lines;
4. Location of existing and proposed fire hydrants; and
5. Location of all proposed improvements within the public right-of-way.

c. Preliminary drainage plan and report (three [3] copies), prepared by a Professional Engineer registered in the State of Colorado, containing:

1. Designation of any area subject to inundation;
2. Location of existing watercourses, flood way and flood fringe locations and applicable permits;
3. Details of proposed over-lot grading, including significant features such as retaining walls and grades matching adjacent properties;
4. Direction of storm water flow;
5. Points of diversion; and
6. Types and locations of existing and proposed storm drainage structures and storm water detention facilities.

d. Soils report (three [3] copies) containing:

1. Description of soils existing on the site, accompanied by analysis as to the suitability of such soils for the intended construction;
2. Description of the hydrologic conditions of the site with analysis of water table fluctuation and a statement of site suitability for the intended construction; and
3. Location and extent of recoverable gravel areas, if applicable.

e. Contour map (three [3] copies) showing existing and proposed two-foot contour elevation.

f. Traffic impact study (unless waived by the Public Works Director) (three [3] copies), prepared by a traffic engineer, containing:

1. Projected traffic generated as a result of the proposed development;
2. Review of existing traffic volumes in the area of the proposed developments; and
3. Analysis of affected roadways to accommodate both the existing and projected traffic.

(3) Preliminary landscape plan (three [3] copies) addressing the requirements of Chapter 18.32, including required buffering and the preliminary perimeter treatment for those developments which border arterial or major collector streets.

(4) Preliminary architectural elevations in sufficient detail to show the architectural intent of proposed buildings and structures.

(5) If required, a Master Plan (three [3] copies), as provided in Section 18.32.080(1).

(6) Perspectives and/or cross-sections may be required to demonstrate compatibility.

(7) A detailed listing of land use/site design deviations from code requirements and compensating off-sets or trade-offs (i.e., more open space for higher density).

(8) One (1) 8½" x 11" reduction of the preliminary site plan and master plan, if applicable.

(9) Such additional information as may be required by the Community Development Director in order to ensure a complete and comprehensive review of the proposed preliminary plan. (Ord. 65, 2002 §1; Ord. 27, 1998 §1)

18.32.100 Preliminary Plan review.

(a) Upon determination by Community Development Department staff that the Preliminary Plan submittal is complete and technically eligible to be processed for formal consideration, the staff shall furnish any interested parties or affected agencies and offices with a copy of such plans and related supporting documents for review and comment. Where applicable, a courtesy notice shall be sent to neighborhood property owners.

(b) All such reviewing agencies and offices will have two (2) weeks from the date of distribution of the plan and supporting documents to make any objections or comments to Community Development Department staff. This time period may be extended to the minimum needed to complete the review. The Community Development Department staff shall provide written comments to the applicant within a reasonable time after a complete submittal is made. The Community Development Department staff shall include a summary of all comments received on the preliminary plan, along with the staff recommendation, in a report which shall be presented to the Planning Commission for consideration with the Preliminary Plan.

(c) The Planning Commission shall hold a public hearing on the Preliminary PUD Plan and shall provide notice of said hearing as provided for in Chapter 18.18, Notice. The Planning Commission review shall be conducted in two (2) steps: (1) a determination of whether the rezoning criteria has been met; and if so, (2) whether the PUD plan is acceptable. In making a recommendation on a Preliminary Plan, the Planning Commission shall consider all comments received from agencies or offices affected by the plan, the staff recommendation and all comments received from the applicant and citizens. The Commission shall also determine if the proposed Preliminary Plan meets the standards in this Chapter and make a finding as to the criteria met or deficient, in taking action to recommend approval, approval with conditions, denial or to table the plan for future consideration.

(d) The City Council shall hold a public hearing on the Preliminary Plan and shall provide notice of said hearing as provided for in Chapter 18.18, Notice. The City Council review shall be conducted in two (2) steps: (1) have the rezoning criteria been met; and if so, (2) is the PUD plan acceptable. In taking action on a Preliminary Plan, the City Council shall consider the recommendation of the Planning Commission as well as any comments received from affected agencies or offices, the staff and all comments received from the applicant and citizens. The Council shall also determine if the proposed Preliminary Plan meets the standards in this Chapter and shall make a finding as to the criteria met or deficient, in taking action to approve, approve with conditions, deny or table the plan for future consideration. The decision of the City Council on a Preliminary Plan shall be considered final unless appealed under the provisions of Chapter 18.24, Appeals.

Preliminary Planned Unit Developments (PUD's)

Pre-application conference with staff is recommended
(may use ART for pre-app conference)

Step 1: Application and plans submitted for review
of rezoning and preliminary PUD plan
(rezoning request, site and landscape plan, other required studies and documents;
if development is to be phased, master plan required with preliminary)

Step 2: Staff reviews rezoning and preliminary plan submittal for compliance with:

- rezoning criteria - Chapter 18.20
- PUD District development standards - Chapter 18.32
- general performance standards - Chapter 18.40
- off-street parking & loading standards - Chapter 18.42
- landscaping & buffering standards - Chapter 18.44

If applicable, staff reviews preliminary plan submittal for compliance with:

- design review standards - Chapter 18.46
- overlay districts (character, floodplain, airport, GID) - Chapter 18.34
- hillside development standards - Chapter 18.50
- areas of ecological significance - Chapter 18.48
- signs - Chapter 18.54

Step 3: After all technical issues are identified & generally addressed,
notice sent & neighborhood meeting may be held upon request from area residents

Step 4: Rezoning & preliminary PUD scheduled for Planning Commission
hearing and public notice given

Step 5: Planning Commission considers rezoning request and preliminary plan,
staff recommendation, comments received from applicant and public
and makes recommendation on rezoning and preliminary PUD

Step 6: City Council considers rezoning and preliminary PUD plans,
Planning Commission recommendation, comments
received from applicant and public and makes decision

(Ord. 65, 2002 §1; Ord. 27, 1998 §1)

18.32.110 Time limit for validity of Preliminary Plan.

(a) Approval of a Preliminary Plan shall be valid for a period of three (3) years from the date of approval by the City Council. Within this three-year period, the applicant shall file a Final Plan with the Community Development Department. Upon written application, and for good cause, the Community Development Director shall extend the preliminary approval period for two (2) consecutive six-month periods. Any additional six-month extensions may be approved, if at all, by the City Council. A request for extension of preliminary approval must be submitted by the developer prior to the date of expiration. Failure to submit a written request within the specified time period shall cause forfeiture of the right to extend the Preliminary PUD approval. If no Final Plan is filed with the Community Development Department within such time, the approved Preliminary Plan shall be considered null and void. The City Council may hold a public hearing to rezone the property or may leave the property with an expired PUD; however, before any development of such parcel may proceed, a new PUD Plan or rezone must be approved by City Council and be resubmitted as a new proposal under the provisions of this Chapter. In the event that the Final Plan covers only a portion of the territory covered by the Preliminary Plan, such approval of the Preliminary Plan shall be automatically renewed for additional periods of three (3) years following the approval of each Final Plan.

(b) After denial of a Preliminary PUD Plan, no application for the same or substantially similar request shall be made for twelve (12) consecutive months immediately following the denial.

(c) Vesting of the land use approval in a PUD shall occur at final PUD approval. (Ord. 65, 2002 §1; Ord. 27, 1998 §1)

18.32.120 Combined Preliminary and Final Plan submittal.

(a) Combined Preliminary and Final Plan submittals shall be reviewed by the Community Development Director and shall be accepted or rejected as a combined submittal by the Director. If rejected, the City shall consider the submittal solely as a Preliminary Plan which shall be processed under the provisions of Section 18.32.100. Criteria for consideration of a combined submittal shall include such things as the size of the tract of land, percent of the site already developed and the nature of existing and proposed land uses.

(b) Combined Preliminary and Final Plan submittals shall provide all information and supporting data and documents required in Sections 18.32.090 and 18.32.130.

(c) Combined Preliminary and Final Plan submittals shall be processed and reviewed as a Preliminary Plan under the provisions of Section 18.32.100 and, upon approval, shall be deemed a Final Plan for the purposes of the provisions of Section 18.32.150. Combined Preliminary and Final PUD Plan submittals may be reviewed and considered as separate decisions on both the Preliminary and the Final by the City Council. With a combined application, the Final PUD Plans shall be approved by City Council. (Ord. 65, 2002 §1; Ord. 27, 1998 §1)

18.32.130 Final PUD Plan submittal and required information.

(a) After approval by the City Council of the Preliminary Plan and within the time that such approval remains effective, the applicant shall present a Final Plan for review and approval by the Planning Commission. Plans approved under a previous code shall be bound by all applicable provisions and all conditions under which the plan was approved, and the Final Plan shall be designed to be in substantial conformance with the approved Preliminary Plan. For the purposes of this Chapter, "substantial conformance," including design adjustments made to meet any conditions of Preliminary Plan approval, is determined as follows:

(1) Does not change the land use of the proposed plan and includes a similar proportionate mix of land uses.

(2) Does not alter the number of residential dwelling units by more than five percent (5%), or increase or decrease the amount of gross floor area in a nonresidential use by more than ten percent (10%).

(3) Does not alter access locations, unless at the direction of the City, nor increase any impacts of traffic circulation in the area.

(4) Does not alter the use or character of the development which would result in a change in the outward appearance of the development as a whole.

(5) Does not contain changes which would normally render the final plan to be in nonconformance with the requirements of this Chapter.

(6) Final plans determined by the Community Development Director to have changes that exceed the definition of *substantial conformance* shall be treated as a preliminary plan and shall be referred to the Planning Commission for consideration, unless the applicant withdraws the request.

(7) Variances to the approved Preliminary Plan which show on the Final PUD Plan may result in suspension of the final PUD review process.

(b) Eight (8) copies of the final plan and required supporting data and documents prepared in accordance with requirements as set forth in Subsection (c) below shall be filed with the Community Development Department staff, along with related application fees. All submittal materials shall be collated into sets by the applicant. Additional copies of the plan and supporting data may be requested by staff and, upon request, shall be provided by the applicant.

(c) The information required as part of the Final Plan submittal shall be shown graphically, by note on plans or by narrative, and may comprise several sheets showing various elements of required data. All mapped data for the same plan shall be drawn at the same engineering scale, said scale having not more than one hundred (100) feet to one (1) inch and shall be provided on pages measuring twenty-four (24) inches by thirty-six (36) inches. All final site plan submittals shall contain all applicable information specified in Chapter 18.16, Submittal Requirements. In addition to the final site plan, the following supporting documents and data shall be submitted:

(1) If applicable, a development agreement (three [3] copies), which is the agreement to construct any such required improvements. Said agreement shall specify all improvements to be constructed by the developer, as well as the timetable for the construction of the improvements, any special conditions of construction, and cost estimates at one hundred percent (100%) of the total cost of required improvements.

(2) All final plans and reports as required in Section 18.04.530(b) of this Title, as follows:

a. Final utility plans (eight [8] copies), prepared by a Professional Engineer registered in the State of Colorado, required on separate sheets if so determined by the City Engineer, and containing:

1. Detailed drawings of all easements, physical lines and other equipment and apparatus for providing water, sanitary sewer, fire protection, electricity, natural gas and any other required utility services; and

2. Detailed drawings showing grades and cross-sections of all streets, alleys and sidewalks.

b. Final drainage plans and report (two [2] copies) prepared by a Professional Engineer registered in the State of Colorado. A brief summary of drainage requirements is listed in Section 18.04.530(b)(7) of this Title. For a complete list of requirements, see the City's Storm Drainage Design Criteria Manual.

c. Dust abatement and construction traffic plan, consisting of a written description of methods to control dust and routes planned for construction traffic to access and exit the construction site.

d. Storm water management plan, including a plan for erosion and sediment control. This plan may include the drainage plan and report as required in Paragraph b above.

(3) If applicable, final plat containing all information as required in Section 18.04.530(a) of this Title.

(4) Project narrative, consisting of a written description of how the Final Plan conforms with the approved Preliminary Plan, conditions added at the time of Preliminary Plan approval and any other changes or variances which were not a part of the Preliminary PUD Plan.

(5) Final landscape plan (three [3] copies) meeting all requirements of Chapter 18.44, including buffering and the final perimeter treatment plan, if applicable, showing materials, techniques and sizes proposed for the site's perimeter treatment, such as landscaping, fencing, screening walls or a combination of such items and addressing the applicant's responsibility to establish a mechanism for the installation and long-term maintenance of such materials placed between the back of curb and property line.

(6) Final architectural elevations, including the identification and samples of all proposed materials and color samples of all proposed improvements.

(7) Copy of any existing or proposed deed restrictions or covenants for the property.

(8) Information on all proposed signs, including location, dimensions, materials and colors.

(9) Perspective and/or cross-section drawings as needed.

(10) Evidence that the homeowners' association is or will be established.

(11) Evidence that current property taxes for subject property have been paid, if subdividing is involved.

(12) Such additional information as may be required by the Community Development Director in order to ensure a complete and comprehensive review of the proposed final plan, or required to address any conditions of preliminary plan approval. (Ord. 65, 2002 §1; Ord. 46, 1999 §1; Ord. 27, 1998 §1)

18.32.140 Final Plan review.

(a) Upon determination by Community Development Department staff that the Final Plan submittal is complete and that the Final Plan is in substantial conformance with the approved Preliminary Plan, the staff shall furnish interested and affected agencies and offices with a copy of such plan and related supporting documents for review and comment.

(b) All such reviewing agencies and offices will have two (2) weeks from the date of distribution of the plan and supporting documents to make any objections or comments to Community Development Department staff. This time period may be extended to the minimum needed to complete the review. The Community Development Department staff shall provide written comments to the applicant within a reasonable time after a complete submittal is made. The Community Development Department staff shall include a summary of all comments received on the Final Plan along with the staff recommendation in a report which shall be presented to the Planning Commission for consideration of the final plan.

(c) The Planning Commission shall hold a public hearing on the Final Plan and shall provide notice of said hearing as provided for in Chapter 18.18, Notice. In making a decision on a final plan, the Planning Commission shall consider any comments received from agencies or offices receiving copies of the Final Plan, the staff recommendation and all comments received from the applicant and citizens. If the Final Plan is determined to be in substantial conformance with the approved Preliminary Plan, the Final Plan shall be approved by the Commission. In addition to all other requirements and conditions set forth herein, it shall be a condition of the Final Plan that all required City and recording fees be paid.

(d) The decision of the Planning Commission on a Final Plan shall be considered final unless a party-in-interest elects to appeal the Planning Commission decision to the City Council, in which case, the decision of the City Council shall be final. Appeals must be filed in writing with the Community Development Department within ten (10) working days of the decision of the Planning Commission. Such appeal period may be suspended if written release is provided by the applicant and if no other parties-of-interest are involved. Appeals shall meet all provisions of Chapter 18.24, Appeals.

(e) After approval of a Final Plan and upon completion of all related documents to the satisfaction of the City, the Community Development Director shall cause the PUD approval document to be recorded in the County Clerk and Recorder's Office. Site work shall not commence until all such documents are recorded.

(f) With approval of a Final Plan and plat, the developer shall be deemed to have agreed to construct, at the developer's expense, all improvements required by Chapter 18.04, Subdivision of Land, including those improvements noted on the Final Plan and plat, final landscape plan, streets and alleys and improvements shown on the drainage and utility plans. The developer shall provide a written agreement with the Final Plan submittal, legally binding the developer to construct improvements required by Chapter 18.04, Subdivision of Land, and shall also provide final as-built construction plans of streets and other public improvements. Said agreement shall be mutually acceptable to the developer and the City and shall specify all improvements to be constructed by the developer, either for the entire development or for a particular phase of the development, and shall include a time table for the construction of the improvements, any special conditions of construction and a cost estimate at one hundred percent (100%) of the total construction costs. In lieu of the completion of all required improvements prior to the issuance of building permits as provided in Section 18.04.1270, the developer may elect to post a financial guarantee acceptable to the City, in the amount of one hundred twenty-five percent (125%) of the total installed cost of all required improvements, as required under other adopted City regulations, to assure completion and payment for all improvements. Said financial guarantee may be reduced in increments of ten thousand dollars (\$10,000.00) upon the completion of a portion of the required improvements, as deemed appropriate by the City and as provided for in the development agreement. This agreement shall be recorded in the County Clerk and Recorder's Office.



Land Use Application

1

Please print or type all required information. This form is **NOT** the complete submittal. The application fee and all associated materials are to be provided with this form. Staff will review the submittal and advise you of its completeness for processing.

2

Project Name:

Land Use Request:

Address/Location:

	Existing		Proposed (if different)	
Zoning				
Site Use				
Site Area	Acres:	Sq. Ft.:	Acres:	Sq. Ft.:

3

Owner

Submittal Contact (if different)

Name			
Business			
Address			
Phone #			
Fax #			
E-Mail			

4

This application must be signed by ALL owner(s) of record or the authorized officer, if a corporation; current proof of ownership, such as a warranty deed, is to be submitted with this application. A letter of authorization should be submitted if the authorized representative will be acting on the owner's behalf.

I/We, the owner(s), depose and state under penalties of perjury that the application and support materials provided to the City of Greeley for the identified request(s) are true and accurate. I/We am/are fully aware of all requests being made to the City of Greeley and authorize individuals or firms to represent our interest in this/these request(s).

Name:

Name:

Signature:

Signature:

Date:

Date: