



## **PLANNED UNIT DEVELOPMENT CONCEPT PLAN APPLICATION CHECKLIST**

A concept plan is the first step in the Planned Unit Development (PUD) process. The plan is a generalized land use and site plan that allows for an early, informal evaluation of a proposed PUD at a conceptual stage. The concept plan is reviewed for conformance with the Comprehensive Plan and the Unified Development Code (UDC). After review of the concept plan, an authorization letter to proceed with the zoning document will be provided by the City. City comments provided on the concept plan are informational only and do not represent a commitment regarding the approval of a PUD zoning document.

The following information is required for the application to be accepted. Forms and informational requirements are located on the City's Development Center (DC) website under the specific application. All documents must be submitted electronically to [eplan-planning@cityofloveland.org](mailto:eplan-planning@cityofloveland.org) and each document must be a separate pdf file.

The Planning Division will provide an application fee invoice when the project is accepted for review. The invoice will contain an itemized description of the application fee. A resubmittal of the project will not be accepted until the application fee is paid. The application fee allows up to three rounds of review. Any subsequent review round will require an additional fee equal to 50% of the original fee.

1. **Concept Review Meeting.** Meeting held on: \_\_\_\_\_
2. **Application Checklist.** Complete this checklist verifying submittal of the required information.
3. **Application.** Complete and sign the *Application* on the City's DC website.
4. **Narrative** describing the intent of the PUD and how the PUD will be compatible with surrounding properties.
5. **PUD Concept Plan** graphically prepared by a land use planner, engineer, or similar professional, drawn to scale on a 24" x 36" sheet(s). The concept plan must contain the following information and be prepared in accordance with the *PUD Concept Plan Template* available on the City's DC website.
  - a. Vicinity Map identifying the project site within the neighborhood context, including the nearest major cross streets, scale and North arrow.

- b. An indication of requested deviations to standards in the UDC.
- c. Existing Conditions
  - i. Established easements and existing buildings, structures, or facilities to remain, including above ground transmission lines and substantial underground utilities such as pipelines.
  - ii. Existing topography of site and an indication of any significant grading proposed.
  - iii. Perimeter property lines with measurements.
  - iv. Land use and zoning district designations for adjacent properties.
  - v. Existing streets adjacent to the proposed PUD zone with right-of-way dimensions and street names.
  - vi. Location of environmentally sensitive areas, mature trees, drainage courses, ditches, and an indication whether these areas will be preserved, modified, or removed.
- d. Proposed Plan
  - i. Land use table identifying total land area, total number of residential units, gross density, number of dwelling units by housing category (see UDC Table 18.02.302), and floor area ratio of non-residential uses.
  - ii. Development areas or parcels graphically shown and labeled with the proposed land use categories.
  - iii. Proposed conceptual collector and arterial streets within the PUD with right-of-way dimensions and street classifications.
  - iv. Location and type of existing and proposed vehicle access points.
  - v. Location of proposed parks, trails, bufferyards, and amenity areas.
  - vi. Regional and master plan stormwater and utility facilities such as regional detention ponds, regional drainage channels, and master plan water and wastewater transmission lines.
  - vii. Location of proposed storm detention areas.