

PLANNED UNIT DEVELOPMENT ZONING DOCUMENT

APPLICATION CHECKLIST

A zoning document is the second step in the Planned Unit Development (PUD) process. The plan establishes standards for the development of property zoned for PUD. A Zoning Document covers all of the land area to be included in the PUD.

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 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 contains an itemized description of the application fee. Additional fees may be required during the review process. 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 for all application components that require further review.

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 following:
 - a. Intent of the PUD;
 - b. How the PUD achieves compatibility with surrounding properties; and
 - c. How the PUD is consistent with and implements the goals of the City's Comprehensive Master Plan.
5. **Legal Description** of the PUD boundaries in a Microsoft Word format.
6. **Title Commitment** verifying the record title owners and identifying encumbrances and exceptions to title. The title commitment must be dated within 30 days of the application submittal to the City. An ownership and encumbrance report does not qualify as a title commitment.

7. **Zoning Document** graphically prepared by a land use planner, engineer, or similar professional, drawn to scale on a 24" x 36" sheet(s). The zoning document must contain the following information and be prepared in accordance with the *Zoning Document 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.
 - 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.
 - vii. Location and extent of existing FEMA floodplains and floodways.
 - d. Proposed Plan
 - i. Land use table identifying permitted uses, total land area, total number of residential units, gross density, number of dwelling units by housing category (see UDC Table 18.02.302), floor area ratio of non-residential uses, and building bulk standards.
 - ii. Development areas or parcels graphically shown and labeled with the proposed land use categories.
 - iii. Description of public and private improvements, including a conceptual landscape and open space plan.
 - iv. Buffering or transitions along the perimeter of the PUD zone.
 - v. Proposed streets within the PUD with right-of-way dimensions, street classifications, and typical cross-sections.
 - vi. Location and type of existing and proposed vehicle access points.
 - vii. Location of proposed parks, trails, bufferyards, and amenity areas.
 - viii. Regional and master plan stormwater and utility facilities such as regional detention ponds, regional drainage channels, and master plan water and wastewater mains.
 - ix. Location of proposed storm detention areas.

Required Items not Needed with Initial Application

8. **List of Surface Owners** certified by the Applicant, of the names and addresses of all surface owners of record property that fall wholly or partially within the radius specified in *Public Notice Requirements* on the City's DC website. The names and addresses must be as listed on the latest records of the Larimer County Assessor. The list should be current within 1 month from the date of the required mailing.
9. **Community Participation Report** is required after the neighborhood meeting. The report must include the information as set forth in the Community Participation Report Requirements.
10. **Affidavits of Notice** for posting signs and sending letters prior to holding a neighborhood meeting and public hearing. *Affidavit Templates* are available on the City's DC website. All notices must be fulfilled at least 15 days prior to the meeting or hearing.