PRELIMINARY PLAN/PUD REVIEW Application Form **Community Development Department**

A complete application must be received 30 days prior to the Planning Commission meeting.

Name of Subdivision_____ Date Filed _____

Applicant_____ Amount Paid _____

Address_____ File Number _____

Phone_____ Fax _____ Email _____

Date of First Pre-Application Conference _____	Fee Paid _____
Date of Second Pre-Application Conference _____	Fee Paid _____

Required information to be submitted with this form: (refer to Development and Zoning Code for complete listing)

1. Include all information required for the sketch plan in more detailed form, together with the following additional information:
   a. Preliminary information sufficient to indicate that the final plat will meet the requirements established pursuant to C.R.S. 38-51-102, Land Survey Plat.
   b. Proposed final covenants, homeowner association articles of incorporation, and bylaws.
   c. Complete water rights dedication plan as required by the City.
   d. Numerical data providing numbers and percentages of dwelling units and density, non-residential area, open space, parking, etc.
2. Vicinity map 1" to 500' extending at least 500' beyond the property boundaries showing the following:
   a. Location of existing water, sewer, and public utility lines, and the location of proposed extensions.
   b. Existing street locations and right-of-way widths.
   c. Existing zoning and zoning district boundaries for the subdivision and adjacent to the proposed subdivisions and land uses of adjacent properties:
3. Preliminary plan including the following information (20 copies of plan(s) folded).
   a. Proposed name of subdivision/PUD.
   b. Location and dimensions of existing section lines, streets, alleys, easements, water courses, public utilities, and other information applicable to this property requested by the Planning Department.
   c. Location and dimensions of all proposed streets (including proposed names), alleys, easements, lot lines, and areas reserved for public lands and relationship to existing public right-of-way.
   d. Date prepared, scale (multiple of 10) north arrow.
   e. Contours of the land at five foot intervals, ten foot intervals on rugged topography, and unique natural features.
   f. Verification of areas subject to flooding or geologic subsidence. If applicable, the location of the 100 year flood plain and floodway.
   g. General location, floor area, heights, and types of all existing and proposed land uses.
   h. Intersecting property lines and names and address of the owners of the owners of record of all parcels adjacent to the proposed subdivision.
   i. Lot and Block layout of the proposed subdivision/PUD.
   j. Preliminary plan for storm drainage and water and sewer service, utility plan, street profiles, etc. See Code.
   k. A Community Housing Plan, if applicable.
   l. A Residential Visitability Plan, if applicable.
   m. A complete landscaping and irrigation plan in compliance with Code Section 26-19.5, as amended. Landscape plans for both public and/or private projects, except for single-family and multi-family with 4 units or less require the stamp of a licensed landscape architect as required by C.R.S. Section 12-45-101.
4. Submission shall include both a JPEG image and an 11” x 17” copy of each drawing.
5. A public hearing fee shall be included with all applications requiring a public hearing. This fee does not include the cost of publishing public notices or postage.
6. Mailing labels and funds for first class postage for all property owners within 750' of the boundaries of the property and a list of those owners.
7. Copy of notice sent to mineral interest owners as required by C.R.S. Section 24-65.5-101. Such notice is required to be sent 30 days prior to the public hearing before the Planning Commission.
8. Copies of the neighborhood meeting sign-in sheets as well as comment cards received by the applicant at the neighborhood meeting shall be submitted per Section 26-16-3(b).

Pre-application conference(s) with the planning director or director’s representative is required prior to submitting an application. Fees associated with the pre-application conference must be paid at the time of the conference.

A preliminary plan requires a meeting with the Planning Commission only. Planning Commission approval is valid for 90 days, and approval is required prior to submittal of a final plan. I hereby certify that I am the legal owner(s) of record of the property being considered for preliminary plat review and that the information contained herein is true and accurate to the best of my knowledge. The City will post your property and send letters to property owners within 750 feet of your property ten (10) days prior to the scheduled meeting dates.

The applicant or a duly authorized representative must be present at any and all public meetings to answer any questions raised by the Planning Commission or the general public.

_____ _____

Owner/Applicant Signature(s) Date

Cost of Legal Notice in the Newspaper are paid by the Applicant.