

Development Plan (PUD Development Permit)



Facts to Know

RELATED FACTS TO KNOW:

Annexation, Approved Plant List, Bulk Standards (for the relevant zone district), Concept Plan, Conditional Use Permit, Fees, Helpful Contact Information, Landscape Plan, Lot Line Adjustment, Neighborhood Meeting, Park and School Fees, PUD (Planned Unit Development), Pre-Application Meeting, Severed Mineral Rights, Sketch Plat, Subdivision (Plat), Use-by-Permit, Variance, Zone Change, and Water.

INTRODUCTION:

A Development Plan (for properties with a straight zone designation) or a PUD Development Permit (for properties with a PUD zone designation) is the process by which proposed development is reviewed for compliance with the provisions of the city's development standards and/or the PUD Zone Document.

GENERAL TIMEFRAME:

- In order to maximize the efficient processing of an application, **it is in the applicant's best interest to ensure that a complete and thorough application has been submitted** and any subsequent submittals adequately address any comments that were provided.
- A Development Plan (PUD Development Permit) will be reviewed concurrently with any other development review applications that are required.
- No building permit may be submitted for review until all development review applications have been approved.
- The length of time to process a Development Plan (PUD Development Permit) can vary depending on the complexity of the request, the size of the development, whether or not the development is part of other requests, or if there are unique circumstances. However, Development Plans (PUD Development Permits) generally can be processed in the following timeframes:
 - Administrative: 2 to 3 months
 - Public Hearing: 3 to 6 months
 - Staff will help determine if an application will be approved administratively or by public hearing.

GENERAL NOTES:

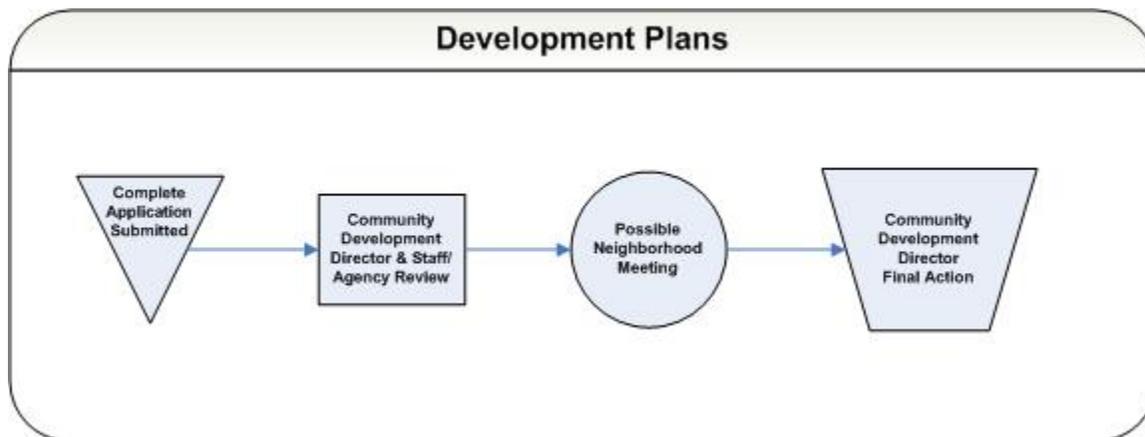
- A Development Plan (PUD Development Permit) is required prior to the submittal of a building permit for the following types of development:
 - Any commercial or industrial development on vacant property.

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- ➔ Commercial or industrial additions that are 5,000 s.f. or larger or comprise more than 50% of the floor area of an existing building.
- ➔ Any multi-family dwelling development.
- ➔ Any mobile home park development.
- ➔ Any development where more than 1 principle building will be on a single lot.
- ➔ Any development intended for a combination of residential and non-residential uses.
- ➔ Any civic or institutional use, except range lands, public lands, parks, or minor public utilities.
- ➔ Any substantial change in use of a property that results in special or unique circumstances as determined by the city.
- Prior to submitting a Development Plan (PUD Development Permit) for review, a pre-application meeting with staff should be scheduled to discuss the application and any additional requirements.
- Occasionally, the city may require a neighborhood meeting when it appears that an application may have impacts to the surroundings area.
- The city is authorized to impose any condition(s) on the approval of a Development Plan (PUD Development Permit) necessary in order to carry out the general purpose and intent of the Land Development Code (LDC) or the Comprehensive Plan.
- The city may revoke an approved Development Plan (PUD Development Permit) if the applicant fails to comply with any of the conditions that were imposed by the city in conjunction with the approval.
- The right to develop in accordance with the approved Development Plan (PUD Development Permit) shall lapse if the development shown on the approved document is not commenced within 2 years from the date of approval, or if development ceases for at least 180 days after work has begun.
- An approval shall authorize only the development described in the approved application.

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DEVELOPMENT PLAN (PUD DEVELOPMENT PERMIT) FLOWCHART:



REVIEW PROCESS:

- A request for a Development Plan (PUD Development Permit) is usually initiated by the property owner, or a qualified representative, through the pre-application process.
- A complete application is submitted for review.
 - ➔ At the time of submittal, staff will determine if the application is complete (**incomplete applications will not be accepted and will be returned without review**).
 - ➔ The city will refer the application out to various departments within the city and outside organizations for review and comment.
 - ➔ After a review period of approximately 3 weeks, the case will be discussed at the internal Development Review Team (DRT) meeting. After the DRT meeting, the applicant will receive a comment letter identifying necessary revisions and questions to be answered.
 - ➔ The applicant will address these comments and resubmit to the city for an additional review cycle of approximately 2 weeks. This process will continue until all comments are resolved (may involve multiple review cycles) and the application is ready for the administrative approval process or public hearing.
- Once an administrative application is ready for approval, the Director of Community Development will approve or approve with conditions the Development Plan (PUD Development Permit).
- For Development Plans (PUD Development Permits) that accompany other public hearing applications, the body that has the authority to approve the public hearing application also will approve the Development Plan (PUD Development Permit).
- The Certificate of Occupancy shall not be issued until all final inspections have been conducted and approved.

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- Maintenance of the property in compliance with the approved Development Plan (PUD Development Permit) shall be a condition of the Certificate of Occupancy.

DEVELOPMENT PLAN APPROVAL CRITERIA:

1. Complies with city standards;
2. Is consistent with any previously approved subdivision plat, rezoning concept plan, or other plans or land use approvals;
3. Provides adequate mitigation for any significant adverse impacts resulting from the use; and
4. Creates a positive precedent for the future cumulative development of the immediate area.

PUD DEVELOPMENT PERMIT APPROVAL CRITERIA:

1. Complies with city standards;
2. Is consistent with any previously approved PUD Zone Document, rezoning concept plan, or other plans or land use approvals;
3. Provides adequate mitigation for any significant adverse impacts resulting from the use;
4. Creates a positive precedent for the future cumulative development of the immediate area;
5. Provides utilities, drainage, and other necessary facilities in accordance with the final PUD Development Permit; and
6. If the proposed PUD Development Permit includes mixed-use areas, then:
 - a. The elements of the PUD Development Permit such as streets, structures, parking areas, pedestrian walkways, courtyards, plazas, landscaping, service areas, open spaces, bicycle movement provisions, screening, lighting, and maintenance and storage facilities are arranged and designed to further the purpose and intent of the PUD Zone District;
 - b. Design and location of ingress and egress minimize traffic congestion on public and private streets; and
 - c. The residential design will provide a positive effect on the environment of the citizens who will occupy the residences.

SUBMITTAL REQUIREMENTS FOR SINGLE-LOT DEVELOPMENT:

- 1 copy of the development review application and the non-refundable review fee.
- 1 copy of the general warranty deed, with a complete legal description, for the subject property.
- 1 copy of an unstapled 11" x 17" version of the plan.

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- ❑ 1 copy of a preliminary contact letter from the South Adams County Water and Sanitation District.
- ❑ 1 copy of an architectural review committee approval letter (if applicable).
- ❑ 15 **folded** paper copies (18" x 24" to 24" x 36") of the proposed Development Plan or PUD Development Permit. The submittal shall include:
 - ➔ A Site Plan
 - ➔ Architectural Elevations of all sides of the proposed building(s) and all existing or remaining building(s).
 - ➔ A Utility Plan (if applicable)
 - ➔ A Landscape Plan
 - ➔ A Grading Plan (if applicable)
 - ➔ A Drainage Study (if applicable – determined by the Public Works Department)
 - ➔ A Traffic Study (if applicable – determined by the Public Works Department)
 - ➔ A Lighting Plan (if applicable)
 - ➔ A Phasing Plan (if applicable) (mandatory for multi-family)
- ❑ 15 **folded** paper copies (18" x 24" to 24" by 36") of a truck circulation plan for uses that are truck dependent.
- ❑ 15 paper copies of a narrative for the project that:
 - ➔ Discusses the use of the property and the scope of the project.
 - ➔ Describes site layout and circulation.
 - ➔ Identifies the anticipated number of employees.
 - ➔ Identifies the hours of operation.
 - ➔ Highlights the anticipated number of vehicles or deliveries.
 - ➔ Discusses any buffering of neighboring land uses.
 - ➔ Discusses any phasing of the project, construction timelines, and the anticipated time frame for opening the development.
 - ➔ Any other relevant information.

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- 1 color/material board for all proposed or existing buildings that are a part of the proposed development. **Dimensions of the color/material board shall not exceed 24 inches by 24 inches**, with all material samples securely fastened to the board. Multiple boards and individual material samples over 12 inches in size are prohibited without prior approval from planning staff. The color/material board will not be returned to the applicant after development plan approval.
- 15 **folded** paper copies of an address plat that shows all street names and addresses for all lots/buildings within the proposed development.
- 1 electronic copy of all documents in .pdf format on a CD or thumb drive.
- City Council, Planning Commission, or staff may require additional information or technical studies on a case-by-case basis.

SUBMITTAL REQUIREMENTS FOR MULTI-LOT RESIDENTIAL DEVELOPMENT:

- 1 copy of the development review application and the non-refundable review fee.
- 1 copy of the general warranty deed, with a complete legal description, for the subject property.
- 1 copy of an unstapled 11" x 17" version of the plan.
- 1 copy of a preliminary contact letter from the South Adams County Water and Sanitation District.
- 15 **folded** paper copies (18" x 24") of the Final Subdivision (Plat) Application.
- 15 paper copies of a Phasing Plan (if applicable).
- 15 paper copies of a narrative for the project.
 - ➔ The use and scope of the project.
 - ➔ Site layout and circulation.
 - ➔ Buffering of neighboring land uses.
 - ➔ Any other relevant information.
- 15 **folded** paper copies of a Landscape Plan for all common areas, drainage, parks, trails, etc. (see the Facts to Know for Landscape Plans for more information).
- 15 **folded** paper copies of an address plat that shows all street names and addresses for all lots/buildings within the proposed development.
- 15 **folded** paper copies of a Utility Plan (if applicable).

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- 15 **folded** paper copies of a Lighting Plan (if applicable).
- 5 paper copies of a Drainage Study (if applicable – determined by the Public Works Department).
- 5 paper copies of a Traffic Study (if applicable – determined by the Public Works Department).
- 3 paper copies of the construction plans for the public improvements.
- 2 paper copies of an original bound, signed, and sealed preliminary geotechnical report by a P.E. licensed in the state of Colorado.
- 1 color/material board for any buildings that are to be constructed (if applicable).
- 1 electronic copy of all documents in .PDF format on a CD-ROM or thumb drive.
- City Council, Planning Commission, or staff may require additional information or technical studies on a case-by-case basis.

Subsequent sheets contain the review checklist that staff will use to review all submitted Development Plans and PUD Development Permit applications.

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Case #: _____

DEVELOPMENT PLAN (PUD DEVELOPMENT PERMIT) CHECKLIST

ALL SHEETS SHALL INCORPORATE THE FOLLOWING:

No.	Item	Yes	No	Comment(s)	(P/E)
1	18" x 24" to 24" x 36" sheet with 1/2" border on the top, bottom and right with a 2" border on the left.	<input type="checkbox"/>	<input type="checkbox"/>		P
2	The precise name of the subdivision, township, section, range, city, county, state, and sheet number.	<input type="checkbox"/>	<input type="checkbox"/>		P/E
3	The name of the PUD (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>		P
4	The name, telephone number, and email address of the Architect and/or Engineer designing the plans.	<input type="checkbox"/>	<input type="checkbox"/>		P
5	The date the plans were submitted and/or resubmitted.	<input type="checkbox"/>	<input type="checkbox"/>		P
6	A suitable scale (written and graphic).	<input type="checkbox"/>	<input type="checkbox"/>		P/E
7	A north arrow.	<input type="checkbox"/>	<input type="checkbox"/>		P
8	The Assessor's Parcel Identification Number (PIN).	<input type="checkbox"/>	<input type="checkbox"/>		P/E
9	<p>An approval certificate: For those applications receiving staff approval: <u>City Staff Certificate:</u> Approved by the Department of Community Development of the City of Commerce City, this ____ day of _____, 20____.</p> <p>_____</p> <p>Department of Community Development</p> <p>For those applications receiving City Council approval: <u>City Council Certificate:</u> Approved by the City Council of Commerce City, this ____ day of _____, 20____.</p> <p>_____</p> <p>City Signature</p>	<input type="checkbox"/>	<input type="checkbox"/>		P

SITE PLAN:

No.	Item	Yes	No	Comment(s)	(P/E)
1	The lot configuration and length of all property lines in feet and inches.	<input type="checkbox"/>	<input type="checkbox"/>		P/E
2	The arrangement and size of all existing and proposed buildings including all setbacks for all structures from all property lines.	<input type="checkbox"/>	<input type="checkbox"/>		P
3	The name, width, and location of all nearby streets (both public and private).	<input type="checkbox"/>	<input type="checkbox"/>		P/E
4	If applicable, show the location, dimensions, and name of all bike paths, easements, utilities, railroad right-of-way, floodplains, water courses, floodways, wetlands, parks, and open space.	<input type="checkbox"/>	<input type="checkbox"/>		P/E
5	Show the existing features on the site, such as trees, ditches, utility poles, fences, signage, and indicate whether or not they are to remain.	<input type="checkbox"/>	<input type="checkbox"/>		P/E

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SITE PLAN:						
No.	Item	Yes	No	Comment(s)	(P/E)	
6	The project statistics should be shown in a table with the following information:					P
	a.	Gross and Net acreage of the site.	<input type="checkbox"/>	<input type="checkbox"/>		
	b.	Square footage of all existing and proposed buildings.	<input type="checkbox"/>	<input type="checkbox"/>		
	c.	Gross density (for residential developments).	<input type="checkbox"/>	<input type="checkbox"/>		
	d.	Net square footage of all landscape areas (including within the right-of-way).	<input type="checkbox"/>	<input type="checkbox"/>		
	e.	Lot coverage and FAR of all buildings and structures as a percentage of the total net area of the site.	<input type="checkbox"/>	<input type="checkbox"/>		
	f.	Number of parking spaces required and the amount provided on site	<input type="checkbox"/>	<input type="checkbox"/>		
	g.	Type of building construction and occupancy.	<input type="checkbox"/>	<input type="checkbox"/>		
	h.	The current and (if applicable) the requested zoning designation.	<input type="checkbox"/>	<input type="checkbox"/>		
	i.	The number of unit types, square footage by unit type, number of stories, and number of units per building (for residential developments).	<input type="checkbox"/>	<input type="checkbox"/>		
	j.	Estimated number of employees.	<input type="checkbox"/>	<input type="checkbox"/>		
k.	Number of fixed seats (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>			
7	All driveways, loading areas, queuing areas for drive-thru uses, and parking spaces are shown including dimensions.	<input type="checkbox"/>	<input type="checkbox"/>		P/E	
8	All vertical curb locations including specifications and dimensions are shown.	<input type="checkbox"/>	<input type="checkbox"/>		P/E	
9	All required ADA spaces are shown with striping and dimensions.	<input type="checkbox"/>	<input type="checkbox"/>		P/E	
10	The widths of all drive aisles are shown.	<input type="checkbox"/>	<input type="checkbox"/>		P/E	
11	All bike parking facilities are shown.	<input type="checkbox"/>	<input type="checkbox"/>		P	
12	All proposed pavement materials are listed.	<input type="checkbox"/>	<input type="checkbox"/>		P/E	
13	All access points, including all entrances, exists, sidewalks, and walkways are shown with dimensions.	<input type="checkbox"/>	<input type="checkbox"/>		P/E	
14	The locations of all existing and proposed fences or retaining walls.	<input type="checkbox"/>	<input type="checkbox"/>		P/E	
15	The location and dimensions of all trash enclosures.	<input type="checkbox"/>	<input type="checkbox"/>		P	
16	Any monument signage.	<input type="checkbox"/>	<input type="checkbox"/>		P/E	
17	If applicable, the location of community mailboxes or kiosks.	<input type="checkbox"/>	<input type="checkbox"/>		P/E	
18	If applicable, all phases clearly delineated.	<input type="checkbox"/>	<input type="checkbox"/>		P/E	
19	If multiple undeveloped lots exist, the following note must appear on all undeveloped lots: "No vehicle access, parking, or use of any kind is allowed on this lot until a development plan or PUD development permit is approved by the city."	<input type="checkbox"/>	<input type="checkbox"/>		P/E	

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SITE PLAN:					
No.	Item	Yes	No	Comment(s)	(P/E)
	The following Development Plan Notes are required:				
20	a. Lighting Note: In the interest of compatibility of surrounding land uses, illumination of any kind on private property shall be directed and controlled in such a manner so that there shall be no direct rays of light which extend beyond the boundaries of the property from which it originates.	<input type="checkbox"/>	<input type="checkbox"/>		P
	b. Trash Enclosure Note: Trash enclosures shall be constructed to a minimum height of 6-feet and of the same or complimentary material and color as the main building.	<input type="checkbox"/>	<input type="checkbox"/>		
	c. Screening Note: Roof mounted electrical and mechanical equipment shall be placed or screened such that the equipment is not visible from any point. Such equipment shall be screened with the same materials and colors as the main building.	<input type="checkbox"/>	<input type="checkbox"/>		
	d. Signage Note: Approval of a sign permit is required in addition to development plan approval. Sign locations shown on the development plan will be reviewed for possible conflicts with sight triangles and easements. These signs will not be approved by the development plan review process or approval of this development plan. All signs must conform to the city's standards.	<input type="checkbox"/>	<input type="checkbox"/>		
	e. Fencing Note: Approval of a fence permit is required in addition to development plan approval. All fences must conform to the city's standards.	<input type="checkbox"/>	<input type="checkbox"/>		
	f. Downspout Note: No roof downspout outfalls will be allowed to drain over sidewalks, bike paths, or any other pedestrian route.	<input type="checkbox"/>	<input type="checkbox"/>		
	g. Americans with Disabilities Note: The applicant has the obligation to comply with all applicable requirements of the American Disabilities Act. Approval of this development plan does not constitute compliance with this Act.	<input type="checkbox"/>	<input type="checkbox"/>		
	h. Construction Note: The approval of this development plan does not constitute final approval of grading, drainage, utility, public improvements and building plans. These plans must be reviewed and approved by the appropriate agency prior to the issuance of building permits.	<input type="checkbox"/>	<input type="checkbox"/>		
	i. Underground Utility Note: All overhead utilities serving this site must be placed underground per the Land Development Code.	<input type="checkbox"/>	<input type="checkbox"/>		

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DETAIL ELEVATIONS:

No.	Item	Yes	No	Comment(s)	(P/E)
1	Elevations for all shopping cart corral/storage.	<input type="checkbox"/>	<input type="checkbox"/>		P
2	The elevations of all trash enclosures.	<input type="checkbox"/>	<input type="checkbox"/>		P
3	Screens for ground mounted equipment.	<input type="checkbox"/>	<input type="checkbox"/>		P
4	All existing and proposed fencing or retaining wall elevations.	<input type="checkbox"/>	<input type="checkbox"/>		P/E
5	All existing and proposed signage.	<input type="checkbox"/>	<input type="checkbox"/>		P
6	All elevations for any community mailboxes or kiosks.	<input type="checkbox"/>	<input type="checkbox"/>		P
7	All elevations for all bike racks.	<input type="checkbox"/>	<input type="checkbox"/>		P

ARCHITECTURAL ELEVATIONS:

No.	Item	Yes	No	Comment(s)	(P/E)
1	Architectural elevations for all four sides of all buildings with labels for each elevation shall be provided. *All elevations shall be void of landscaping to clearly demonstrate the aesthetic impact of the buildings.*	<input type="checkbox"/>	<input type="checkbox"/>		P
2	The heights of all buildings and structures shall be labeled.	<input type="checkbox"/>	<input type="checkbox"/>		P
3	All materials and colors for all elevations shall be identified and correspond to the submitted color/material board.	<input type="checkbox"/>	<input type="checkbox"/>		P
4	All building details such as utility fixtures shall be labeled on the plans.	<input type="checkbox"/>	<input type="checkbox"/>		P
5	The roof plan with cross sections indicating any roof mounted equipment locations with screening shall be provided.	<input type="checkbox"/>	<input type="checkbox"/>		P

LIGHTING PLAN:

No.	Item	Yes	No	Comment(s)	(P/E)
1	A Photometric plan indicating compliance with the city's lighting ordinance.	<input type="checkbox"/>	<input type="checkbox"/>		P
2	All light specifications from the manufacturer including drawings, colors, pole heights, type of light source, etc.	<input type="checkbox"/>	<input type="checkbox"/>		P

UTILITY PLAN:

No.	Item	Yes	No	Comment(s)	(P/E)
1	Label and dimensions for all existing and proposed utility lines, both underground and overhead for both on and off site in addition to all other necessary utility improvements.	<input type="checkbox"/>	<input type="checkbox"/>		P
2	Show the location for all existing and proposed fire hydrants.	<input type="checkbox"/>	<input type="checkbox"/>		P
3	If applicable, show the size of off-site utility upgrades.	<input type="checkbox"/>	<input type="checkbox"/>		P

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OUTDOOR STORAGE/CIRCULATION PLAN (IF NECESSARY):					
No.	Item	Yes	No	Comment(s)	(P/E)
1	If applicable, the location for the parking or storage of tractor-trailer's, heavy construction equipment, or other similar items.	<input type="checkbox"/>	<input type="checkbox"/>		P/E
2	The exact location and square footage of the outdoor storage area.	<input type="checkbox"/>	<input type="checkbox"/>		P/E
3	The location, height, and type of the screened fence, including any gate locations around the storage area.	<input type="checkbox"/>	<input type="checkbox"/>		P/E
4	The surface area of the storage area is clearly identified for asphalt, concrete, recycled asphalt, recycled concrete, or other material as approved by the City Engineer.	<input type="checkbox"/>	<input type="checkbox"/>		P/E
5	A description and the height of the material to be stored outside.	<input type="checkbox"/>	<input type="checkbox"/>		P
6	All drive aisles are clearly identified and adequate for emergency response.	<input type="checkbox"/>	<input type="checkbox"/>		P/E
7	The following note must appear on all outdoor storage plans: "Outdoor storage cannot exceed the height of the fence."	<input type="checkbox"/>	<input type="checkbox"/>		P

LANDSCAPE PLAN:	
See the separate Landscape Plan Checklist in the Landscape Plan Facts to Know.	