

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: 4 to 6 months
 - Public Hearing: 6 to 12 months
 - Staff will help determine if an application will be approved administratively or by public hearing.

GENERAL NOTES:

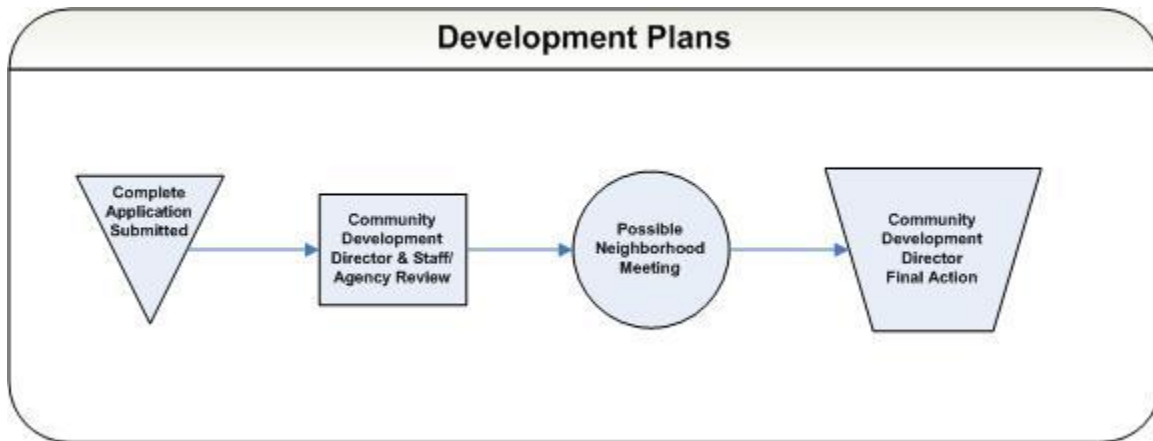
- A Development Plan (PUD Development Permit) is required prior to the submittal of a building permit for the following types of development:
 - Any commercial or industrial development on vacant property.

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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 A DEVELOPMENT PLAN:

Please note that incomplete submittals will not be accepted for review. Any inaccurate or incomplete information provided by the applicant may cause the application to be returned to the applicant and/or delay review cycles which may impact the case completion time frame. Please visit c3gov.com/etrakit for complete information for submitting for this application type. The following items will need to be included in your submittal package.

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- Property Owner Authorization and non-refundable application fee
- General warranty deed, with a complete legal description, for the subject property.

- A preliminary contact letter from the South Adams County Water and Sanitation District.
- 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 Landscape Plan
- Truck circulation plan for uses that are truck dependent.
- 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.
- Material/Color board for all proposed or existing buildings that are a part of the proposed development.
- Address plat that shows all street names and addresses for all lots/buildings within the proposed development (applies to multiple buildings on a single lot, or multiple buildings on multiple lots).
- Pre-App Response Letter addressing all comments (If Applicable)

- Hard Copy Requirements
 - ➔ 1 paper copy of the Property Owner Authorization

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- ➔ 1 **folded** paper copy (18" x 24" to 24" x 36") of the proposed Development Plan or PUD Development Permit.

- ➔ 1 Hard Copy of the Material/Color Board with **dimensions of the color/material board not exceeding 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.

Additional Materials Required by Staff may include

- ➔ A Grading Plan
- ➔ A Lighting Plan
- ➔ A Traffic Study (determined by the Public Works Department)
- ➔ A Phasing Plan (mandatory for multi-family)
- ➔ A Drainage Study (determined by the Public Works Department)
- ➔ A Utility Plan

- City Council, Planning Commission, or staff may require additional information or technical studies on a case-by-case basis.

ADDITIONAL REQUIREMENTS FOR MULTI-LOT DEVELOPMENT:

- Final Subdivision (Plat) Application.
- Landscape Plan for all common areas, drainage, parks, trails, etc. (see the Facts to Know for Landscape Plans for more information).
- Construction plans for the public improvements.
- Preliminary geotechnical report by a P.E. licensed in the state of Colorado.

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 ½" border on the top, bottom and right with a 2" border on the left.				P
2	The precise name of the subdivision, township, section, range, city, county, state, and sheet number.				P/E
3	The name of the PUD (if applicable).				P
4	The name, telephone number, and email address of the Architect and/or Engineer designing the plans.				P
5	The date the plans were submitted and/or resubmitted.				P
6	A suitable scale (written and graphic).				P/E
7	A north arrow.				P
8	The Assessor's Parcel Identification Number (PIN).				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>				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.				P/E
2	The arrangement and size of all existing and proposed buildings including all setbacks for all structures from all property lines.				P
3	The name, width, and location of all nearby streets (both public and private).				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.				P/E
5	Show the existing features on the site, such as trees, ditches, utility poles, fences, signage, and indicate whether or not they				P/E

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

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SITE PLAN:					
No	Item	Yes	No	Comment(s)	(P/E)
	this lot until a development plan or PUD development permit is approved by the city.”				
	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.				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.				
	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.				
	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.				
	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.				
	f. Downspout Note: No roof downspout outfalls will be allowed to drain over sidewalks, bike paths, or any other pedestrian route.				
	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.				
	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.				
	i. Underground Utility Note:				

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SITE PLAN:

No.	Item	Yes	No	Comment(s)	(P/E)
	All overhead utilities serving this site must be placed underground per the Land Development Code.				

DETAIL ELEVATIONS:

No.	Item	Yes	No	Comment(s)	(P/E)
1	Elevations for all shopping cart corral/storage.				P
2	The elevations of all trash enclosures.				P
3	Screens for ground mounted equipment.				P
4	All existing and proposed fencing or retaining wall elevations.				P/E
5	All existing and proposed signage.				P
6	All elevations for any community mailboxes or kiosks.				P
7	All elevations for all bike racks.				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.*				P
2	The heights of all buildings and structures shall be labeled.				P
3	All materials and colors for all elevations shall be identified and correspond to the submitted color/material board.				P
4	All building details such as utility fixtures shall be labeled on the plans.				P
5	The roof plan with cross sections indicating any roof mounted equipment locations with screening shall be provided.				P

LIGHTING PLAN:

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

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	site in addition to all other necessary utility improvements.				
2	Show the location for all existing and proposed fire hydrants.				P
3	If applicable, show the size of off-site utility upgrades.				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.				P/E
2	The exact location and square footage of the outdoor storage area.				P/E
3	The location, height, and type of the screened fence, including any gate locations around the storage area.				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.				P/E
5	A description and the height of the material to be stored outside.				P
6	All drive aisles are clearly identified and adequate for emergency response.				P/E
7	The following note must appear on all outdoor storage plans: "Outdoor storage cannot exceed the height of the fence."				P

LANDSCAPE PLAN:

See the separate Landscape Plan Checklist in the Landscape Plan Facts to Know.