

## 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 Current Planning 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 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: \_\_\_\_\_ **N/A**
2. **Traffic Impact Study (TIS)** scoping meeting held on: \_\_\_\_\_
3. **Application Checklist.** Complete this checklist verifying submittal of the required information.
4. **Application.** Complete and sign the **Application** on the City's Current Planning website.
5. **Vicinity Map** identifying the project site within the neighborhood context, including the nearest major cross streets, scale and North arrow.
6. **Narrative** describing the following:
  - a. Intent of the PUD;
  - b. How the proposal meets the PUD Standards listed in Section 18.17.08.07.G of the Unified Development Code; and
  - c. Table of deviations listing the specific section of the UDC that is proposed to be varied, the requested deviation, and a justification/reasoning for the deviation.
7. **Legal Description** of the PUD boundaries in a Microsoft Word format. **On file with the City**

8. **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. N/A

9. **Master Traffic Impact Study** per the City's Street Standards available on the City's website, unless waived by the Transportation Development Division. If not included, please indicate the reason below:

10. **Site Inventory Map** prepared by a land planner, licensed landscape architect, licensed surveyor, or similar professional if the site contains one or more of the below environmentally sensitive areas. The map shall be prepared in accordance with the *Environmentally Sensitive Areas Report and Site Inventory Mapping Requirements* available on the City's Current Planning website. The site inventory map will be reviewed by the City to determine if an Environmentally Sensitive Areas Report is required (See item 11).

- i. Mature stands of vegetation;
- ii. Irrigational canals, ditches and water courses;
- iii. Wildlife Habitat Areas and Corridors; or
- iv. Environmentally Sensitive Areas listed in 12d that are located within 100 feet of the property boundaries but not within the property boundaries.

Included within the Environmentally Sensitive Areas Reports in Section 14 .

11. **Environmentally Sensitive Areas Report** prepared by a qualified biologist if the site contains one or more of the following environmentally sensitive areas. The report shall be prepared in accordance with the *Environmentally Sensitive Areas Report and Site Inventory Mapping Requirements* available on the City's Current Planning website.

- i. Any of the environmentally sensitive areas as identified in the "City of Loveland Natural Areas Sites";
- ii. Land within the ordinary high water mark of a river, stream, creek, lake, or reservoir;
- iii. Jurisdictional or non-jurisdictional wetlands;
- iv. Existing drainage patterns and areas within the floodway and flood fringe including areas within designated floodways or floodplains of major drainages as well as smaller tributary drainages without designated floodways or floodplains; or
- v. Fault and aquifer recharge and discharge areas.

Included within the Environmentally Sensitive Areas Reports in Section 14 .

12. **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 information. Each section must be included as one or more sheets unless listed as Not Applicable in the Table of Contents. The document shall be prepared in accordance with the *Zoning Document Template* available on the City's Current Planning website.

1) *Section 1 Cover Sheet(s).*

- a) Vicinity map at a suitable scale showing all roadways within ½ mile of the property;
- b) Legal description;
- c) Signature blocks in accordance with city standards; and
- d) Table of contents for all sheets within the PUD zoning document.

2) *Section 2 Land Plan Sheet(s).*

- a) North arrow and scale (written and graphic) on all sheets at a suitable scale. If it is not possible to contain the entire development on the first sheet at this scale then the first sheet in this section shall contain a composite drawing showing the entire development with match lines and designated sheet numbers;
- b) Perimeter property lines with measurements;
- c) Existing easements and existing buildings, structures, or facilities to remain, including above ground transmission lines and substantial underground utilities such as pipelines;
- d) Existing and platted streets within or adjacent to the proposed development with right-of-way dimensions and street names;
- e) Location and type of existing and proposed vehicle access points along the perimeter of the property;
- f) Location of environmentally sensitive areas, mature trees, drainage courses, ditches, and an indication whether these areas will be preserved, modified, or removed;
- g) Existing topography at no greater than 5-foot contour intervals, and any significant grading proposed;
- h) Proposed collector or arterial streets within or adjacent to the proposed development with right-of-way dimensions and street names;
- i) Land use and zoning district designations for adjacent properties;
- j) The development areas or parcels within the property shall be labeled with the proposed land use(s), total acres and square feet, development density by dwelling units per acre and/or floor area ratio, and maximum area to be used for outdoor storage and large vehicle parking;
- k) Location of proposed parks, trails, and amenity areas;
- l) Locations of proposed storm detention and/or retention facilities; and
- m) Any proposed transition or buffer areas (if applicable).

3) *Section 3 Building Bulk standards and site development standards.*

- a) A building bulk standards table including the proposed development parcels and building type(s) permitted within the parcel (i.e. single-family detached, townhouse, commercial, industrial) along the vertical axis (rows) and the proposed standards (i.e. lot size, lot frontage, building setback, building height, floor area, dwelling unit area, lot coverage, parking and loading) along the horizontal axis (columns). Additional tables may be added for landscaping requirements and signage or a statement shall be added that the city development standards as adopted and amended shall apply.
- b) A section may be added granting the Director of Development Services the authority to approve administrative amendments to the bulk standards and site development standards provided there is a specific maximum percentage or

amount that can be approved administratively. All other administrative approvals shall be subject to those permitted by section F.

4) *Section 4 Land Use Schedule.*

- a) A land use table including the proposed development area(s) along the horizontal axis (columns) and a list of specific land uses along the vertical axis (rows). The table shall indicate whether a specific land use is a use-by-right, conditional use, accessory use, temporary use, or excluded use within each proposed development area.

5) *Section 5 Public and Private Improvements.*

- a) A narrative description and/or graphic plan detailing landscape standards for public and private parks, open spaces, drainage facilities and proposed utilities within the property as applicable.
- b) Street cross section design for all streets within and along the perimeter of the property that do not meet the Larimer County Urban Area Street Standards (LCUASS).

6) *Section 6 Design Standards*

A narrative description and/or graphic drawings defining the character of the buildings and site development improvements to be constructed in each development parcel including the color, type, and percentage of materials used in construction of the proposed buildings, building massing, roof line slope and type, and other specific architectural features that may be provided or a statement shall be added that the city design and development standards as adopted or amended shall apply;

- a) A narrative of architectural elements or building materials that the applicant may want to prohibit within the PUD zoning document may be added.

7) *Section 7 Proposed Deviations*

A list of alternative or deviations to the Unified Development Code standards requested with the PUD.

## **Required Items not Needed with Initial Application**

- 13. **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 Current Planning 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.
- 14. **Community Participation Report** is required within two weeks after the neighborhood meeting and prior to the public hearing. The report must include the information as set forth in the *Community Participation Report Requirements* on the City's Current Planning website.

15. **Affidavits of Notice** for posting signs and sending letters prior to holding a neighborhood meeting or public hearing. *Affidavit Templates* are available on the City's Current Planning website. All notices must be fulfilled at least 15 days prior to the meeting or hearing.