



MIXED USE (MU) DISTRICT

Case#: RZ- _____ - _____

Proj. Name: _____
(Fee Agreement)

All MU District applications must be submitted and processed simultaneously with the processing of subdivision and development plan applications for the property. This includes all pre-application conferences, Planning Commission visioning meetings, sketch plan, preliminary plat and final plat applications, and all required public hearings. Scheduling requirements for MU applications will match those specified for sketch plans and preliminary and final plats. Development within a MU District cannot occur until a final plat and final development plan for the portion of the property to be developed has been approved and recorded.

STEP 1: PRELIMINARY MU DEVELOPMENT PLAN

| APP. | TOWN |
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| <input type="checkbox"/> Pre-Application Conference Discuss provisions of the Land Use Code and the applicable requirements, application / review process, submittal requirements, and schedule. | <input type="checkbox"/> |
| <input type="checkbox"/> Application Fee; CK#: _____; Amt: \$ _____ | <input type="checkbox"/> |
| <input type="checkbox"/> Signed Fee Agreement; CK#: _____; Amt: \$ _____ | <input type="checkbox"/> |
| <input type="checkbox"/> Poudre Fire Authority Development Review Fee of \$ _____ | <input type="checkbox"/> |
| <input type="checkbox"/> Surrounding and Interested Property Ownership Report Current list (at most 30 days old) of names and addresses of surrounding property owners (within 500 ft. of the property), mineral interest owners of record, mineral and oil and gas lessees for the property and appropriate ditch companies. Certification that report is complete and accurate. | <input type="checkbox"/> |
| <input type="checkbox"/> General Development Information (20 copies) As part of the Preliminary Plat general development information, provide written and visual materials which describe the MU and specifically address the following items: _ Describe the mixture of primary and secondary uses within the MU development and how they will relate to one another and strengthen the diversity within the overall neighborhood. Include at least 2 of the following categories: civic, commercial, residential, parks or open space and recreation _ Describe the proposed activity center within the project that will serve to bring people together. _ Describe how the development will help to knit the community together through the street and pedestrian network..... _ Describe the mixture of housing types and architectural styles and how they will contribute to the Town's small-town character and diversity and reflect the Design Vocabulary of this Code..... _ Describe how the site design of commercial or civic areas serves to enhance the view from the streets by placing buildings closer to the street and locating parking to the side and rear of buildings. Further, describe how pedestrian movement will be given a priority within the development and how landscaping will be used to provide adequate shade. Provide any additional relevant information which the Town may deem necessary | <input type="checkbox"/> |
| <input type="checkbox"/> Preliminary MU Development Plan (20 – 24" x 36" copies) Prepare the preliminary MU development plan using the preliminary plat map as the base. Include on the base a clear graphic and/or written representation of: _ All principal, conditional and accessory uses within each land use category within the MU _ Note any modifications to the underlying zone district(s)..... _ Standards for minimum lot area for principal and accessory uses _ Standards for minimum front, side and rear yard setbacks (include a graphic representation of a typical footprint of all structures in the development) for principal and accessory uses _ Standards for maximum lot coverage for principal and accessory uses _ Standards for maximum floor area ratio (total floor area to total lot area) for principal and accessory uses _ Standards for maximum building height for principal and accessory uses | <input type="checkbox"/> |
| <input type="checkbox"/> Proposed Development Phasing | <input type="checkbox"/> |

Submit all documents above, this form and Preliminary Plat application to complete the Preliminary Plan.

Date Submitted to Town: _____

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| Application Certification of Completion Town must certify application is complete and in compliance with all submittal requirements OR reject it as incomplete and notify Applicant of any deficiencies. If rejected , Staff must prepare a report identifying any issues of concern that must be addressed and forward it to the Applicant. All documents requiring a signature must be signed in BLUE INK . | <input type="checkbox"/> |
| <input type="checkbox"/> Address Staff Comments (Submit to Town Clerk) _ Letter explaining how all of the comments have been addressed..... _ Revised maps and other documents | <input type="checkbox"/> _ _ |
| Final Staff Review and Report to Planning and Zoning Commission Staff will complete a final review of any resubmitted materials and then prepare a report to the Commission explaining how the application is or is not consistent with the preliminary plan review criteria (§16-3-4.H.6.a.). | <input type="checkbox"/> |

TOWN CERTIFICATION OF COMPLETED PRELIMINARY PLAN APPLICATION

Signed: _____ Date: _____

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| Refer Application To Parties of Interest Not less than 45 days before the date scheduled for public hearing or Staff decision, Staff must send information about the application by certified mail to all parties of interest with the Preliminary Plat referral information. | <input type="checkbox"/> |
| Schedule Public Hearing and Complete Public Notification Process Planning and Zoning Commission must schedule a public hearing to review the application based on the review criteria at least 60 days after application is certified complete. Town Clerk must publish notice in a newspaper of general circulation. The hearing may be held no less than 7 days from the date of advertising. Date of Public Hearing: _____ | <input type="checkbox"/> |
| Planning and Zoning Commission Public Hearing and Recommendation The Commission must make a recommendation to the Town Council after the conclusion of the scheduled Public Hearing to approve, conditionally approve, or deny the application. Decision: _____ Date: _____ | <input type="checkbox"/> |
| <input type="checkbox"/> Applicant Addresses Planning and Zoning Commission Conditions Revise the plan based on any conditions of approval and submit to Town Council. | <input type="checkbox"/> |
| Town Council Action The plan will be presented to the Council for its review and action. Town Council may approve, conditionally approve or deny. Decision: _____ Date: _____ | <input type="checkbox"/> |

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STEP 2: FINAL MU DEVELOPMENT PLAN

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| <input type="checkbox"/> Application Fee; CK#: _____; Amt: \$ _____ | <input type="checkbox"/> |
| <input type="checkbox"/> Signed Fee Agreement; CK#: _____; Amt: \$ _____ | <input type="checkbox"/> |
| <input type="checkbox"/> Poudre Fire Authority Development Review Fee of \$ _____. | <input type="checkbox"/> |
| <input type="checkbox"/> General Development Information (20 copies) Written and graphic MU description as part of the Final Plat general development information, based on the materials submitted for the preliminary MU development plan and on comments received from the Town at the time of preliminary plan review. Include all of the items listed above for the preliminary MU development plan, in finalized form. Also include an explanation of how the final MU development plan is consistent with the preliminary MU development plan, or if there are differences, the rationale for the changes. | <input type="checkbox"/> |
| <input type="checkbox"/> Final MU Development Plan Prepare the final MU development plan using the final plat map as the base. Include on the base a clear graphic and written representation of all the information/items required for a preliminary MU development plan as listed above, in finalized form. | <input type="checkbox"/> |
| <input type="checkbox"/> Additional Information, <i>if applicable</i> List and provide any additional relevant information which the Town has deemed necessary. _____ _____ _____ | <input type="checkbox"/> |

Submit all documents above, this form and Final Plat application to complete the Final MU Plan.

Date Submitted to Town: _____

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| <input type="checkbox"/> Application Certification of Completion Town must certify application is complete and in compliance with all submittal requirements OR reject it as incomplete and notify Applicant of any deficiencies. If rejected , Staff must prepare a report identifying any issues of concern that must be addressed and forward it to the Applicant. All documents requiring a signature must be signed in BLUE INK . | <input type="checkbox"/> |
| <input type="checkbox"/> Address Staff Comments (Submit to Town Clerk) | <input type="checkbox"/> |
| <input type="checkbox"/> Final Staff Review and Report to Planning and Zoning Commission Staff will complete a final review of any resubmitted materials and then prepare a report to the Planning and Zoning Commission explaining how the application is or is not consistent with the final plan review criteria (§16-3-4.H.6.b.). | <input type="checkbox"/> |

TOWN CERTIFICATION OF COMPLETED FINAL PLAN APPLICATION

Signed: _____ Date: _____

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| <input type="checkbox"/> Refer Application To Parties of Interest Not less than 45 days before the date scheduled for public hearing or Staff decision, Staff must send information about the application by certified mail to all parties of interest with the Final Plat referral information. | <input type="checkbox"/> |
| <input type="checkbox"/> Schedule Final Plan Public Hearing and Complete Public Notification Process Town must schedule a public hearing before the Planning and Zoning Commission to review the application based on the review criteria. The Town Clerk shall publish notice in a newspaper of general circulation. The hearing may be held no less than 30 days from the date of advertising. Date of Commission Public Hearing: _____ | <input type="checkbox"/> |

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| <p>Planning and Zoning Commission Recommendation The Commission must make a recommendation to the Town Council after the conclusion of the scheduled Public Hearing to approve, conditionally approve, or deny the application.</p> <p style="text-align: center;">Decision: _____ Date: _____</p> | <input type="checkbox"/> |
| <p><input type="checkbox"/> Applicant Addresses Planning and Zoning Commission Conditions Revise the final plan based on any conditions of approval and submit to Town Council.</p> | <input type="checkbox"/> |
| <p>Notify Parties of Interest Not less than 30 days before the date scheduled for the initial Town Council public hearing, Staff must notify all parties of interest with the Final Plat referral information.</p> | <input type="checkbox"/> |
| <p>Schedule Final Plan Public Hearing and Complete Public Notification Process Town Council must schedule a public hearing for review and action on the application based on the review criteria. The Town Clerk will publish notice in a newspaper of general circulation. The hearing may be held no less than 30 days from the date of advertising.</p> | <input type="checkbox"/> |
| <p>Town Council Public Hearing and Action The final plan will be presented to the Council for its review and action at a public hearing. Approval will be by resolution.</p> <p style="text-align: center;">Decision: _____ Date: _____</p> | <input type="checkbox"/> |