



# PLANNED DEVELOPMENT (PD) OVERLAY

Case#: RZ- _____ - _____
Proj. Name: _____ (Fee Agreement)

*Must be submitted and processed simultaneously with the processing of subdivision applications for the property.*

Gross land area (acres) of proposed development: \_\_\_\_\_

## STEP 1: SKETCH PD PLAN

APP.	TOWN
<input type="checkbox"/> Application Fee; CK#: _____; Amt: \$ _____	<input type="checkbox"/>
<input type="checkbox"/> Signed Fee Agreement (§16-1-12); CK#: _____; Amt: \$ _____	<input type="checkbox"/>
<input type="checkbox"/> Poudre Fire Authority Development Review Fee of \$ _____	<input type="checkbox"/>
<input type="checkbox"/> Written Consent of Landowner(s) No PD may be approved by the Town without the written consent of the landowner(s) whose property is included within the PD.	<input type="checkbox"/>
<input type="checkbox"/> Sketch Written PD description _ List all subdivision regulation exceptions proposed for the PD ..... _ Identify underlying zoning district(s) for the property and describe any proposed modifications and/or restrictions to the allowed uses and/or standards within the district(s) ..... _ If any conditional uses are requested, explain how the conditional use review criteria will be addressed..... _ Identify and explain the benefits which will be provided by the PD to offset the impact of the modifications requested..... _ Explain how the proposed PD will be compatible with adjacent neighborhoods which now exist or are proposed in the future. Describe any proposed buffering techniques which serve to achieve such compatibility..... _ Provide any additional relevant information which the Town considers necessary .....	<input type="checkbox"/>

*Submit all documents above with this form and a completed Land Use Application to complete the Sketch Plan.*

Date Submitted to Town: \_\_\_\_\_

<b>Application Certification of Completion</b> 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 <b>rejected</b> , 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 <b>BLUE INK</b> .	<input type="checkbox"/>
<input type="checkbox"/> Address Application Deficiencies, <i>if applicable</i> Correct any deficiencies in the application package, if necessary, and submit the required number of revised copies of the application.	<input type="checkbox"/>

### TOWN CERTIFICATION OF COMPLETED SKETCH PD PLAN APPLICATION

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Planning and Zoning Commission Review</b> At the next available meeting (at least 3 weeks after application submittal), the Commission will review the sketch plan application and provide input regarding how well the project addresses the sketch plan review criteria (§3-4-O8a). The Commission will then recommend to the Town Council approval, approval with conditions, or denial.  Decision: _____ Date: _____	<input type="checkbox"/>
<b>Town Council Action</b> Town Council will review the sketch plan at its next available meeting, and will approve, conditionally approve or deny the application based on accordance with the Land Use Code.  Decision: _____ Date: _____	<input type="checkbox"/>

# PLANNED DEVELOPMENT (PD) OVERLAY

## STEP 2: PRELIMINARY PD PLAN

APP.	TOWN
<input type="checkbox"/> Preliminary Written PD description _ All information listed under Sketch Written PD Description ..... _ An explanation of how the preliminary PD plan is consistent with the sketch PD plan, or if there are differences, the rationale for the changes..... _ Draft copies of owners' association documents (covenants, conditions, restrictions and any architectural design guidelines) that provide an acceptable program for the continuing maintenance of open space, recreational areas, walkways, and private streets within the PD; that detail the type of organizational structure responsible for such ongoing maintenance; and that provide for architectural review based on the design guidelines ..... _ Any additional relevant information which the Town considers necessary .....	<input type="checkbox"/> - - - -
<input type="checkbox"/> Preliminary PD Plan Map (20 - 24" x 36" copies) Prepare this map using the preliminary plat map as the base (refer to §16-4-6-C or Preliminary Plat Review Criteria form for standards and format). 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 PD..... _ Any modifications to the uses of the underlying zone district(s) ..... _ Standards for minimum lot area 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..... _ Standards for parking requirements for principal, accessory, and conditional uses ..... _ Any additional relevant information which the Town may deem necessary .....	<input type="checkbox"/> - - - - - - - -
<input type="checkbox"/> Proposed Development Phasing	<input type="checkbox"/>
<input type="checkbox"/> Rezoning Technical Criteria and Land Use Application An application for a PD Overlay District amendment to the official zoning map shall be processed and subject to public hearings in the same manner as for other amendments to the official zoning map. Rezoning to a PD Overlay District must occur concurrently with a preliminary plat / preliminary PD development plan. Public hearings for the zoning of a property as a PD Overlay District and for Preliminary PD development plan approval may be combined or can occur separately.	<input type="checkbox"/>

*Submit all documents above with this form to complete the Preliminary Plan.*

**Date Submitted to Town:** \_\_\_\_\_

<b>Application Certification of Completion</b> 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 <b>rejected</b> , 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 <b>BLUE INK</b> .	<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"/> - -
<b>Final Staff Review and Report to Planning and Zoning Commission</b> 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 PD plan review criteria (§ 16-3-4-N-8).	<input type="checkbox"/>

### TOWN CERTIFICATION OF COMPLETED PRELIMINARY PD PLAN APPLICATION

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

# PLANNED DEVELOPMENT (PD) OVERLAY

APP.	TOWN
<p><b>Schedule Public Hearing and Complete Public Notification Process</b>            Planning and Zoning Commission must schedule a public hearing to review the application based on the preliminary PD plan 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.</p> <p style="text-align: center;">Date of Public Hearing: _____</p>	<input type="checkbox"/>
<p><b>Planning and Zoning Commission Public Hearing and Recommendation</b>            The Commission must make a recommendation to the Town Board 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><b>Applicant Addresses Planning and Zoning Commission Conditions</b>            Applicant will revise the PD plan based on any conditions of approval and submit it to Town Board.</p>	<input type="checkbox"/>
<p><b>Town Council Action</b>            The PD plan will be presented to the Council for its review and action. Town Council may approve, conditionally approve or deny.</p> <p style="text-align: center;">Decision: _____ Date: _____</p>	<input type="checkbox"/>

## STEP 3: FINAL PD PLAN

APP.	TOWN
<p><input type="checkbox"/> <b>Written PD Description</b>            Description as part of the general development information, based on the materials submitted for the preliminary PD 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 PD development plan, in finalized form. Also include an explanation of how the final PD development plan is consistent with the preliminary PD development plan, or if there are differences, the rationale for the changes.</p>	<input type="checkbox"/>
<p><input type="checkbox"/> <b>Final PD Development Plan Map</b>            Prepare map using the final plat map as the base (refer to §16-4-7-C or Major Subdivision Technical Criteria Form for standards and format). Include on the base a clear graphic and written representation of all of the information/items required for a preliminary PD development plan, in finalized form.</p>	<input type="checkbox"/>
<p><input type="checkbox"/> <b>Provide any additional information which the Town deems necessary</b>            List all additional attachments.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<input type="checkbox"/>

*Submit all documents above with this form to complete the Final PD Plan.*

**Date Submitted to Town:** \_\_\_\_\_

# PLANNED DEVELOPMENT (PD) OVERLAY

APP.	TOWN
<p><b>Application Certification of Completion</b> 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 <b>rejected</b>, 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 <b>BLUE INK</b>.</p>	<input type="checkbox"/>
<p><input type="checkbox"/> <b>Address Staff Comments (Submit to Town Clerk)</b>            _ Letter explaining how all of the comments have been addressed.....            _ Revised maps and other documents.....</p>	<input type="checkbox"/> - -
<p><b>Final Staff Review and Report to Planning and Zoning Commission</b> 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 PD Review Criteria (§16-3-4 N 8).</p>	<input type="checkbox"/>

### TOWN CERTIFICATION OF COMPLETED FINAL PD PLAN APPLICATION

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

<p><b>Schedule Final Plan Public Hearing and Complete Public Notification Process</b> Town must schedule a public hearing before the Planning and Zoning Commission to review the application based on final PD plan 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.</p> <p style="text-align: center;">Date of Planning and Zoning Commission Public Hearing: _____</p>	<input type="checkbox"/>
<p><b>Planning and Zoning Commission Recommendation</b> 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"/> <b>Applicant Addresses Planning and Zoning Commission Conditions</b> Applicant will revise the final PD plan based on any Planning and Zoning Commission's conditions of approval and submit it to the Town Council.</p>	<input type="checkbox"/>
<p><b>Schedule Final PD Plan Public Hearing and Complete Public Notification Process</b> Town Council must schedule a public hearing for review and action on the application based on final PD 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.</p>	<input type="checkbox"/>
<p><b>Town Council Public Hearing and Action</b> The final PD plan will be presented to the Council for its review and action at a public hearing. Approval shall be by resolution.</p> <p style="text-align: center;">Decision: _____ Date: _____</p> <p>Upon approval of a final PD development plan, the Town, through its Council, must adopt an ordinance establishing the PD Overlay District for the property in accordance with that plan.</p>	<input type="checkbox"/>

\* *Development within a PD Overlay District cannot occur unless and until a final plat for the portion of the property to be developed has been approved and recorded. The Town Council may move to repeal a PD Overlay District ordinance if building activity for the district has not commenced within 1 year from the effective date of the creating ordinance.*