



City of Englewood
 Community Development Department
 1000 Englewood Parkway
 Englewood, CO 80110
 303-762-2342
 englewoodgov.org

PLANNED UNIT DEVELOPMENT (PUD) AMENDMENT CHECKLIST

Only **complete** applications will be accepted.
 Please use the following Checklist to complete your application.

Applicant ✓	City ✓	Checklist Items
		Pre-application meeting with Community Development held on:
		Pre-application Neighborhood Meeting held on:
		Application Form
		Completed Checklist (this form)
		Letter of Authorization (if applicant is not the property owner)
		Documentation of legal interest in the property
		Fees
		Application Fee (payable to City of Englewood) \$1,000.00 (Non-Refundable)
		Recording Fee (payable to Arapahoe County Clerk) \$ TBD (Due at recording)
		PUD Documents
		Size: 24" x 36", FOLDED
		Number of copies for initial submittal: 15
		Font size and type: legible when reduced to 1/2 sized format
		Written and graphic scale - Not less than one inch per fifty feet (1" = 50')
		North arrow
		PUD District Plan (Insert as first sheet of PUD document)
		Name and address of the PUD
		Principals: Names, addresses and phone numbers of the applicant, owner, developer and designer of the development
		Vicinity map
		Sheet index
		Legal description of property proposed for development
		Signature blocks (per City format; located on right edge of sheet)
		Title block (per City format; located in lower right corner of sheet)
		Construction schedule
		Background: A written statement generally describing the proposed PUD and the market which it is intended to serve; its relationship to the Comprehensive Plan, and how the proposed PUD District will relate to adjacent property. Where the applicant's objectives are not in substantial conformance with the Comprehensive Plan, the statement shall include the changed or changing conditions that justify approval of the proposal

Avoid delays - Submit a complete application!

		Planned Unit Development Site Plans (subsequent sheets of PUD documents)
		Adjacent streets and proposed points of access
		Internal and external traffic circulation
		Pedestrian circulation: sidewalks, pathways, bus stops, bike paths, indicating materials and dimensions
		Utilities and easements including location, dimensions and descriptions
		Fire hydrant locations
		Location and area of open and recreation space
		Zoning & land use within three hundred feet (300') of all property boundaries
		Existing and proposed structures and improvements including location, dimensions of separations between buildings, streets, and other features, gross floor area, finished floor elevation, and building heights
		The existing topographic character of the land and existing natural features
		Lighting
		Signage including location, size, architectural elevations and illumination
		Parking including drive-through and access points, stacking, drive aisles, fire lanes, schedule of required and provided spaces, locations and dimensions of standard and disabled parking spaces, compliance with ADA requirements, and internal circulation
		Landscaping plan including material schedule listing quantities, species, common name, minimum size at planting, area calculations for required and provided landscape area and irrigation plans
		Fencing, walls or year-round natural screen planting and landscaping when necessary to shield adjacent residential areas from commercial, industrial and parking areas
		Drainage including 5-year and 100-year flooding, retention areas, detention areas and surface drainage
		Schedule of dwelling units (if applicable) by building, number of bedrooms, and dwelling unit density based on units divided by acres of net lot area remaining after right-of-way dedications
		Public amenities that may be included in the development proposal
		Other elements such as conceptual architectural and building designs, facade treatments, and exterior building materials, as necessary to establish how the proposed PUD Zone District will relate to adjacent properties
		ALTA/ACSM Land Title Survey (Insert as last sheet of PUD document)
		Other Documents: Provide 1 copy of any special agreements, easements, conveyances, restrictions or covenants governing the property
		Drainage Report 2 copies
		Traffic Study 2 copies
		Additional material/information as requested by City Manager or Designee
	Note:	<p>Additional copies will be required for:</p> <ul style="list-style-type: none"> ▪ Resubmittals ▪ Outside agency referrals ▪ Planning and Zoning Commission Public Hearing ▪ City Council 1st Reading ▪ City Council Public Hearing

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